

Commercial and Industrial Plan Review and Permitting Procedures

1. Written application for building permit and all applicable trades should be filled out completely along with a detail description of work to be permitted.
2. Four (4) paper sets of plans showing:
 - A. Professionally designed drawings bearing the seal and handwritten signature of the responsible engineer and/or architect registered in the State of Georgia for the following:
 - a. New or existing building and structure with Assembly, Educational, Institutional and Multi-family residential occupancy classification; and any new or existing single story building or structure with a floor area greater than 5,000 square feet: (O.C.G.A. 43-4-14 (b) (3) (4))
 - b. Non-structural interior construction within an existing building that has been designed by a registered architect may bear the seal and signature of a registered interior designer certifying that plans and specifications as submitted are in compliance with the applicable current building codes. (O.C.G.A. 43-4-14 (b) (5))
 - B. One (1) digital set should be provided on disc. The four sets of paper drawings should be submitted on bound ARCH (24x36) paper.
3. When fire suppression systems are required, please submit three (3) sets of stamped and sealed sprinkler plans for review.
4. New and existing building or structure with occupancy classifications of Assembly, Educational, Institutional, or Multi-family Residential which are defined as Title 25 projects will be required to submit construction documents to the State Fire Marshal's office.
5. A pre-construction meeting with the building Inspector will be scheduled after plans have been reviewed, application approved, and all applicable fees have been collected. During the meeting the Building Inspector will return two (2) sets of plans and Issue the Building Permit to the Contractor.
6. Construction should not begin until Contractor has been issued the Building Permit.

Plan Submittal Format

1. Drawings shall contain a cover page, site plan, structural, architectural, life safety, electrical, plumbing, mechanical sheets as applicable to the project.
2. When required, drawing shall bear the direct applied seal (adhesive applied seals are prohibited) of a professional engineer or architect registered in the State of Georgia with corresponding handwritten signature and date of signature. (O.C.G.A. 43-4-14)
3. Each sheet of submitted construction drawings which indicates a status other than "For Construction" shall be considered incomplete and cannot be authorized for issuance of a building permit. (Georgia State Board of Registration for Professional Engineers and Land Surveyors Rule 180-12-02)
4. Provide the following information and criteria for all new building projects on the cover sheet:
 - Project Name
 - Project Address
 - Occupancy Group
 - Calculated Occupancy Load
 - Type of Construction
 - Sprinklered or Unsprinklered
 - Number of Stories
 - Building Height and Building Code Height Limit
 - New Building Area per Floor
 - New Basement Area
 - New Mezzanine Area
 - New Canopy-Porch-Balcony Area
 - Total New Building Area
 - Existing Building Area
 - Total Building Area (new and existing)

5. Provide the following information and criteria for all interior finish projects on the cover sheet:

- Project Name
- Project Address
- Occupancy Group
- Calculated Occupancy Load
- Type of Construction
- Sprinklered or Unsprinklered
- Floor Level of Tenant Suite
- Modified Interior Area per Floor
- Modified Basement Area
- New or Modified Mezzanine Area
- Total Modified Interior Area

6. Provide a list of applicable codes that apply to the project on the cover sheet.
7. Provide a key plan of the entire building which indicates the area of construction and/or the tenant suite location for each applicable floor level.
8. Indicate street address for each building, tenant suite, and/or structure of the project in the title block of each drawing included on the cover sheets.
9. Provide on the cover sheet a complete index of all submitted drawings.
10. Indicate on the cover sheet the name, email address and phone number of the designer-of-record for each discipline. (Engineer, Architect, Interior Designer, etc)

Commercial/Industrial Permit Application Checklist

The following list of documentation is required before a permit will be issued for construction. Incomplete forms will not be processed and will delay permit issuance. Please return this form with all permit application submittals.

- _____ Completed application
- _____ Contractor licensing documentation (business license, state trade card, certificate of liability insurance)
- _____ Subcontractor
- _____ Subcontractor licensing documentation (business license, state trade card, certificate of liability insurance)
- _____ 4 sets of scaled construction drawings (see plan submittal form)
- _____ Scaled site plan detailing project location, location of other structures on property, Erosion and Sediment Control BMPs (best management practices)
- _____ ComCheck Energy Code Compliance Form (required for CO)
- _____ Septic permit (if applicable)

A pre-construction meeting with the project GC will be required prior to the beginning of construction at which time two (2) sets of stamped drawings will be returned and the permit placard issued for posting on site.

