



**City of Acworth  
Community Development Department**

4415 Center Street  
Acworth, Georgia 30101  
Office: (770) 974-2032  
Fax: (770) 917-0590  
[www.acworth.org](http://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. **Obtain or Verify Address** from the Zoning Division, Contact: Kathy Vaughn at: [kvaughan@acworth.org](mailto:kvaughan@acworth.org) 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. **Approval of Civil Development Plans from the Zoning Division** (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. **Approval of Building Elevations from the Zoning Administrator.** If the project is located in the Downtown Historic District, more stringent regulations may apply.  
Contact "Alex Almodovar" at: [aalmodovar@acworth.org](mailto:aalmodovar@acworth.org) 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 Equipment Screening" Form**

# 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. Please do not submit plans to Acworth until all the following have been properly accounted for. 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: [www.acworth.org](http://www.acworth.org). Search under Departments / Community Development / Permits Applications and Ordinances.

\_\_\_\_ 10. **Approval of the Land Disturbance Permit from Public Works.**

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: [FMOinspect@cobbcounty.org](mailto:FMOinspect@cobbcounty.org), or visit their website at: [cobbfire.org](http://cobbfire.org).

\_\_\_\_ 13. **The Cobb Co. Fire Marshal’s Site Plans Approval**

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

\*\* 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).

\_\_\_\_\_ 14. **The Cobb Co. Fire Marshal's Building Plans Approval.**

For a plans review appointment from the Fire Marshal's Office please follow the instructions on their website at: [cobbfire.org](http://cobbfire.org). Select the "Fire Marshal" box followed by the "Certificate of Occupancy" box. If you have any questions contact their office at: (770) 528-8310, or email: [FMOinspect@cobbcounty.org](mailto:FMOinspect@cobbcounty.org).

\*Please note that if the Fire Marshal's Office requires a "Flow Test", contact the Cobb Co. Water System's Engineering Section at: (770) 419-6331. Information and Applications are available on-line at: [www.water.cobbcountyga.gov](http://www.water.cobbcountyga.gov) Select "Programs", followed by "Engineering/GIS" and then "Fire Flow Test Application" in the upper right-hand side.

\_\_\_\_\_ 15. **Generators:** All generators required by code for life safety reasons and all those whose fuel source will be stored on site (such as diesel, gasoline, compressed natural gas, etc.) shall require the review and approval of the Cobb County Fire Marshal's Office. For a plans review appointment from the Fire Marshal's Office please follow the instructions on their website at: [cobbfire.org](http://cobbfire.org). Select the "Fire Marshal" box followed by the "Certificate of Occupancy" box. If you have any questions please contact their office at: (770) 528-8310, or email: [FMOinspect@cobbcounty.org](mailto:FMOinspect@cobbcounty.org).

Regardless of the conditions, all generators also require the review, approval and permitting of the Acworth Building Division. Those that require approval from the Fire Marshal's Office as well, must be stamped approved from their office prior to submission to Acworth.

\_\_\_\_\_ 16. **When Storage Racking above 8ft. in height** is to be installed, separate permitting will be required from the contractor performing the work through the Acworth Building Department, and in most cases, through the Cobb County Fire Marshal's Office as well. For a plans review appointment from the Fire Marshal's Office please follow the instructions on their website at: [cobbfire.org](http://cobbfire.org). Select the "Fire Marshal" box followed by the "Certificate of Occupancy" box. If you have any questions please contact their office at: (770) 528-8310, or email: [FMOinspect@cobbcounty.org](mailto:FMOinspect@cobbcounty.org).

Also, per the Georgia Secretary of State's Office, all such racking must be manufactured in compliance with the latest specifications of the "Rack Manufacturers Institute" ([www.mhia.org](http://www.mhia.org)) and be engineer stamped and sealed for installation in the applicable seismic design category.

\_\_\_\_\_ 17. **A copy of a completed "COMcheck"** showing Approval of the 2009 International Energy Conservation Code or the 2007 ASHRAE 90.1, along with the Georgia Amendments and Supplements. This is only required of new buildings and additions.  
(The forms can be downloaded from the U.S. Department of Energy's web-site at: [www.energycodes.gov](http://www.energycodes.gov)).

\_\_\_\_\_ 18. **The Cobb Co. Water System's Approval of the Utility Site Plans** (May be part of approved construction plans in item #3) call (770) 419-6312. Note, private sewer and/or water needs a third-party inspection approval and "as-built" plans of the system. For a plan review, commercial water or sewer questions or annexation comments please contact Tim Davidson at (770) 419-6312 or via e-mail at: [tdavidson@cobbcounty.org](mailto:tdavidson@cobbcounty.org) , or the office at: (770) 419-6200.

