

# City of Acworth Community Development Department

4415 Center Street Acworth, Georgia 30101 Office: (770) 974-2032 Fax: (770) 917-0590 www.acworth.org

## Acworth Commercial Building, Remodeling & Addition Permit Checklist

#### **Zoning Related Items**

Contact: Alex Almodovar – Interim Director, Zoning Administrator and Historic Preservationist (770) 974-2032

The following is a list of items which will need to be obtained by the Building Division before any commercial building permit, commercial addition permit or shell permit can be issued. These items may come from many different sources. Any items which the applicant can forward to the Building Division will help facilitate the permitting process. Please note that depending on the scope of work, not all items and approvals will be required on every project.

1.	<b>Obtain or Verify Address</b> from the Zoning Division, Contact: Kathy Vaughn at: <a href="mailto:kvaughan@acworth.org">kvaughan@acworth.org</a> or (770) 974-2032.
2.	Obtain a Copy of the City Council Stipulations for the Project from the Zoning Division
3.	Obtain a Copy of City Engineer's Approved Civil Development Plans
4.	<b>Approval of Civil Development Plans from the Zoning Division</b> (May be part of approved civil plans in item #3)
	*Please note that such plans will still need to be reviewed and approved by the Acworth Building Division for compliance with the 2010 ADA Standards for Accessible Design concerning the required level handicapped parking spaces and proper accessible isles, as well as for other incidentals such as proper curb cuts, ramps, truncated domes, crosswalk hatching and other identification of the accessible route, etc.
5.	Approval of Landscaping Plans (May be part of approved Civil Development plans in item #3)
6.	<b>Approval of Building Elevations from the Zoning Administrator</b> . If the project is located in the Downtown Historic District, more stringent regulations may apply. Contact "Alex Almodovar" at: <a href="mailto:aalmodovar@acworth.org">aalmodovar@acworth.org</a> or (770) 974-2032.
7.	Approval of Elevations of Dumpster & Fry Grease Enclosures from the Zoning Division
8.	Approval of the Business License Application from the Zoning Division,
9.	Obtain the Project Designer's Signature on the "Affidavit of Parapet Height and Roof Top Equipmen Screening" Form

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#### **Building Related Items**

#### **Contacts:**

Loyd Fasselt - Building Official – (770) 974-2032 Mary Ellen Lamb – Administrative Assistant – (770) 974-2032 Kelly Duncan – Residential Plans Examiner & Building Inspector – (770) 974-2032 Harold Thomas - Commercial Plans Examiner & Senior Building Inspector – (770) 974-2032

The following is a list of items which will need to be obtained by the Building Division before any commercial building permit, commercial addition permit, commercial remodel / interior finish permit or shell permit can be reviewed for the issuance of a permit. They may apply in situations where there is a change in "use" of the building of space, but no work requiring a permit is required. They also apply to applications for the creation of R.V. Parks or Trailer Parks, and for the installation of Retaining Walls, Swimming Pools, Cellular Towers & Co-locates, Modular Buildings, and Generators, as well as for the establishment of Body Art Facilities and Animal Shelters, Animal Grooming, etc..

Please note that plans review will not begin until staff has confirmed that all the listed items have either been complied with, or that they do not apply to the particular application at hand. <u>Please do not submit plans to Acworth until all the following have been properly accounted for.</u> The Acworth Building Division does not route your plans to these different agencies on your behalf.

Also note that depending on the scope of work, not all items or approvals listed will be required on every project.

The items listed may come from many different sources. Any items which the applicant can forward to the Building Division will help facilitate the permitting process.