Project Address: _____

Applicate Name: _____

Received by: _____

Date: _____

CITY OF COMMERCE

COMMERCIAL BUILDING PERMIT APPLICATION

(OFFICE USE)

APPLICATION DATE: _____

☐

TYPE PERMIT: (CHECK BELOW)

☐

BUILDING

☐

ELECTRICAL

☐

PLUMBING

☐

MECHANICAL

☐

911 ADDRESS: _____

☐

TAX PARCEL NUMBER: _____

☐

ZONING CLASSIFICATION: _____

☐

USE CLASSIFICATION: _____

☐

TYPE OF CONSTRUCTION: _____

☐

OCCUPANCY CLASS: _____

☐

IMPROVEMENT TYPE: (CHECK BELOW)

☐

NEW CONSTRUCTION

☐

ADDITION

☐

ALTERATION

☐

REPAIR/REPLACEMENT

☐

RELOCATION

☐

CHANGE OF USE

☐

STRUCTURAL FRAME: (CHECK BELOW)

☐

STEEL

☐

CONCRETE

☐

MASONRY

☐

WOOD

☐

OTHER-IDENTIFY _____

☐☐

EXTERIOR WALLS: (CHECK BELOW)

☐

BRICK

☐

ROCK

☐

WOOD

☐

STUCCO

☐

CONCRETE MATERIALS

☐

OTHER _____

☐

ELECTRICAL PROVIDER: (CHECK BELOW)

☐

CITY OF COMMERCE

☐

JACKSON EMC

☐

GEORGIA POWER

☐

SIZE OF ELECTRICAL SERVICE: _____

SPRINKLER SYSTEM: YES: _____ * NO: _____

NUMBER OF STORIES: _____

PROP. OWNER INFO: NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

CONTRACTOR INFO: NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

ELECTRICIAN INFO: NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

PLUMBER INFO: NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

MECHANICAL INFO: NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

TELEPHONE _____

EST. PROJECT COST: _____

PROVIDE ALL OF THE FOLLOWING:

DETAILED (STAMPED) PLAN BY DESIGN PROFESSIONAL (4 COPIES)

CIVIL PLAN AND SOIL EROSION SEDIMENTATION CONTROL PLAN

COPY OF GaDOT PERMIT (IF APPLICABLE)

DRIVEWAY INSTALLATION PLAN (IF NOT INCLUDED ON CIVIL PLANS)

*SPRINKLER SYSTEM PLANS (STAMPED)

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PROVIDE ALL OF THE FOLLOWING:

CONTRACTOR'S STATE LICENSE, BUSINESS LICENSE, AND INSURANCE
ELECTRICIAN'S STATE LICENSE, BUSINESS LICENSE, AND INSURANCE
PLUMBER'S STATE LICENSE, BUSINESS LICENSE, AND INSURANCE
MECHANICAL'S STATE LICENSE, BUSINESS LICENSE, AND INSURANCE
GRADER'S GSWCC LEVEL 1 CARD
WARRANTY DEED (PROOF OF OWNERSHIP)
COPY OF RECORDED PLAT/SURVEY
COPY OF PAID UTILITY RECEIPT(S)
COPY OF NOTICE OF INTENT (NOI) SENT TO EPD

BY SIGNING BELOW, YOU UNDERSTAND ALL DOCUMENTS LISTED ABOVE
MUST BE ATTACHED BEFORE THE APPLICATION WILL BE PROCESSED.