\_\_\_\_\_ 19. **Cobb Co. Water System's Approval of Grease Interceptors or Oil Interceptors.** Required of restaurants, food preparation establishments, catering facilities (including those in private residences), special events facilities (including those in private residences), bakeries, car washes, gas stations, etc. Such approval must include the tank type, location and size.  
Contact: Linda Lowery at (770) 419-6327 [linda.lowery@cobbcounty.org](mailto:linda.lowery@cobbcounty.org),  
or Chris Duggan at (770) 419-6380 [christopher.duggan@cobbcounty.org](mailto:christopher.duggan@cobbcounty.org),  
or the Office at: (770) 419-6200.

- \_\_\_\_ 20. **A receipt from the Cobb Co. Water System Showing Payment of Water and Sewer Tap Fees.**  
Such receipt must be submitted at the time of permitting.  
Contact Tim Davidson at: (770) 419-6312, or the Office at: (770) 419-6200.
- \_\_\_\_ 21. **A receipt from the Cobb Co. Water System Showing Payment of Impact Fees.** Required of all funeral homes, laundries (except for most dry cleaners), hair salons and barber shops with wet hair stations, and schools or other educational facilities. Such receipt may be submitted at the time of permitting. Contact Tim Davidson at: (770) 419-6312, or the Office at: (770) 419-6200.
- \_\_\_\_ 22. **Cobb Environmental Health's Building Plans Approval for Any Food Service-Related Activities.**  
Example:  
Restaurants, Cafeterias  
Bars, Taverns and Lounges  
Mobile Food Units  
Temporary / Festival Food Vending  
Motels, Hotels, Bed & Breakfasts and R.V. Parks  
Coffee Shops,  
Ice Cream Parlors,  
Any Establishment Serving Ice or Products Requiring Refrigeration,  
Any Establishment Washing Dishes or Utensils for the Use of Serving or Consumption of Food, etc..  
Note that some limited use of the above may be exempt. Please contact the Cobb Environmental Health to verify.  
Contact the Cobb & Douglas Public Health / Environmental Health's main office at: (770) 435-7815  
Also Note that when any of the above items are located within convenience stores, grocery stores or processing or packaging businesses (whose goods will be sold off-site), the authority having jurisdiction generally becomes the Georgia Department of Agriculture in lieu of the Cobb County Environmental Health (see item #23 below).  
If you apply to either department, and the other one actually has jurisdiction, they will direct you as necessary.
- \_\_\_\_ 23. **Georgia Dept. of Agriculture's Building Plans Approval Letter for Items Not Regulated by Cobb Environmental Health.**  
Applies to food service such as convenience stores, grocery stores, produce stores (selling sliced, peeled, juiced items or items sold by weight), tobacco outlets as well as food processing or packaging businesses (whose goods will be sold off-site). Call: (404) 656-3621 ("Van Harris"), or the Office at: (404) 656-3600.
- \_\_\_\_ 24. **Cobb Environmental Health's Building and / or Site Plans Approval for Motels, Hotels, Trailer Parks and R.V. Parks with No Food Service.** Call: (770) 435-7815.
- \_\_\_\_ 25. **Cobb Environmental Health's Plans Approval for Septic & Private Sewage Management Systems**  
Call: (770) 435-7815.
- \_\_\_\_ 26. **Cobb Environmental Health's Plans Approval for Public Swimming Pools** (including those at Apartments, Subdivisions and Condominiums). Call: (770) 435-7815.
- \_\_\_\_ 27. **Cobb Environmental Health's Plans Approval for Residential Swimming Pools on Properties Utilizing a Septic System of Other Private Sewage Management System.** Call: (770) 435-7815.
- \_\_\_\_ 28. **Cobb Environmental Health's Plans Approval of Body Art Establishments** (tattooing, piercing, permanent cosmetics, etc.) Call: (770) 435-7815.

