HENRY COUNTY BUILDING & PLAN REVIEW DEPARTMENT
REQUIRED INFORMATION FOR A COMMERCIAL BUILDING PERMIT

When requesting a Commercial Building Permit in Henry County you must submit the following information with your initial submittal through our Online Portal.

1. A signed Affidavit for Commercial Building Permit. (#'s 1 thru 5 must be answered. The others may not apply to your permit request.)
2. All of the following documents – Commercial Building Permit Application (provided online), Fire Department Certification (pertaining to the Accessibility Code), Zoning Verification (which must be approved through Planning and Zoning Department, Plan Review Fee Acknowledgement. Please make sure all questions on the Application are answered. If it does not apply to you put N/A, also if a contractor has not been selected, please indicate “undetermined” under the contractor’s information.
3. One PDF of Building plans are required (drawn to scale on size of paper). NOTE: Projects in unincorporated Henry County must comply with the Outdoor Lighting Ordinance (ULDC 4.01.09; Ordinance No. 12-02)
4. One copy of the Site Plan showing the overall site and the location of the building. (This is needed only with New Building, Additions, Storage Units, etc.)
5. For projects in the City of Stockbridge: Color photos/drawings of façade are required if alterations are made to the exterior of the building or you are submitting for a Complete Structure permit.

The following items will be required before a pre-construction meeting can be scheduled and a Commercial Building permit can be issued:

- Copy of Development Permit (if applicable)
- Copy of Current Georgia State Contractor’s License (Company, individual, qualifying agent)
- Copy of Current Business License (must be within State of Georgia)
- If project is on a septic system – Septic System permit or updated acceptance letter for the existing Septic System is required.
- Water and/or Sewer Impact Fee receipt or a letter from the applicable water and sewer authority. (All HCWSA forms within package must be submitted to the HCWSA prior to scheduling a pre-con. Release letter receipt from HCWSA stating all water/sewer requirements have been met, including impact fees (contact #770-957-6659); (City of Stockbridge 770-389-7900).

Always ask a representative in our department when in question.

We will not be able to accept plans for review until items 1-5 of the above mentioned information is provided. Once everything is submitted we can “start” to process the Plan Review. The plans are distributed out to four different departments. Please allow 8-10 working days once the plans and the paperwork have been properly submitted (if within the City of Stockbridge and you are changing the outside façade of the existing building, you will need to submit color renderings with your plans for approval, as well as any new construction from the ground up.) While the plans are under review the person/s who are responsible for the project may want to contact the HCWSA (or city authorities) to obtain a quote for the water meter and sewer impact fees. If the project is on Septic, they need to contact the Environmental Health Department (770-288-6190). (See Affidavit for instructions once plans are submitted.)

FYI: There are four separate fees involved before obtaining a Commercial Building Permit in Henry County. They are 1) Building Department Plan Review Fees (required at time of submittal), 2) Building Permit Fee, 3) Building Impact fee (if applicable), 4) Henry County Fire Department Plan Review, construction, and inspection fee. (Fees involving water/sewer impact fee issues are charged and collected by other agencies. These fees must be taken care of before a commercial building permit is released.) The building department plan review fee is 25% of the permit cost and will be collected at the time of the initial submittal. All other Henry County fees will be collected at the pre-construction meeting. Again this is only to start the process of the review. If you have any questions please call 770-288-6319.

Revised 3/7/2017
HENRY COUNTY BUILDING & PLAN REVIEW DEPARTMENT

AFFIDAVIT FOR COMMERCIAL BUILDING PERMIT
This affidavit must be submitted before Commercial Building Plans can be accepted for review.

I, ________________________________, do hereby understand that before submitting this project I may choose to schedule a Pre-Review Meeting with the departments involved to discuss the details on the construction plans. This is by choice and is not mandatory. Do you want to schedule a meeting? Yes or No

I also acknowledge that I have received the form “Required Information for a Commercial Building Permit”.

The following items “will” be required at the time of the initial submittal. (If applicable)
1. Project Name: ______________________________ 
2. Address: ____________________________________ 
3. Parcel ID#: ___________________ 
5. Completed Building Permit Application: _____
6. Completed Zoning Verification Letter: _____
7. Key Plan w/ Addresses: _____

In addition to the above items, six complete sets of plans (11” x 17” or larger, drawn to scale), along with two copies of the overall development site plans need to be submitted to the Building Department.