APPLICANT'S SIGNATURE:

--

RECEIVED AT OFFICE BY:

DATE AND TIME:

Required Documents

Copy of Business License _____

Copy of State Trade License _____

Copy of Insurance _____

FOR OFFICIAL USE ONLY-PERMIT #:

COMMERCIAL BUILDING PERMIT APPLICATION**PROJECT INFORMATION**

Project Address: _____ Zip: _____

Building Number: _____ Apt/Ste #: _____

Scope of Work: _____
_____Type of Work: ☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Fire Damage ☐ Revision ☐ Exterior Work ☐ Driveway
☐ Other: _____

Occupancy Classification: _____ Cost of Construction: \$ _____

Construction Type: ☐ IA ☐ IIA ☐ IIIA ☐ IB ☐ IIB ☐ IIIB ☐ IV ☐ VA ☐ VB

Total Square Footage (Include only areas pertaining to the scope of work. This should be a combined total of all of the items below):

Finished Floor Area _____

Unfinished Area _____

Building Height _____

Sanitary Facilities

☐ Septic ☐ Sewer

Setbacks

Impervious Area

Lot Size: _____

Front: _____ Rear: _____ Left: _____ Right: _____ Square Feet: _____ Easment ☐ Yes ☐ No**PROPERTY OWNERS INFORMATION**

Name: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

APPLICANTS INFORMATIONApplicant: ☐ Property Owner ☐ Tenant Leasing Space ☐ Contractor ☐ Authorized Agent ☐ Architect/Engineer

Name: _____ Company Name: _____

Phone: _____ Email: _____

CONTRACTORS INFORMATION

Name: _____ Signature: _____

Company: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

Business Lic. # _____ State Lic. #: _____

Note: Only the Property Owner, Architect, Engineer, or General Contractor should sign this application.

EXCEPTION: An Authorized Agent may also sign, when an Authorized Permit Agent Form is completed on behalf of a State of Georgia licensed contractor. Before signing, please carefully read the statements below.

I do solemnly swear that the information on this application is true, and that no false or misleading statement is submitted herein to obtain a Building Permit or Certificate of Occupancy. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of any Building Permit or Certificate of Occupancy issued as a result of this application. I understand that I must comply with all City ordinances and regulations. I hereby agree to provide any clearance(s) and/or inspection report(s) required prior to the issuance of a Building Permit or Certificate of Occupancy.

I agree to exonerate, indemnify and save harmless the City from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the Building Permit issued as a result of this application.

Signature: _____ Date: _____

FOR OFFICE USE ONLY

Approved: ☐ Yes ☐ No **Approved by:** _____ **Date:** _____

Administrative:	Plan Review:	Site:	Permit:	Stop Work Penalty:	Total:
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

COMMERCE BUILDING FEES

Calculating Building Valuation	Unless otherwise stated, the valuation of new commercial or industrial construction will be based on the actual contract cost of the work, or calculated by using the latest construction cost data as published in the Building Safety Journal by the International Code Council (ICC). For interior completion only, the construction cost is valued at fifty percent (50%) of the calculated ICC building valuation.
Fee Payment	Fees are collected prior to issuance of permits.

Plan Review Fees	New single-family residential review	Additional 50% of permit fee
	Residential renovations/additions	Additional 50% of permit fee
	All commercial/industrial individual plan reviews	Additional 50% of permit fee

Residential Building	Heated square feet	\$0.20
	Unheated square feet	\$0.12

Permit Fee Table	Total Contract Valuation	Fee
	\$1,000 and less	Minimum fee of \$100
	\$1,001 to \$50,000	\$15.00 for first \$1,000 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000; minimum fee of \$100
	\$50,001 to \$100,000	\$260.00 for first \$50,000 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000
	\$100,001 to \$500,000	\$460.00 for first \$100,000 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000
	\$500,001 and up	\$1,660 for first \$500,000 plus \$2.00 for each additional thousand or fraction thereof.
Trade Permits (Residential, Commercial, and Industrial)	Permit Fee	Use permit fee table- minimum \$100.00
Certificate of Occupancy or Completion (C/O or C/C)	New single-family detached, condo, or townhome	\$100.00
	New commercial	\$250.00
	New industrial	\$500.00
	New or renovated commercial tenant space	\$200.00
Land Disturbance Permit (LDP)	Issued for 1 acre or more of disturbance	\$80.00 per acre (\$40.00 paid to Environmental Protection Division, \$40.00 paid to City of Commerce)
Mobile Homes	Permits	\$250.00
	Installers	\$100.00
	CO	\$150.00
	Existing Site Inspection	\$100.00
	Moving Site Built Homes	\$150.00
	Inspection Mileage by Mile	\$0.50
Demolition	Residential	\$150.00
	Commercial	\$300.00
Signs	Commercial/Industrial	\$100.00
	Canopy/Awning	\$50.00
Other	Swimming Pools	\$250.00
	Deck/Porch	\$0.12 per square foot
	Sheds/Accessory Buildings	\$0.20 per square foot (heated)/ \$0.12 per square foot (unheated)
	Alterations	\$0.10 per square foot (heated)/ \$0.06 per square foot (unheated)
Temporary Electric Service	Temporary Pole	\$50.00
Underground Storage Tanks	0-500 Gallons	\$50.00
	501-8,000 Gallons	\$100.00
	8,001-20,000 Gallons	\$150.00
	Over 20,001	\$200.00
Flammable Liquid Pump	Permit Fee	\$20.00