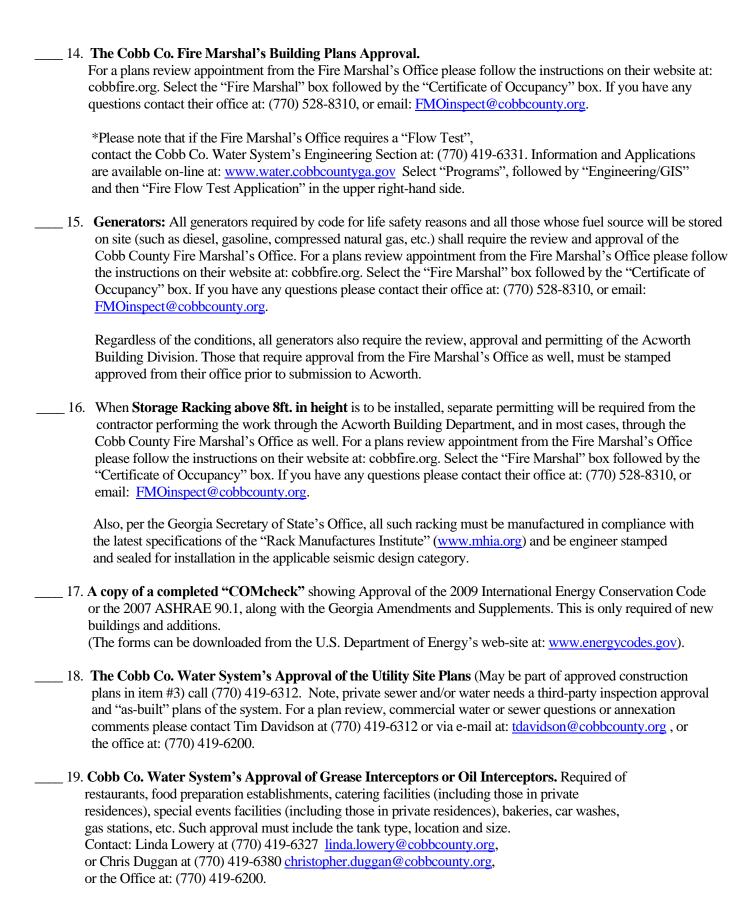
Also, all Acworth permit applications are available at the counter, via fax as well as online at: <a href="www.acworth.org">www.acworth.org</a>. Search under Departments / Community Development / Permits Applications and Ordinances.

 _ 10. <b>Approval of the Land Disturbance Permit from Public Works.</b> Contact: Kirk Becker at: Office (770) 975-0679.
_ 11. A list of "Special Inspections" as required by International Building Code (Chapter 17), from the design professional of record.
_ 12. A copy of the "Cobb County Commercial Permit Application Form" completed and signed from the Cobb County Fire Marshal's Office, for all projects requiring their review. Call: (770) 528-8310, Email: <a href="mailto:FMOinspect@cobbcounty.org">FMOinspect@cobbcounty.org</a> , or visit their website at: cobbfire.org.
 _13. <b>The Cobb Co. Fire Marshal's Site Plans Approval</b> (May be part of the approved construction plans in item #3, or the required site plans as mentioned in item #4)
* Please note that such plans will still need to be reviewed and approved by the Acworth Building Division for compliance with the 2010 ADA Standards for Accessible Design concerning the requirements for level handicapped parking spaces and proper accessible isles, as well as for other incidentals such as proper curb cuts,

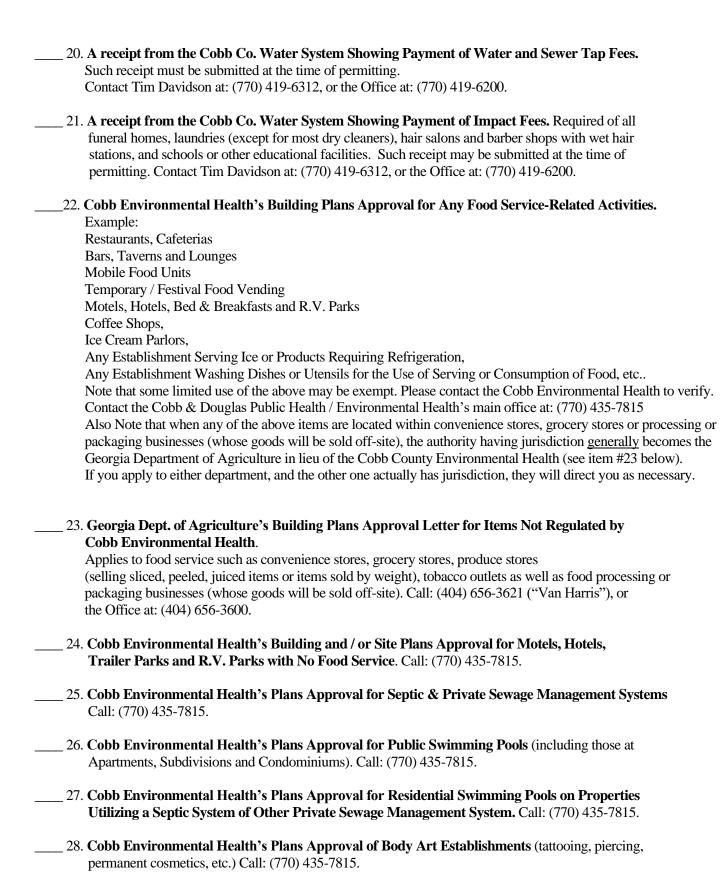
\*\* Please also note that all building additions, as well as any "change in occupancy" which creates an increased occupancy load, will require the review and approval of a parking plan. (This may be part of the site plan as mentioned in item #4).

ramps, detectable warnings (if applicable), crosswalk hatching and other identification of the accessible route, etc.

