

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.

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#: _____
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 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 _____



HENRY COUNTY BUILDING AND PLAN REVIEW DEPARTMENT
140 HENRY PARKWAY, McDONOUGH, GA 30253
PHONE: (770) 288-6051 FAX: (770) 288-6187

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*.

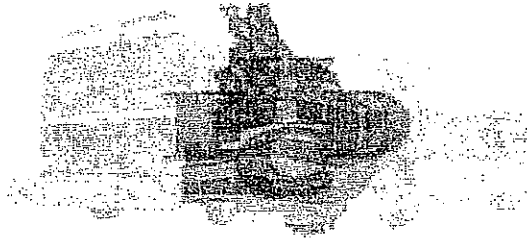
Print Name

Sign and Date

In reference to: _____

Project Name

HENRY COUNTY FIRE DEPARTMENT



110 SOUTH ZACK HINTON PARKWAY
MCDONOUGH GA 30253
TELEPHONE: (770) 288-6600
FAX: (770) 288-6775

JOE KELLEY-DIV. CHIEF, PREVENTION

CERTIFICATION

PROJECT NAME: _____

PROJECT ADDRESS: _____

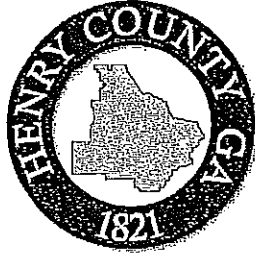
This is to certify that I have prepared these plans in conformity with the Georgia Accessibility Code 120-3-20, 2015 for making the building and facilities accessible to and usable by persons with disabilities, for the scope of work herein permitted in accordance with O.C.G.A. Title 30, Chapter 3; and 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



HENRY COUNTY BUILDING AND PLAN REVIEW DEPARTMENT

140 HENRY PARKWAY, MCDONOUGH, GA. 30253

(770-288-6064) FAX (770-288-6187)

COMMERCIAL & INDUSTRIAL SITES

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: _____

Parcel ID# _____

Location of Project: _____

District _____ Land Lot _____

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: _____



HENRY COUNTY BUILDING DEPARTMENT
140 HENRY PARKWAY, MCDONOUGH, GA 30253
PHONE: (770) 288-6051 FAX: (770) 288-6187

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****



Henry County Water Authority

COMMERCIAL IMPACT FEE DETERMINATION

Landlord or Business Owner Contact Information:	
Name	
Mailing Address	
Phone Number	
E-Mail	

Tenant / Business Information:	
Name of Business	
Service Address	
Tax ID #	
Type of Business	
# of Employees	
If a Restaurant, Seating Capacity	

Commercial Addition Impact Fee Determination, if Applicable:	
Explain what is being done	

HCWA Account Information: If purchasing additional meter	
Account Number	
Meter Size	
Irrigation Meter Size	

**Must include a 12-month usage history on a similar facility for the building & irrigation meter.*

***Prior to a pre-construction meeting, this form along with Impact Fees must be completed & submitted to HCWA.**

MAIL TO: HENRY COUNTY WATER AUTHORITY
COMMERCIAL IMPACT FEES
1695 HIGHWAY 20 WEST
MCDONOUGH, GEORGIA 30253

FAX TO: 678.583.2431
SCAN/EMAIL TO: ImpactFees@hcwa.com

QUESTIONS: 770.957.6659

Business Owner Signature

Date