- \_\_\_\_ 29. **Georgia Dept. of Agriculture’s Building Plans Approval Letter for Animal Grooming or Animal Shelters.**  
Animal Grooming or Shelters must be approved by the Georgia Dept. of Agriculture. Also, animal rescue and adoption centers must be issued an “**Animal Shelter License**”.  
Call Van Harris at: (404) 656-3621, or the Office at: (404) 656-3600.
- \_\_\_\_ 30. **Complete the “Notification of Hazardous Group H Occupancy” affidavit** for buildings located on any parcel with an industrial zoning or whenever requested by the plans examiner. Contact the Building Department to obtain a copy of this affidavit. Call Mary Ellen Lamb or Jennifer Rainwater: (770) 974-2032.
- \_\_\_\_ 31. **State Fire Marshal’s Approval for Gasoline and Fuel Dispensing Equipment** and related Site Plans, call: (404) 656-2064  
\* Plans must be submitted to Cobb Co. Fire Marshal’s Office before submitting them to the State.
- \_\_\_\_ 32. **State Fire Marshall’s Approval for Boilers, Pressure Vessels and Water Heaters** (with a 200,000 BTU input or above, or 120 gallon or greater storage capacity) For permits and information call: (404) 656-2064 or (404)-463-0765 or visit: [www.oci.ga.gov](http://www.oci.ga.gov) (select “Fire Marshal” tab, then “Boilers & Pressure Vessels”, followed by either “Boiler Forms” or “Boiler Rules” from the “Quick Links” box.
- \_\_\_\_ 33. **State Fire Marshal’s Approval for Elevators, Escalators and Chair Lifts (commercial or residential)**  
For plan reviews and permitting call: (404) 656-2064 or visit: [www.oci.ga.gov](http://www.oci.ga.gov) (select “Fire Marshal” tab, then “Elevators & Escalators”, followed by either “Elevator & Escalator Forms” or “Elevators & Escalators Rules” from the “Quick Links” box.
- \_\_\_\_ 34. **State Fire Marshal’s Approval for Carnival or Amusement Rides**  
For plan reviews and permitting call: (404) 656-2064 or visit: [www.oci.ga.gov](http://www.oci.ga.gov) (select “Fire Marshal” tab, then “Amusement Rides”, followed by either “Amusement Rides Forms” or “Amusement Rides Rules” from the “Quick Links” box.
- \_\_\_\_ 35. **Georgia Department of Community Affairs, Industrialized Buildings Section’s Approval of Structures or Modular Buildings** (being brought into the city after having been manufactured elsewhere). The Acworth Building Division will need the plan number as well as a D.C.A. stamped set of approved building plans. Contact: “Brendan Sexton” at (404) 679-3109, [Brendan.Sexton@dca.ga.gov](mailto:Brendan.Sexton@dca.ga.gov)
- \_\_\_\_ 36. **\*New Cellular Towers and Increased Height on Existing Cellular Towers** will require the approval of the Acworth Zoning Department as well as the City Council. Please submit plans and make application with the Community Development Director / Zoning Administrator “Alex Almodovar” at: [aalmodovar@acworth.org](mailto:aalmodovar@acworth.org) or call (770) 974-2032.
- \_\_\_\_ 37. **\*Cellular Antenna Replacements & Upgrades and Additional Antenna’s (Co-Locates) added to Existing Towers** will require the prior approval of the Cobb County Fire Marshal’s Office whenever generators requiring on site portable fuel storage are added or replaced (see item #13 above). In all other cases they only require review and permitting from the Acworth Building Division.  
  
\*Note: The antenna replacements & upgrades are permitted using the permit application for “Commercial Tenant Finishes / Remodels”. Additional antennas (co-locates) are permitted using the permit application for “Commercial Additions”. All Acworth permit applications are available online at: [www.acworth.org](http://www.acworth.org). Search under Departments / Community Development / Permits Applications and Ordinances.
- \_\_\_\_ 38. When **Parking Lot Lighting** is scheduled to be added please note whether such installation will be done by the same electrical contractor that will be wiring the building or a different contractor (even the local utility contractor).

- \_\_\_\_\_ 39. **Georgia Department of Community Health-Health Care Facility Regulations-X-ray Unit's Stamped Approval of the Shielding Design Plans whenever X-rays, CT Scans, M.R.I's or similar type instruments** will be used on site. Contact Donella, Pam or Jodie at: (404) 657-5450. (Please note, the X-ray Unit's on site inspection approval letter will be required prior to the approval of the "rough inspection" and proof of each machine's registration with the Dept. of Community Health will be required prior to the issuance of a Certificate of Occupancy or a Business License).
- \_\_\_\_\_ 40. **Retaining Walls** above 4ft. in height, or supporting soils that in turn support structures, require permitting. Retaining Walls that will be backfilled with soils at a slope greater than 1:3, require an engineer's stamped, sealed design. (See Acworth Code of Ordinances Chapter 18, Section 40 for full details).

## **Important Notes:**

**(A) A design professional** (i.e. an architect or engineer legally registered under the laws of Georgia regulating the practice of architecture or 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.**