



**BUILDING DEPARTMENT**  
 12453 Hwy 92 Ste 105  
 Woodstock, GA 30188  
 Phone: 770-592-6036  
 www.woodstockga.gov  
 woodstockbuilding@woodstockga.gov

# COMMERCIAL PLAN SUBMITTAL CHECKLIST

SUBMITTAL DATE: \_\_\_\_\_

**ALL COMMERCIAL BUILDING PERMIT APPLICATIONS MUST HAVE THE FOLLOWING  
 SUPPORTING DOCUMENTATION FOR PLAN REVIEW**

**\*TWO SETS OF PLANS ARE REQUIRED FOR REVIEW\*** \_\_\_\_\_

**PLAN REVIEW:**

**INITIAL BELOW**

- 1. COVER SHEET:
  - a. CURRENT CODES WITH G.A. AMENDMENTS \_\_\_\_\_
  - b. CONSTRUCTION TYPE \_\_\_\_\_
  - c. OCCUPANCY TYPE \_\_\_\_\_
  - d. OCCUPANCY LOAD \_\_\_\_\_
  - e. SQUARE FOOTAGE \_\_\_\_\_
- 2. FLOOR PLAN LAYOUT FOR EACH STORY \_\_\_\_\_
- 3. REFLECTIVE CEILING PLAN (IF APPLICABLE) \_\_\_\_\_
- 4. A.D.A. DETAIL SHEET \_\_\_\_\_
- 5. EMERGENCY EGRESS SHEET \_\_\_\_\_
- 6. ELEVATION SHEET FRONT, SIDES, AND REAR \_\_\_\_\_
- 7. STRUCTURAL PLANS – FRAMING, FOOTING, AND FOUNDATION \_\_\_\_\_
- 8. STRUCTURAL LOAD CALCULATIONS AND GENERAL NOTES \_\_\_\_\_
- 9. DETAIL OF ALL SPECIAL INSPECTIONS PER CHAPTER 17 (IF APPLICABLE) \_\_\_\_\_
- 10. ELECTRICAL – FULL PLANS \_\_\_\_\_
- 11. PLUMBING – TO INCLUDE GAS LAYOUT & RISER DIAGRAM – FULL PLANS \_\_\_\_\_
- 12. MECHANICAL – FULL PLANS \_\_\_\_\_
- 13. MUST INCLUDE LAYOUT OF ANY DEMOLITION WORK TO BE DONE \_\_\_\_\_
- 14. ENGINEER CODE COMPLIANCE DOCUMENTS \_\_\_\_\_

**PERMIT REVIEW (REQUIRED ON PERMIT APPLICATION):**

- 1. OCCUPANCY TYPE \_\_\_\_\_
- 2. CONSTRUCTION TYPE \_\_\_\_\_
- 3. SQUARE FOOTAGE \_\_\_\_\_
- 4. CONSTRUCTION VALUE \_\_\_\_\_

**\*\*NOTE: PLANS MUST BE STAMPED AND/OR SUBMITTED WITH APPROVAL BY THE FOLLOWING PARTIES:**

- FIRE MARSHAL \_\_\_\_\_
- PLANNING AND ZONING \_\_\_\_\_
- HEALTH DEPARTMENT (IF APPLICABLE) \_\_\_\_\_
- DESIGN PROFESSIONAL (ARCHITECT OR ENGINEER, DEPENDING ON THE SCOPE OF WORK) \_\_\_\_\_

**IF ANY ABOVE ITEM IS MARKED "N/A", AN EXPLANATION MUST BE INCLUDED** \_\_\_\_\_



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**BUILDING  
 PERMIT  
 APPLICATION**

SUBMITTAL DATE: \_\_\_\_\_

**PLEASE TYPE OR PRINT**

PERMIT NO.: \_\_\_\_\_

**PROJECT INFORMATION:**

Project Name: \_\_\_\_\_ Subdivision/Business Name: \_\_\_\_\_ Lot/Suite #: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: CHEROKEE

- RESIDENTIAL       COMMERCIAL
- NEW       ALTERATION       ADDITION       ACCESSORY STRUCTURE       REPAIR
- IF **NEW** SINGLE FAMILY HOME:     DETACHED       ATTACHED

**OWNER INFORMATION:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ Email: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

COMPANY NAME: \_\_\_\_\_  
 CONTACT NAME: \_\_\_\_\_ LICENSEE NAME: \_\_\_\_\_ STATE LICENSE NO.: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_  
 ALTERNATE CONTACT: NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**ARCHITECT/ENGINEER:**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**SUBCONTRACTOR INFORMATION (AFFIDAVITS FOR NEW SINGLE FAMILY HOMES ONLY):**

ELECTRICAL CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 PLUMBING CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 MECHANICAL CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 GAS CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_  
 LOW VOLTAGE CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

**DESCRIPTION OF WORK:** \_\_\_\_\_

OCCUPANCY TYPE: \_\_\_\_\_ CONSTRUCTION TYPE: \_\_\_\_\_ SQ. FEET: \_\_\_\_\_ CONSTRUCTION VALUE:\$ \_\_\_\_\_



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**BUILDING  
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 APPLICATION**

**PLEASE SUBMIT THE FOLLOWING ITEMS WITH THIS COMPLETED APPLICATION**

**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED FOR REVIEW**

- 2 SETS OF BUILDING PLANS & SITE PLANS WHICH MUST INCLUDE A DETAILED SCOPE OF WORK.
- THE PLAN SUBMITTAL CHECKLIST (PAGE 1 OF THIS APPLICATION)
- COMPLETED FIRE DEPARTMENT REVIEW APPLICATION (FOR ALL COMMERCIAL PROJECTS, ATTACHED MULTIFAMILY HOMES AND ATTACHED SINGLE FAMILY HOMES)
- DRIVER'S LICENSE
- BUSINESS LICENSE
- PROOF OF PAYMENT FOR WATER METER (IF APPLICABLE)
- STATE CONTRACTOR'S LICENSE (IF APPLICABLE)
- AUTHORIZED PERMIT AGENT FORM (IF APPLICANT IS NOT THE STATE LICENSE HOLDER)
- OWNER BUILDER AFFIDAVIT (FOR HOMEOWNERS ACTING AS GENERAL CONTRACTOR)
- FOR ALL COMMERCIAL PROJECTS AN UPFRONT PLAN REVIEW FEE IS REQUIRED BASED ON THE CONSTRUCTION VALUE
  - FOR CONSTRUCTION VALUE OF \$5,000 OR LESS = \$25
  - FOR CONSTRUCTION VALUE OF \$5,000.01 - \$50,000 = \$100
  - FOR CONSTRUCTION VALUE OF \$50,000.01 - \$150,000 = \$200
  - FOR CONSTRUCTION VALUE OF \$150,000.01 OR MORE = \$300

**APPLICANT'S AFFIDAVIT**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Woodstock. I understand that a separate permit must be obtained for electrical, plumbing, heating, ventilation and air conditioning, pools, signs, etc.

I certify that all the foregoing information is accurate and all work will be done in compliance with all applicable laws and ordinances regulating construction and zoning.

APPLICANTS NAME \_\_\_\_\_ SIGNATURE \_\_\_\_\_ OWNER  AGENT  CONTRACTOR  TENANT

OWNER SIGNATURE: \_\_\_\_\_

Application reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_