



770-730-5600
www.sandyspringsga.org

COMMERCIAL BUILDING PERMIT CHECKLIST

Building Permit Number: _____ Submittal Date: _____

Subdivision Name (if any): _____ Tax/Parcel ID #: _____
Assigned by Staff

Parcel Address: _____ Lot #: _____

Permittee: _____ Signature: _____
Print Name Signature

Firm: _____ Phone: _____

Address: _____

Accepted/Denied by: _____

Minimum Requirements

Provide all items listed below. If not applicable, applicant shall indicate N/A on this checklist, and shall explain by notation on the plans. An incomplete application will not be accepted into the review process.

General Permit Requirements

THE BUILDING PERMIT CARD AND A COPY OF THE PERMITTED BUILDING PLANS MUST BE POSTED ON THE PERMITTED JOB SITE AT THE RIGHT OF WAY, WEATHER PROTECTED AND READILY AVAILABLE TO THE INSPECTORS AT ALL TIMES.

NO PERMIT CARD = PROJECT IS IN VIOLATION = NO INSPECTIONS.

- _____ 1. Completed Building Permit Application, including a brief description of the project scope. "Tenant Finish" is not an adequate description of project scope.
- _____ 2. Submittal fee. (Please be advised that any person who commences work before obtaining the necessary permits shall be subject to a penalty of 100 percent of the usual permit fee in addition to the required permit fees or possible court citation.)
- _____ 3. Land Disturbance Permit Number, if applicable.
- _____ 4. Three (3) copies of sealed, signed and dated Site Plans, if applicable. Refer to Site Minimum Submittal Requirements List and appropriate Site Checklists. Plans must bear the professional seal and signature of an Engineer, Land Surveyor, Architect, or Landscape Architect having registration in the state of Georgia. New buildings, building additions, site improvements, and projects involving a change in use or occupancy classification of an existing building require submittal of site plans.
- _____ 5. Three (3) copies of sealed, signed and dated Building Plans. (See Plan Requirements below.)
- _____ 6. Approved Fulton County sewer tap-in permit and receipt. (New Construction, Additions, or Change in Use only.)

- _____ 7. Approved Fulton County septic / well permit and receipt. (New Construction, Additions and Change in Use only.)
- _____ 8. Approved City of Atlanta water meter tap-in permit and receipt. (New Construction, Additions and Change in Use only.)
- _____ 9. Proof of valid contractor business license.

Plan Requirements

- _____ 1. Title Page:
 - a. Project street address and Building/Suite number.
 - b. Project name and tenant name.
 - c. Project size and type.
 - d. Fundamental building code design information, including Type of Construction, Occupancy Group, Occupant Loads, number of stories, floor areas in square feet, whether or not the space/building is equipped with a fire sprinkler system, and whether or not there exist such elements as area separation walls (fire walls), occupancy separations (applicable to mixed occupancy), and horizontal exits (a wall constructed for a two-hour occupancy separation, providing a smoke-proof enclosure).
 - e. Identify whether building is within High-Rise Limits (IBC 403.1). If so:
 - State whether the elevator shaft is provided with a mechanical smoke control system (707.14 w/GA Amendments), or
 - State whether a listed elevator door opening protective device is provided at the hoistway openings (707.14 w/GA Amendments).
 - f. Egress / Life Safety Plan, including travel distances, rated wall locations, exit locations, and overall key plans.
 - g. Provide a listing on the drawings of all materials regulated as constituting a physical or health hazard, hazardous production material, detonation hazard, deflagration hazard, or a hazard from accelerated burning, and/or materials that readily support combustion in excess of those found in IBC Tables 307.7(1) and 307.7(2).
 - h. Show or specify separation construction where rated enclosures are required per IBC 508.2 (fuel burning mechanical equipment over 400,000 BTUH input, storage rooms, etc.).
 - i. Computer rooms must comply with the following:
 - NFPA 75 Section 3-1.3 requires one-hour separation and NFPA 75 Section 8-1 (b) requires fire and smoke dampers at all duct penetrations. Also refer to NEC 2005, Article 645 and IBC 716.5.2.
 - j. Building height and area modifications.
 - k. Effective Building Codes, in accordance with the Sandy Springs Code of Ordinances, Chapter 9, Article 1, Section 1 and the Georgia Department of Community Affairs. See the Sandy Springs website <http://sandyspringsga.org> to download the applicable sections of the Sandy Springs Code of Ordinances. (Click "City Departments," then select the "Community Development" link. See the Related Links.)

- l. Provide property Owner's name, street address and telephone number. Provide email address, if available.
 - m. Provide complete name, address and telephone number of person or firm submitting the building plans, including the seal and signature of the Registered Design Professional. Provide email address, if available.
 - n. Drawing index.
- _____ 2. Provide complete Architectural, Structural, Mechanical, Electrical, Low Voltage, Plumbing, and Fire Protection plans, as applicable, for the work to be done. Plans shall be to scale and adequately dimensioned. Plans must plainly delineate existing and new items.
- _____ 3. All drawings, information, and accompanying data shall be sealed, signed and dated by the appropriate Registered Design Professional licensed to practice in the state of Georgia.
- _____ 4. For Structural work covered by the requirements of Chapter 17 of the International Building Code, provide a written Statement of Special Inspections, dated and sealed by a Georgia licensed P. E., a Schedule of Special Inspections listing materials and work requiring Special Inspections, and a listing of the individuals, agencies or firms intended to perform such Special Inspections. Note that occupancy classifications R-3 and U are the only exceptions from the requirement to submit a Statement and Schedule of Special Inspections.
- _____ 5. Some plans may require approval from Fulton County or State of Georgia authority. Please submit to the appropriate Fulton County or State agency for review and approval before submitting to the City of Sandy Springs. These types of projects include:
- Public swimming pools and spas.
 - Restaurants and structures involved in food and drink service or production.
 - Septic systems and/or wells.
 - Commercial wastewater pre-treatment (grease trap) for structures involved in food and drink service or production, automobile service and repair, and car washing.
 - Hotels/Motels and tourist accommodations.
 - Dumpster pads for commercial kitchens and restaurants.
 - Retail or wholesale sales of food.
- Please be advised that the City of Sandy Springs will not permit any of the above project types until three complete sets bearing the appropriate Fulton County or State approvals have been received from the applicant by the City of Sandy Springs. The plans approved by these other agencies must be consistent with those presented to the City of Sandy Springs, as regards the Fulton County/State issues.
- _____ 6. If manufactured trusses are to be used, the truss supplier's detailed drawings for the project must be submitted to the City of Sandy Springs for approval after design team review, and prior to erection. The truss designations must be on a sealed, signed and dated framing plan.
- _____ 7. If either pre-engineered metal buildings, precast concrete, or modular buildings are to be used for the project, the supplier's detailed drawings for the project must be submitted for code-compliance review and approval to the City of Sandy Springs after design team review, and prior to erection.
- _____ 8. For an alteration or addition involving structural modifications, a sealed, signed and dated Statement verifying that the existing structure meets the requirements of IBC Section 3403 is required.