Re-Inspections	For each added trip	\$75.00
Work done without permit	Fee	Two-Hundred (200%) of permit fee
Permit Extensions	Subsequent extensions	3-month extension- \$100.00 Additional extensions- permit extensions 50% of original fee
Transfer of permit/change of contractor	Fee	\$100.00
Replacement of permits, C/O, C/C, etc.	Fee	\$25.00
Temporary construction trailer (not including electrical permit)	Permit Fee	\$400.00

Required Documents

Copy of Business License _____

Copy of State Trade License _____

Copy of Insurance _____

FOR OFFICIAL USE ONLY-PERMIT #:

COMMERCIAL ELECTRICAL PERMIT APPLICATION**PROJECT INFORMATION**

Project Address: _____ Zip: _____

Scope of Work: _____

Construction Cost (Labor and Materials)☐ New Building☐ Building Addition☐ Building Renovation☐ Replacement☐ Addition☐ Fire Alarm☐ Low Voltage☐ Road Side Equipment☐ Cell Tower**PROPERTY OWNERS INFORMATION**

Name: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

APPLICANTS INFORMATIONApplicant: ☐ Property Owner ☐ Tenant Leasing Space ☐ Contractor ☐ Authorized Agent ☐ Architect/Engineer

Name: _____ Company Name: _____

Phone: _____ Email: _____

☐ **Temporary Electrical Power is Requested for Construction and Startup of Equipment and Building System Testing**

1. The General Contractor and the Electrical hereby assume all responsibility for any use of electrical power at this building site until the project has received its Certificate of Occupancy.
2. This Temporary Conditional Electric Service is being granted as a convenience for the Contractor/Permit Holder. Violation, such as any unapproved occupancy or use of power for other purposes than being requested, will be considered sufficient cause for the power to be terminated, as well as denial of future requests for Temporary Power by the Contractor/Permit Holder. The City of Tucker also reserves the right to have the temporary power removed at any time it feels that the safety of workers or any other persons may be in danger due to the Temporary Electrical Power.

CONTRACTORS INFORMATION

Name: _____ Signature: _____

Company: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

Business Lic. # _____ State Lic. #: _____

Note: Only the Property Owner, Architect, Engineer, or General Contractor should sign this application.

EXCEPTION: An Authorized Agent may also sign, when an Authorized Permit Agent Form is completed on behalf of a State of Georgia licensed contractor. Before signing, please carefully read the statements below.

I do solemnly swear that the information on this application is true, and that no false or misleading statement is submitted herein to obtain a Building Permit or Certificate of Occupancy. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of any Building Permit or Certificate of Occupancy issued as a result of this application. I understand that I must comply with all City ordinances and regulations. I hereby agree to provide any clearance(s) and/or inspection report(s) required prior to the issuance of a Building Permit of Certificate of Occupancy.

I agree to exonerate, indemnify and save harmless the City from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the Building Permit issued as a result of this application.

Signature: _____ Date: _____

FOR OFFICE USE ONLYApproved: ☐ Yes ☐ No Approved by: _____ Date: _____

Administrative:	Plan Review:	Site:	Permit:	Stop Work Penalty:	Total:
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

COMMERCE BUILDING FEES

Calculating Building Valuation	Unless otherwise stated, the valuation of new commercial or industrial construction will be based on the actual contract cost of the work, or calculated by using the latest construction cost data as published in the Building Safety Journal by the International Code Council (ICC). For interior completion only, the construction cost is valued at fifty percent (50%) of the calculated ICC building valuation.
Fee Payment	Fees are collected prior to issuance of permits.

