



# 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

To obtain a building permit, it shall be the responsibility of the owner or contractor to complete this application for a permit. Below are key items to guide you through the application and submittal process:

- I. Submit (3) paper copies of building plans to the Fire Marshal's office. See last page for specific Fire Department submittal requirements.

***CARTERSVILLE FIRE DEPARTMENT 195 CASSVILLE RD, CARTERSVILLE, GA 30120 (770) 387-5635***

- II. Once Fire has approved the plans, please deliver plans, approved application and an electronic copy in PDF format to Planning and Development. You may submit the electronic copy on thumb drive at the time of delivery or email to:  
[cwaits@cityofcartersville.org](mailto:cwaits@cityofcartersville.org).

***PLANNING AND DEVELOPMENT 10 N. PUBLIC SQ, CARTERSVILLE, GA 30120 /770-387-5671***

- III. Approvals from City Department Representatives are required prior to the issuance of a permit.
- IV. Licensed Contractors: Please bring your trade card, business license and state issued ID (e.g. driver's license). If you are not the State License holder an Authorized Permit Agent form is required
- V. Subcontractors (mechanical, plumbing, fire sprinkler and electrical) are required to pull their own permits and provide: trade card, business license and state issued ID (e.g. driver's license).
- VI. Permits are required for all commercial demolition projects. Contractor must provide asbestos reports and a business license. If asbestos is found, the removal process must be noted.
- VII. If the project is located in the Historic District, a Certificate of Preservation must be obtained from the HPC. For questions regarding HPC, please contact David Hardegree 770-387-5614.



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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. \_\_\_\_\_ OCCUPANCY LOAD \_\_\_\_\_

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

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

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

\_\_\_\_\_

\_\_\_\_\_

APPROVAL: FIRE MARSHAL \_\_\_\_\_ DATE \_\_\_\_\_

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.