



# City of Cartersville

PLANNING AND DEVELOPMENT

P.O. Box 1390 • 10 North Public Square • Cartersville, Georgia 30120  
Telephone: 770-387-5600 • Fax: 770-387-5605 • [www.cityofcartersville.org](http://www.cityofcartersville.org)

## COMMERCIAL BUILDING PERMIT APPLICATION

Before a building permit can be issued, it will be the responsibility of the owner or contractor to complete this application for a permit and to supply all the required information. Below are key items to guide you through the application and submittal process:

- A contractor must be State-licensed and show a current City or County business license (anywhere in Georgia).
- Mechanical, electrical, plumbing, and fire sprinkler contractors must show a copy of your business and State license to obtain a permit.
- Asbestos reports and a business license are required for a demolition permit. If asbestos is found, the removal process must be noted.
- For a historic district property, a Certificate of Preservation must be obtained from the HPC before a building permit will be issued.
- City department representatives must approve and sign-off on the building permit application before a permit is issued.
- Submit (3) paper copies and (1) electronic copy in PDF format of building plans to the Planning & Development office. The Electronic copy may be submitted on CD at the time of the paper copy submittals or e-mailed [cwaits@cityofcartersville.org](mailto:cwaits@cityofcartersville.org). The Building Official and Fire Marshall review building plans. See last page for specific Fire Department submittal requirements.



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BUILDING PERMIT # \_\_\_\_\_

JOB ADDRESS \_\_\_\_\_

BUSINESS NAME \_\_\_\_\_

BUISNESS TYPE \_\_\_\_\_

OWNER \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTRACTOR \_\_\_\_\_

STATE CONTRACTOR LICENSE # \_\_\_\_\_

ADDRESS \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

DESIGN PROFESSIONAL \_\_\_\_\_

EMAIL \_\_\_\_\_ PHONE \_\_\_\_\_

NEW BLDG. \_\_\_\_\_ ADDITION \_\_\_\_\_ INTERIOR REMODEL \_\_\_\_\_ EXTERIOR REMODEL \_\_\_\_\_

VALUATION/CONSTRUCTION COST \_\_\_\_\_

CONSTRUCTION TYPE \_\_\_\_\_ OCCUPANCY TYPE \_\_\_\_\_

BLDG: SQ FT. \_\_\_\_\_

NUMBER OF UNITS \_\_\_\_\_ NUMBER OF STORIES \_\_\_\_\_

FIRE SPRINKLERS REQUIRED \_\_\_\_\_ YES \_\_\_\_\_ NO \_\_\_\_\_ FIRE ZONE \_\_\_\_\_ IN \_\_\_\_\_ OUT \_\_\_\_\_

DESCRIBE WORK \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPROVAL: ZONNING ADMINISTRATOR \_\_\_\_\_ DATE \_\_\_\_\_

APPROVAL: BUILDING INSPECTIONS \_\_\_\_\_ DATE \_\_\_\_\_



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## FIRE DEPARTMENT REQUIREMENTS

**In the event of new construction or additions of over thirty (30) percent of the entire square footage, the following must be submitted and approved by the Fire Department prior to the granting of a Certificate of Occupancy by the City of Cartersville.**

- (1) A hard copy and electronic version of the final site plan and building/ Construction floor plan which shall be provided in AutoCAD format (DWG, DXF) or Firezone CAD format (CZD).
- (2) The plans at a minimum shall include:
  - (a) Building/Construction floor plan consisting of the following:
    - (i) All interior and exterior walls with openings for each level of the building both above and below grade;
    - (ii) Room labels;
    - (iii) Building measurements and dimensions;
    - (iv) Roof access;
    - (v) Electrical panels and shutoffs;
    - (vi) All life safety items (including but not limited to fire extinguishers, emergency lights, exit signs, fire protection systems, and alarm information; and
    - (vii) Other information as required by the City of Cartersville Fire Department.
  - (b) Site plans shall comply with all other requirements of the City of Cartersville and, additionally, shall include:
    - (i) fire hydrants;
    - (ii) Post indicator valves;
    - (iii) Storage tanks;
    - (iv) Water and gas shutoffs;
    - (v) Types and purpose of building; and
    - (vi) Other information as required by the City of Cartersville Fire Department
- (3) All plans must be submitted to the Cartersville Fire Department either in person, by US Mail or email as indicated during the Plan Review Process.
- (4) The effective date shall be October 1, 2008 and shall be applicable for all Certificate of Occupancy's issued after said date