Plan Review Fees	New single-family residential review	Additional 50% of permit fee
	Residential renovations/additions	Additional 50% of permit fee
	All commercial/industrial individual plan reviews	Additional 50% of permit fee

Residential Building	Heated square feet	\$0.20
	Unheated square feet	\$0.12

Permit Fee Table	Total Contract Valuation	Fee
	\$1,000 and less	Minimum fee of \$100
	\$1,001 to \$50,000	\$15.00 for first \$1,000 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000; minimum fee of \$100
	\$50,001 to \$100,000	\$260.00 for first \$50,000 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000
	\$100,001 to \$500,000	\$460.00 for first \$100,000 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000
	\$500,001 and up	\$1,660 for first \$500,000 plus \$2.00 for each additional thousand or fraction thereof.
Trade Permits (Residential, Commercial, and Industrial)	Permit Fee	Use permit fee table- minimum \$100.00
Certificate of Occupancy or Completion (C/O or C/C)	New single-family detached, condo, or townhome	\$100.00
	New commercial	\$250.00
	New industrial	\$500.00
	New or renovated commercial tenant space	\$200.00
Land Disturbance Permit (LDP)	Issued for 1 acre or more of disturbance	\$80.00 per acre (\$40.00 paid to Environmental Protection Division, \$40.00 paid to City of Commerce)
Mobile Homes	Permits	\$250.00
	Installers	\$100.00
	CO	\$150.00
	Existing Site Inspection	\$100.00
	Moving Site Built Homes	\$150.00
	Inspection Mileage by Mile	\$0.50
Demolition	Residential	\$150.00
	Commercial	\$300.00
Signs	Commercial/Industrial	\$100.00
	Canopy/Awning	\$50.00
Other	Swimming Pools	\$250.00
	Deck/Porch	\$0.12 per square foot
	Sheds/Accessory Buildings	\$0.20 per square foot (heated)/ \$0.12 per square foot (unheated)
	Alterations	\$0.10 per square foot (heated)/ \$0.06 per square foot (unheated)
Temporary Electric Service	Temporary Pole	\$50.00
Underground Storage Tanks	0-500 Gallons	\$50.00
	501-8,000 Gallons	\$100.00
	8,001-20,000 Gallons	\$150.00
	Over 20,001	\$200.00
Flammable Liquid Pump	Permit Fee	\$20.00

Re-Inspections	For each added trip	\$75.00
Work done without permit	Fee	Two-Hundred (200%) of permit fee
Permit Extensions	Subsequent extensions	3-month extension- \$100.00 Additional extensions- permit extensions 50% of original fee
Transfer of permit/change of contractor	Fee	\$100.00
Replacement of permits, C/O, C/C, etc.	Fee	\$25.00
Temporary construction trailer (not including electrical permit)	Permit Fee	\$400.00

Required Documents

Copy of Business License _____

Copy of State Trade License _____

Copy of Insurance _____

FOR OFFICIAL USE ONLY-PERMIT #:

COMMERCIAL MECHANICAL PERMIT APPLICATION**PROJECT INFORMATION**

Project Address: _____ Zip: _____

Scope of Work: _____

Construction Cost (Labor and Materials) _____

PROPERTY OWNERS INFORMATION

Name: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

APPLICANTS INFORMATIONApplicant: ☐ Property Owner ☐ Tenant Leasing Space ☐ Contractor ☐ Authorized Agent ☐ Architect/Engineer

Name: _____ Company Name: _____

Phone: _____ Email: _____

CONTRACTORS INFORMATION

Name: _____ Signature: _____

Company: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

Business Lic. # _____ State Lic. #: _____

Note: Only the Property Owner, Architect, Engineer, or General Contractor should sign this application.

EXCEPTION: An Authorized Agent may also sign, when an Authorized Permit Agent Form is completed on behalf of a State of Georgia licensed contractor. Before signing, please carefully read the statements below.