The following items will be required before a pre-construction meeting can be scheduled and a Commercial Building Permit can be issued:

1. Copy of Development Permit.
2. Copy of Current Georgia State Contractor’s License
3. Copy of Current Business License
4. If project is on a septic system - Septic System Permit or an updated acceptance letter for the existing Septic System. **
5. Water Meter and Sewer Impact Fee receipt or a letter from the applicable water and sewer authority. (H.C.W.S.A 770-957-6659) (City of Stockbridge 770-389-7900)

Once all items are received and the plans are approved, the Plan Review Coordinator will contact the customer to schedule a pre-construction meeting. At this time we will provide the total amount due for the permit fees. Fees will be taken at the pre-construction meeting. (Fees can be taken by check, cash, money order, or credit card.)

Submitted to the Henry County Building Department on (Date) __________________________

Customer Sign: ___________________________ Print Name: ___________________________
Title: ___________________________ Company Name: ___________________________
Email Address: ___________________________

Witnessed: ___________________________ Title ___________________________

** It usually takes several weeks to obtain a septic letter/permit. Please contact “The Environmental Health Dept” as soon as possible. 770-954-2078
PLAN REVIEW FEE ACKNOWLEDGEMENT

Per the Henry County Unified Land Development Code (ULDC) and Resolution #09-113, (Approved May 19, 2009), a plan review fee is required to be paid at the time of submission of the commercial/industrial building plans for review and approval.

The review fee being charged at the time of your submittal is based on the information you have provided to us on your Application For Commercial Building Permit.

If it is determined through the plan review process that the fee you paid was not sufficient to comply with the requirements of the ULDC and Resolution #09-113, you will be assessed the difference which is to be paid at the time the building permit is obtained.

I have read the above information regarding the plan review fee and understand I will be assessed an additional plan review fee if it is determined the plan review fee I paid at the time of the plan submittal was not sufficient to comply with the requirement of the Henry County Unified Land Development Code.

Print Name ___________________________ Sign and Date ___________________________

In reference to: ___________________________ Project Name ___________________________

Revised: 8/11
HENRY COUNTY FIRE DEPARTMENT

110 South Zack Hinton Parkway
McDonough, GA  30253
Telephone: (770) 288-6600
Fax: (770) 288-6776

Luther D. Phillips
Fire Chief

Certification

Project Name: ________________________________

Project Address: ______________________________

This is to certify that I have prepared these plans in conformity with the Georgia Accessibility Code 120-3-20, 2010 for making the building and facilities accessible to and usable by persons with disabilities, for the scope of work herein permitted in accordance with O.C.G.A. Title 30, Chapter 3; and that the information and briefs in accordance with O.C.G.A. Title 30, Code Rules 30-3-3 and 30-3-5.

This _______ day of ________________ , _______________

______________________________
Print Architect or Contractor Name

______________________________  ______________________________
Architect or Contractor Signature          Architect Seal

Michael Black
Assistant Chief – Prevention

Richard LeCroy
Assistant Chief - Training
PURPOSE OF PERMIT

____ Shell Only
____ Complete Structure for C/C
____ Complete Structure for C/O
____ Unincorporated Henry County

Vanilla Box for C/C
Interior Finish for C/O
Other
City of Stockbridge

Project Name: __________________________

Location of Project: __________________________

Approved Zoning Verification Form: __________

Zoning Conditions: __________________________

Square Footage of Interior Space or Complete Structure: __________

Commercial and Industrial Exterior Building Material: __________ (Ref. ULDC 4.01.03)

Outdoor Lighting Standards: __________ (Ref. ULDC 4.01.03)

Parking Requirements: __________ (Ref. ULDC 8.02.04) & (Henry County Code Section)

Medical (# of Doctors on largest shift) __________

Restaurants (# of employees on largest shift) __________ Seating # __________

Churches and Educational Facilities (# of seating) Fixed __________ Non Fixed __________

Applicant (Print) __________________________ Applicants Signature __________________________

Date: __________ Phone No. __________________________ Email __________________________

Verified by: __________________________ Date: __________________________

Revised 3/27/15
ZONING VERIFICATION FORM

**MUST BE COMPLETE BEFORE SUBMITTAL OF COMMERCIAL PERMIT IS ACCEPTED**

In order to properly research your request please do not leave any areas unanswered. The purpose of this form is to verify the current zoning for the property listed. This form does not approve your business or your permit request.

To: Zoning Department
Date Submitted: _________/_________/_________

Project Name: __________________________________________

Detailed Description of Proposed Use/Activity to occur:
_________________________________________________________________

Parcel ID#: (for land) __________________________________________

Address: ___________________________________________________

District _____ Land Lot ________ MAP# ____________

Office Use Only From This Point Forward:

Zoning: __________________________________________

Is use permitted per zoning designation? ________________________________
(If no, please provide comments below)

Are there Zoning Conditions or Development Agreements? ______________
(If yes, please attach)

