



## Commercial/Industrial Permit Application Checklist

The following list of documentation is required before a permit will be issued for residential construction. Incomplete forms will not be processed and will delay permit issuance. Please return this form with all permit application submittals.

- \_\_\_\_\_ Completed building application
- \_\_\_\_\_ Contractor licensing documentation (state, business and driver's)
- \_\_\_\_\_ Subcontractor trade applications (electrical, mechanical/gas, plumbing)
- \_\_\_\_\_ Subcontractor licensing documentation (state, business and driver's)
- \_\_\_\_\_ GSWCC Level 1A certification (Blue Card)
- \_\_\_\_\_ 4 sets of scaled construction drawings (see plan submittal form)
- \_\_\_\_\_ ComCheck Energy Code Compliance Form (required for CO)
- \_\_\_\_\_ Septic permit (if applicable)

Project Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

**City of Hoschton**  
 79 City Square  
 Hoschton, GA 30548

**Commercial/Industrial  
 Building Permit  
 Application**

- Building Shell**
- Interior Buildout**
- Alteration/ Addition**

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Permit No. \_\_\_\_\_

**ESTIMATED VALUE (Labor and Materials):** \$ \_\_\_\_\_

**JOB SITE ADDRESS:**

**PROJECT NAME:**

Use Classification:

Lot/Suite #:

Zoning Class:

Description of Work : \_\_\_\_\_  
 \_\_\_\_\_

**Property Owner**

Name:

Phone:

Email:

Address:

State:

Zip:

**General Contractor**

Name:

Phone:

Email:

GA License Number:

Address:

State:

Zip:

Building Height: \_\_\_\_\_

Total Occupancy: \_\_\_\_\_ persons

Contact Person:

Building Area: \_\_\_\_\_

Sprinklered:     yes    no

Phone:

Flood Zone:     yes    no

Fire Alarm:     yes    no

Email:

Total Heated Sq. Ft.: \_\_\_\_\_

Total Unheated Sq. Ft.: \_\_\_\_\_

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the International Building Codes.

Signature of Applicant : \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Code Official Signature:

Construction Type:

Occupancy:

LDP Required:    yes    no

	Sq. Footage	Valuation Multiplier	Valuation \$
Heated			
Unheated			
<b>TOTAL</b>			

Administrative Fee:	Building Permit Fee:	Plan Review Fee:	CO Fee:	Total Fee:
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**City of Hoschton  
79 City Square  
Hoschton, GA 30548**

**Plumbing  
Permit Application**

- Residential
- Commercial
- Alteration/Repair

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Permit No. \_\_\_\_\_

ESTIMATED VALUE (Labor and Materials): \$ \_\_\_\_\_

**JOB SITE ADDRESS:** \_\_\_\_\_ **PROJECT NAME:** \_\_\_\_\_ **LOT/ SUITE #:** \_\_\_\_\_

Property Use: \_\_\_\_\_ Zoning Class.: \_\_\_\_\_

Job Description: \_\_\_\_\_  
\_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_  
Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Trade Contractor**

Name: \_\_\_\_\_ State License No.: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_  
Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Type of Service:**

Public: [ ] Size: \_\_\_\_\_ Other: \_\_\_\_\_

Private: [ ] Size: \_\_\_\_\_ Septic Tank: \_\_\_\_\_

**Check if Applicable**

[ ] PLUMBING [ ] FIRE SUPPRESSION

Number of Heads: \_\_\_\_\_

**NUMBER OF:** Water Heater: \_\_\_\_\_ Sinks: \_\_\_\_\_

Dishwasher: \_\_\_\_\_ Disposal: \_\_\_\_\_

Toilets: \_\_\_\_\_ Separate Showers: \_\_\_\_\_

Tub/Shower Combo: \_\_\_\_\_ Tubs: \_\_\_\_\_

Washer: \_\_\_\_\_ Laundry Tub: \_\_\_\_\_

Hose Bib: \_\_\_\_\_ Other: \_\_\_\_\_

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Inspector for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the Minimum Building Codes.

