

# Henry County Building 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#: \_\_\_\_\_
4. Signed *Plan Review Fee Acknowledgement Form* and Plan Review Fee: \_\_\_\_\_ Paid: \_\_\_\_\_
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. 678-583-2414) (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, or money order.)

Submitted to the Henry County Building Department on (Date) \_\_\_\_\_

Customer Sign: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_

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