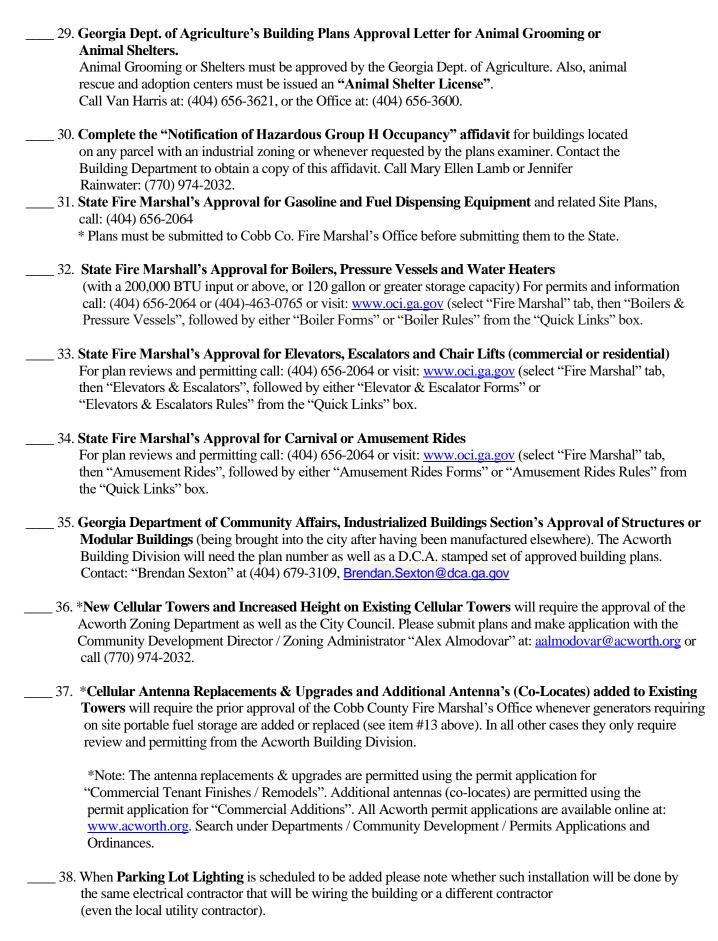
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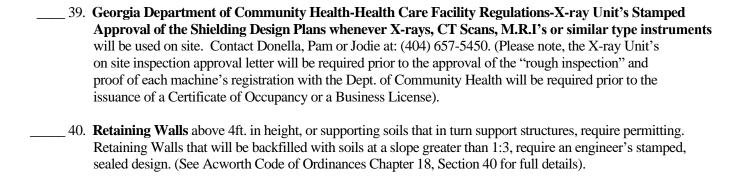
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### **Important Notes:**

- (A) A design professional (i.e. an architect or engineer legally registered under the laws of Georgia regulating the practice of architecture of engineering) shall be responsible for the design of the following structures:
- (1) All group A, E, and I occupancies
- (2) Buildings and structures three stories or more high
- (3) Buildings and structures 5,000 square feet or more in area

The design professional shall sign and affix his official seal to the drawings, specifications, calculations and accompanying data related to the design of such buildings and structures.

- (B) All buildings and structures classified with an "risk category" of either III or IV per Section 1604 of the 2012 International Building Code, shall require all effected building components (i.e. structural, electrical, plumbing, mechanical, etc.) to be designed to meet the increased loads for the applicable category. Such plans must be designed by a properly registered Georgia Architect or Engineer and must state the "risk category" to which the plans were designed in the design criteria listed on the cover page as well as in the general notes for each applicable trade (i.e. structural, electrical, plumbing or mechanical). Such plans must be signed and sealed by the designing architect / engineer.
- (C) All County and State Agencies that Had Jurisdiction to Approve Plans or Other Documents, Must Also Approve the Work Performed and Issue a Release, Before the Acworth Building Department Will Issue a Certificate of Occupancy.

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