Verified By: ___________________ Due Back: ___________________

Title: ______________________ Date Returned: __________

Comments: ____________________________________________

**Please allow the Planning and Zoning staff 24 hours to complete this request**

Revised 12/2010
**Henry County Water Authority**

**COMMERCIAL DEVELOPMENT IMPACT FEE EVALUATION**  
(Payment Required Prior to Permitting)

### Landlord or Business Owner Contact Information

| Name |  
| Mailing Address |  
| Phone Number |  
| E-Mail |  

### Tenant / Business Information

- **Project Name**
- **Name of Business**
- **Service Address**
- **Tax ID #**
- **Type of Business**
- **# of Employees**
- **If a Restaurant, Seating Capacity**

### Project Explanation

### HCWA USE ONLY

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<th>Yes</th>
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<tr>
<td>Sewer</td>
<td>Yes</td>
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<td></td>
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Comments

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1695 Highway 20 West • McDonough, GA 30253 • 678-583-3800 • www.hcwa.com
Impact Fee Agreement

This Agreement, made and entered into this ___ day of ________ 20___, by and between the HENRY COUNTY WATER AUTHORITY (hereinafter called "Authority") and ___________________________________________ who is the owner of the property located at ____________________________ (hereinafter called "Owner").

WHEREAS, the Owner has requested water and/or sewer service; and
WHEREAS, the Owner is subject to the Impact Fee Ordinance of the Authority; and
WHEREAS, the Owner has requested that the Authority compute the initial water and/or sewer impact fees based on data provided by the Owner or based upon previous history of like or similar customers; and
WHEREAS, the Owner understands and agrees that an adjustment in the impact fees may be required;
NOW THEREFORE, for and in consideration of the mutual covenants hereinafter stated, it is agreed as follows:

1. The method of computation of the initial impact fee is set forth by the Authority.

2. If the consumption of service by the Owner is greater than that stated, the impact fees shall be adjusted according to the usage at the impact fee rate(s) in effect at the time of the new invoice and as set forth in the Impact Fee Ordinance.

3. Owner agrees to pay all impact fees that are due.

4. Owner hereby understands that impact fees shall be paid in full prior to issuance of a release letter; which is required to obtain a land disturbance permit, building permit or approval of Certificate of Occupancy.

5. As set forth in the Impact Fee Ordinance, any future demand placed on the water and/or sewerage facilities in excess of the average demand anticipated at the time of issuance of the impact fee invoice shall be assessed.

IN WITNESS WHEREOF, the undersigned parties have set their hands and affixed their seals the day and year written above.

_________________________________  __________________________
Signature                  Print
Dear Commercial Customer,

Thank you for your meter purchase. Once your new water meter is set, you will be responsible for having the proper backflow device installed on your water service. There are two categories for commercial accounts, medium or high risk.

- **Medium risk customers will be required to install a DCV (Double Check Valve) assembly in accordance with HCWA specifications.** Examples of medium risk customers include offices, warehouses, and churches, etc. All commercial customers are considered medium risk, unless you fall into the high-risk category.

- **High risk customers will be required to install a RPZ (Reduced Pressure Zone) assembly in accordance with HCWA specifications.** Please note that **ALL** commercial irrigation is considered high risk and must have a RPZ installed. Examples of high-risk customers include medical facilities, car washes, and irrigation, etc.

If you are unsure which category you belong in, please contact us.

Following installation of the appropriate device, an initial test will be performed. Annual testing of these devices will be required hereafter in accordance with HCWA's Cross Connection Control Program. A CERTIFIED backflow tester approved by HCWA must complete the tests. This list can be found at [www.hcwa.com](http://www.hcwa.com). (A list of certified testers can be provided upon request.)

Successful test reports can be submitted by:

1. E-Mail: backflow@hcwa.com
2. Fax: 678-583-2900
3. Mail: Cross Connection Control Program
   100 Westridge Industrial Blvd., McDonough, GA 30253.

*Referenced HCWA account number must be included on test report.*

Failure to comply with these requirements may result in suspension of your water service. If you have any questions, please call 678-583-3800 so that we may assist you.

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Henry County Water Authority
Water Loss Department

HENRY COUNTY WATER AUTHORITY
CROSS CONNECTION CONTROL PROGRAM

Signature ___________________________ Date ______________________

1695 Highway 20 West • McDonough, GA 30253 • 678-583-3800 • [www.hcwa.com](http://www.hcwa.com)
NOTES:

1. NO PERMANENT STRUCTURES SHALL BE ALLOWED WITHIN 5 FEET OF WATER SERVICE.

2. TYPICAL INSTALLATION MAY BE MODIFIED AT THE DISCRETION OF HCWA.
NOTES:

1. NO PERMANENT STRUCTURES SHALL BE ALLOWED WITHIN 5 FEET.
2. TYPICAL INSTALLATION MAY BE MODIFIED AT THE DISCRETION OF HCWA.
3. MINIMUM OF 4 TEST COCKS.