**X**  
Signature of Licensed Cardholder:

**X**  
Date:

**FOR OFFICE USE ONLY**

Accepted by:

Construction Type:

Occupancy:

Administrative Fee: \$ _____	Plan Review Fee: \$ _____	Permit Fee: \$ _____	CC Fee: \$ _____	Total Fee: \$ _____
---------------------------------	------------------------------	-------------------------	---------------------	------------------------

City of Hoschton  
79 City Square  
Hoschton, GA 30548

# Electrical Permit Application

- Residential
- Commercial
- Alteration/Repair

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Permit No. \_\_\_\_\_

ESTIMATED VALUE (Labor and Materials): \$ \_\_\_\_\_

**JOB SITE ADDRESS:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**LOT/ SUITE #:** \_\_\_\_\_

Property Use: \_\_\_\_\_

Zoning Class.: \_\_\_\_\_

Job Description: \_\_\_\_\_  
\_\_\_\_\_

**Property  
Owner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_  
Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Trade  
Contractor**

Name: \_\_\_\_\_

State License No.: \_\_\_\_\_

Address: \_\_\_\_\_

State: \_\_\_\_\_  
Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SERVICE INFORMATION**

VOLTAGE: \_\_\_\_\_ PHASE: \_\_\_\_\_ AMPS: \_\_\_\_\_

CONDUCTOR TYPE: \_\_\_\_\_

CONDUCTOR SIZE: \_\_\_\_\_

**METHOD OF ENTERING BUILDING**

ABOVE GROUND     UNDERGROUND

**CHECK IF APPLICABLE**

TEMPORARY POWER POLE

POWER POLE

CHANGE OF SERVICE

CHANGE PANEL BOX

OTHER (EXPLAIN) \_\_\_\_\_

**SERVICE PROVIDER:** \_\_\_\_\_

**NUMBER OF CIRCUITS:** \_\_\_\_\_

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Inspector for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the Minimum Building Codes.

Signature of Licensed Cardholder: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Accepted by: \_\_\_\_\_

Construction Type: \_\_\_\_\_

Occupancy: \_\_\_\_\_

Administrative Fee:  
\$ \_\_\_\_\_

Plan Review Fee:  
\$ \_\_\_\_\_

Permit Fee:  
\$ \_\_\_\_\_

CC Fee:  
\$ \_\_\_\_\_

Total Fee:  
\$ \_\_\_\_\_

City of Hoschton  
79 City Square  
Hoschton, GA 30548

**HVAC/Fuel Gas  
Permit Application**

- Residential
- Commercial
- Alteration/Repair

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Permit No. \_\_\_\_\_

ESTIMATED VALUE (Labor and Materials): \$ \_\_\_\_\_

**JOB SITE ADDRESS:** \_\_\_\_\_ **PROJECT NAME:** \_\_\_\_\_ **LOT/ SUITE #:** \_\_\_\_\_

Property Use: \_\_\_\_\_ Zoning Class.: \_\_\_\_\_

Job Description: \_\_\_\_\_  
\_\_\_\_\_

**Property Owner**  
Name: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_  
Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Trade Contractor**  
Name: \_\_\_\_\_ State License No.: \_\_\_\_\_  
Address: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_  
Zip: \_\_\_\_\_ Email: \_\_\_\_\_

[ ] Total Electric [ ] Total Gas [ ] Both Gas and Electric  
Number of Tons: \_\_\_\_\_ Number of BTUs: \_\_\_\_\_  
Heating and/or Cooling Units: \_\_\_\_\_  
Supply and Return Drops: \_\_\_\_\_ Exhaust Fans: \_\_\_\_\_  
Grease/Vent Hood: \_\_\_\_\_ Other: \_\_\_\_\_

[ ] Natural Gas [ ] L.P.G  
[ ] FURNACE MBTU \_\_\_\_\_  
[ ] FIREPLACE MBTU \_\_\_\_\_  
[ ] OVEN/RANGE MBTU \_\_\_\_\_  
[ ] DRYER MBTU \_\_\_\_\_  
[ ] WATER HEATER MBTU \_\_\_\_\_

**SERVICE PROVIDER:** \_\_\_\_\_

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Inspector for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the Minimum Building Codes.

