Building Plan Review Process

START

Submit electronic plans and completed application to plans@cityofcartersville.org in PDF format for review. Or deliver thumb drive to Cartersville Fire Department

Building Permit Application Provided

Initial Communication with Building Official

Fire Marshal reviews, provides comments and/ or approval

Consultant incorporates comments and reviews with Fire Marshal

Fire Marshall approves plans & Application and submits plans to the Building Department.

Comments or Approval as needed

Re-review as needed

Plan Reviewer reviews & distributes plans to appropriate city departments for review. *Review time depends on complexity of project*

Consultant incorporates comments and reviews with Plan Reviewer

City Depts. review and Comment as needed

Plan Reviewer confirms no other conflicts exist & approves plans

Fees Determined

Building Permit issued when fees are paid

FINISH