

## **SUBMITTAL REQUIREMENTS**

**All Commercial Building reviews are to be submitted through our online services.**

### **Complete Structure for Certificate of Occupancy**

1. (1) One set of complete building plans
2. Affidavit for Commercial Building Permit
3. Commercial Building Permit Application is provided Online
4. Plan Review Acknowledgement Form
5. Fire & Safety Certification Form (does not need Architect Stamp)
6. Commercial /Industrial Compliance Form
7. Zoning Verification Form ( Completed by Planning and Zoning Department)
8. Overall Site Plan (if new complete structure)
9. Plan Review fees can be submitted to the Building Department Office
10. If new Complete Structure please submit two overall site plans to the Henry County Tax Assessors Office for new address.

### **Interior Finish for Certificate of Occupancy**

Same as Complete Structure for Certificate of Occupancy (except for Overall Site)

Key Plan (If in Strip Center)

### **Interior Finish for Certificate of Completion (Vanilla Box)**

One set of building plans

Commercial Permit Application provided online

Plan Review Fee Acknowledgement (Plan review fees to be paid through our office)

Key Plan (if in Strip Center)

### **Commercial Building Permit- Revisions**

One set of Building plans clearly depicting all the changes to original approved plans

### **Demolition Permit**

One (1) copy of overall site plan showing location of structure to be demolished

Commercial Building Permit Application provided online

Copy of Current Year Business License

## **Fire Alarm**

- One set of alarm plans
- Battery Calculations
- Commercial Electric Application provided online
- Copy of Current Year Business License
- Copy of Current State Low Voltage License

## **Fire Sprinkler Submittal**

- One set of sprinkler plans
- Cut sheets with calculations
- Approved Utility plan (If New Complete Structure, Approved stamped page from Development plans)
- Commercial Application provided online
- Copy of current year Business License
- Copy of current year CL & CC License

## **Cell Tower**

- One set of plans
- Zoning Verification Form completed by Planning and Zoning Department  
(New construction will go through a separate Planning Zoning Board review)
- Commercial Building Application provided online
- Copy of Current Georgia Business License
- Structural Analysis of changes including Manufacturer, Model, and Serial numbers of equipment.
- Breakdown of cost (Labor and Materials) for any changes, additions, or upgrades

## **Racking Submittals**

- One set of plans
- Commercial Building Application provided online
- Current Contractors Business License (if you have already selected)
- Fire & Safety Certification

For any additional questions or information please do not hesitate to contact  
**Barbara Crittenden, Commercial Plan Review Coordinator, 770-288-6319,**  
**[bcrittenden@co.henry.ga.us](mailto:bcrittenden@co.henry.ga.us)**