X

Signature of Licensed Cardholder:

X

Date:

**FOR OFFICE USE ONLY**

Accepted by:

Construction Type:

Occupancy:

Administrative Fee:

Plan Review Fee:

Permit Fee:

CC Fee:

Total Fee:

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

\$ \_\_\_\_\_

THE CITY OF  
HOSCHTON

## Commercial and Industrial Plan Review and Permitting Procedures

1. Written application for building permit and all applicable trades should be filled out completely along with a detail description of work to be permitted.

2. Four (4) paper sets of plans showing:

A. Professionally designed drawings bearing the seal and handwritten signature of the responsible engineer and/or architect registered in the State of Georgia for the following:

a. New or existing building and structure with Assembly, Educational, Institutional and Multi-family residential occupancy classification; and any new or existing single story building or structure with a floor area greater than 5,000 square feet; (O.C.G.A. 43-4-14(b)(3)(4))

b. Non-structural interior construction within an existing building that has been designed by a registered architect may bear the seal and signature of a registered interior designer certifying that plans and specifications as submitted are in compliance with the applicable current building codes. (O.C.G.A. 43-4-14(b)(5))

B. One (1) digital set should be provided on disc. The four sets of paper drawings should be submitted on bound ARCH D (24x36) paper.

3. When fire suppression systems are required, please submit three (3) sets of stamped and sealed sprinkler plans for review.

4. New and existing building or structure with occupancy classifications of Assembly, Educational, Institutional, or Multi-family Residential which are defined as Title 25 projects will be required to submit construction documents to the State Fire Marshal's office.

5. A pre-construction meeting with the building inspector will be scheduled after plans have been reviewed, application approved, and all applicable fees have been collected. During the meeting the Building Inspector will return two (2) sets of plans and issue the Building Permit to the Contractor.

5. Construction should not begin until Contractor has been issued the Building Permit.

THE CITY OF  
HOSCHTON

## Plan Submittal Format

1. Drawings shall contain a cover page, site plan, structural, architectural, life safety, electrical, plumbing, mechanical sheets as applicable to the project.
2. When required, drawing shall bear the direct applied seal (adhesive applied seals are prohibited) of a professional engineer or architect registered in the state of Georgia with corresponding handwritten signature and date of signature. (O.C.G.A. 43-4-14)
3. Each sheet of submitted construction drawings which indicates a status other than "For Construction" shall be considered incomplete and cannot be authorized for issuance of a building permit. (Georgia State Board of Registration for Professional Engineers and Land Surveyors Rule 180-12-02)
4. Provide the following information and criteria for all new building projects on the cover sheet:
  - Project Name
  - Project Address
  - Occupancy Group
  - Calculated Occupancy Load
  - Type of Construction
  - Sprinklered or Unsprinklered
  - Number of Stories
  - Building Height and Building Code Height Limit
  - New Building Area per Floor
  - New Basement Area
  - New Mezzanine Area
  - New Canopy-Porch-Balcony Area
  - Total New Building Area
  - Existing Building Area
  - Total Building Area (new and existing)

5. Provide the following information and criteria for all interior finish projects on the cover sheet:

- Project Name
- Project Address
- Occupancy Group
- Calculated Occupancy Load
- Type of Construction
- Sprinklered or Unsprinklered
- Floor Level of Tenant Suite
- Modified Interior Area per Floor
- Modified Basement Area
- New or Modified Mezzanine Area
- Total Modified Interior Area

6. Provide a list of applicable codes that apply to the project on the cover sheet.

7. Provide a key plan of the entire building which indicates the area of construction and/or the tenant suite location for each applicable floor level.

8. Indicate street address for each building, tenant suite, and/or structure of the project in the title block of each drawing included on the covers sheet.

9. Provide on the cover sheet a complete index of all submitted drawings.

10. Indicate on the cover sheet the name, address and phone number of the designer-of-record for each discipline. (Engineer, Architect, Interior Designer, etc.)





# Example

Example of House Location Plan with Set Backs