I do solemnly swear that the information on this application is true, and that no false or misleading statement is submitted herein to obtain a Building Permit or Certificate of Occupancy. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of any Building Permit or Certificate of Occupancy issued as a result of this application. I understand that I must comply with all City ordinances and regulations. I hereby agree to provide any clearance(s) and/or inspection report(s) required prior to the issuance of a Building Permit or Certificate of Occupancy.

I agree to exonerate, indemnify and save harmless the City from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the Building Permit issued as a result of this application.

Signature: _____ Date: _____

FOR OFFICE USE ONLYApproved: ☐ Yes ☐ No Approved by: _____ Date: _____

Administrative:	Plan Review:	Site:	Permit:	Stop Work Penalty:	Total:
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

COMMERCE BUILDING FEES

Calculating Building Valuation	Unless otherwise stated, the valuation of new commercial or industrial construction will be based on the actual contract cost of the work, or calculated by using the latest construction cost data as published in the Building Safety Journal by the International Code Council (ICC). For interior completion only, the construction cost is valued at fifty percent (50%) of the calculated ICC building valuation.
Fee Payment	Fees are collected prior to issuance of permits.

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Residential Building	Heated square feet	\$0.20
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Permit Fee Table	Total Contract Valuation	Fee
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Required Documents

Copy of Business License _____

Copy of State Trade License _____

Copy of Insurance _____

FOR OFFICIAL USE ONLY-PERMIT #:

COMMERCIAL PLUMBING PERMIT APPLICATION**PROJECT INFORMATION**

Project Address: _____ Zip: _____

Scope of Work: _____

Construction Cost (Labor and Materials) _____

PROPERTY OWNERS INFORMATION

Name: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

APPLICANTS INFORMATIONApplicant: ☐ Property Owner ☐ Tenant Leasing Space ☐ Contractor ☐ Authorized Agent ☐ Architect/Engineer

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Signature: _____ Date: _____

FOR OFFICE USE ONLYApproved: ☐ Yes ☐ No Approved by: _____ Date: _____

Notes: _____

FEES TO BE PAID

Administrative:	Plan Review:	Site:	Permit:	Stop Work Penalty:	Total:
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

COMMERCE BUILDING FEES

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	\$1,001 to \$50,000	\$15.00 for first \$1,000 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000; minimum fee of \$100
	\$50,001 to \$100,000	\$260.00 for first \$50,000 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000
	\$100,001 to \$500,000	\$460.00 for first \$100,000 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000
	\$500,001 and up	\$1,660 for first \$500,000 plus \$2.00 for each additional thousand or fraction thereof.
Trade Permits (Residential, Commercial, and Industrial)	Permit Fee	Use permit fee table- minimum \$100.00
Certificate of Occupancy or Completion (C/O or C/C)	New single-family detached, condo, or townhome	\$100.00
	New commercial	\$250.00
	New industrial	\$500.00
	New or renovated commercial tenant space	\$200.00
Land Disturbance Permit (LDP)	Issued for 1 acre or more of disturbance	\$80.00 per acre (\$40.00 paid to Environmental Protection Division, \$40.00 paid to City of Commerce)
Mobile Homes	Permits	\$250.00
	Installers	\$100.00
	CO	\$150.00
	Existing Site Inspection	\$100.00
	Moving Site Built Homes	\$150.00
	Inspection Mileage by Mile	\$0.50
Demolition	Residential	\$150.00
	Commercial	\$300.00
Signs	Commercial/Industrial	\$100.00
	Canopy/Awning	\$50.00
Other	Swimming Pools	\$250.00
	Deck/Porch	\$0.12 per square foot
	Sheds/Accessory Buildings	\$0.20 per square foot (heated)/ \$0.12 per square foot (unheated)
	Alterations	\$0.10 per square foot (heated)/ \$0.06 per square foot (unheated)
Temporary Electric Service	Temporary Pole	\$50.00
Underground Storage Tanks	0-500 Gallons	\$50.00
	501-8,000 Gallons	\$100.00
	8,001-20,000 Gallons	\$150.00
	Over 20,001	\$200.00
Flammable Liquid Pump	Permit Fee	\$20.00

Re-Inspections	For each added trip	\$75.00
Work done without permit	Fee	Two-Hundred (200%) of permit fee
Permit Extensions	Subsequent extensions	3-month extension- \$100.00 Additional extensions- permit extensions 50% of original fee
Transfer of permit/change of contractor	Fee	\$100.00
Replacement of permits, C/O, C/C, etc.	Fee	\$25.00
Temporary construction trailer (not including electrical permit)	Permit Fee	\$400.00

Required Documents

Copy of Business License _____
Copy of State Trade License _____
Copy of Insurance _____

FOR OFFICIAL USE ONLY-PERMIT #:

FIRE SYSTEM PERMIT APPLICATION**PROJECT INFORMATION**

Project Address: _____ Zip: _____

Scope of Work: _____

_____☐ Fire Alarm ☐ Fire Sprinkler ☐ Fire Suppression Cost of the Job: _____**PROPERTY OWNERS INFORMATION**

Name: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

APPLICANTS INFORMATIONApplicant: ☐ Property Owner ☐ Tenant Leasing Space ☐ Contractor ☐ Authorized Agent ☐ Architect/Engineer

Name: _____ Company Name: _____

Phone: _____ Email: _____

CONTRACTORS INFORMATION

Name: _____ Signature: _____

Company: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

Business Lic. # _____ State Lic. #: _____

Note: Only the Property Owner, Architect, Engineer, or General Contractor should sign this application.

EXCEPTION: An Authorized Agent may also sign, when an Authorized Permit Agent Form is completed on behalf of a State of Georgia licensed contractor. Before signing, please carefully read the statements below.

I do solemnly swear that the information on this application is true, and that no false or misleading statement is submitted herein to obtain a Building Permit or Certificate of Occupancy. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of any Building Permit or Certificate of Occupancy issued as a result of this application. I understand that I must comply with all City ordinances and regulations. I hereby agree to provide any clearance(s) and/or inspection report(s) required prior to the issuance of a Building Permit or Certificate of Occupancy.

I agree to exonerate, indemnify and save harmless the City from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the Building Permit issued as a result of this application.

Signature: _____ Date: _____

FOR OFFICE USE ONLYApproved: ☐ Yes ☐ No Approved by: _____ Date: _____

Administrative:	Plan Review:	Site:	Permit:	Stop Work Penalty:	Total:
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

COMMERCE BUILDING FEES

Calculating Building Valuation	Unless otherwise stated, the valuation of new commercial or industrial construction will be based on the actual contract cost of the work, or calculated by using the latest construction cost data as published in the Building Safety Journal by the International Code Council (ICC). For interior completion only, the construction cost is valued at fifty percent (50%) of the calculated ICC building valuation.
Fee Payment	Fees are collected prior to issuance of permits.

Plan Review Fees	New single-family residential review	Additional 50% of permit fee
	Residential renovations/additions	Additional 50% of permit fee
	All commercial/industrial individual plan reviews	Additional 50% of permit fee

Residential Building	Heated square feet	\$0.20
	Unheated square feet	\$0.12

Permit Fee Table	Total Contract Valuation	Fee
	\$1,000 and less	Minimum fee of \$100
	\$1,001 to \$50,000	\$15.00 for first \$1,000 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000; minimum fee of \$100
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Required Documents

Copy of Business License _____

Copy of State Trade License _____

Copy of Insurance _____

FOR OFFICIAL USE ONLY-PERMIT #:

COMMERCIAL GAS PERMIT APPLICATION**PROJECT INFORMATION**

Project Address: _____ Zip: _____

Scope of Work: _____

Construction Cost (Labor and Materials) _____

PROPERTY OWNERS INFORMATION

Name: _____

Address: _____ Zip: _____

Phone: _____ Email: _____

APPLICANTS INFORMATIONApplicant: ☐ Property Owner ☐ Tenant Leasing Space ☐ Contractor ☐ Authorized Agent ☐ Architect/Engineer

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Signature: _____ Date: _____

FOR OFFICE USE ONLYApproved: ☐ Yes ☐ No Approved by: _____ Date: _____

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