



City of McDonough
Community Development-Building & Inspections Division
136 Keys Ferry Street, 3rd Floor, McDonough, GA 30253
Office: (470) 878-1114 Fax: (678) 432-4665

COMMERCIAL BUILDING PERMIT CHECKLIST
(check only those applicable items)

PROJECT NAME: _____

ADDRESS: _____

- ☐ ZONING VERIFICATION FORM COMPLETED BY ZONING STAFF
- ☐ Approved Façade review by Planning and Zoning Division **prior** to building plans submittal.
- ☐ **SIX (6) SETS** of building plans **AND** an **ELECTRONIC COPY**
- ☐ Completed Applications and all paperwork.
Permit Application, Inspection Affidavit, Contractors Affidavit (if applicable), Copy of Georgia State Contractors License with Driver's License, Copy of Georgia State Occupational Tax License
- ☐ NESHAP survey (i.e., asbestos/ lead paint/ hazardous materials) must be submitted for all demolitions per Federal Regulations. A separate Demolition application/permit is also required.
- ☐ Fees will be totaled once the plans have been approved by all departments and will be paid at issuance of permit.
Fees involved include (1) Plan Review, (2) Building Permit, (3) Building Impact Fee (if applicable), and (4) City of McDonough Fire Department
NOTE: The above fees do not include other departments such as Planning & Zoning, Henry County Water Authority, Henry County Health Department, etc.
- ☐ I UNDERSTAND ALL OF THE ABOVE REQUIREMENTS AND AGREE TO SUBMIT ANY OTHER DOCUMENTS REQUESTED BY THE CITY OF MCDONOUGH.

APPLICANT – PLEASE PRINT NAME

APPLICANT'S SIGNATURE

PLEASE ALLOW FOURTEEN (14) BUSINESS DAYS FROM THE DATE OF SUBMITTAL FOR ANY COMMENTS.

THE PERMIT COORDINATOR WILL CONTACT THE APPLICANT WHEN THE PLAN REVIEW IS COMPLETE.



City of McDonough
Community Development – Building Division

COMMERICAL BUILDING PERMIT AFFIDAVIT

I, _____, do hereby understand that before submitting this project I may choose to schedule a meeting with the departments involved to discuss the details on the construction plans. This is by choice and is not mandatory. The following items “will” be required at the time of the initial submittal (if applicable).

Pre-Review Meeting Scheduled: Yes or No

STEP ONE (please submit the following):

1. Project Name: _____
2. Address & Parcel ID#: _____
3. Verification of Zoning Complete by Property Owner or Tenant: _____
4. Key Plan w/Addresses (if applicable): _____
5. Completed Application: _____
6. Copy of Contractor’s Current; GA Business License _____/ State License _____/Picture ID: _____
7. Inspection Affidavit Completed: _____
8. Application for Demolition Permit if applicable _____

***NOTE:** The Zoning must be verified by the City of McDonough, Planning & Zoning Division prior to submitting any plans for review. Please contact the Planning & Zoning at 678-432-4622 should you have any questions.

STEP TWO:

Once the above items have been received, FIVE (5) complete sets of plans along with two (2) copies of the overall site plans (SITE PLANS ARE ONLY NEEDED ON STAND ALONE BUILDINGS AND ADDITIONS) need to be submitted to the Permit Coordinator. Review may take up to fourteen (14) days. The following items will be required before a pre-construction meeting can be scheduled, and a Commercial Permit is released. Please work on securing the following items while plans are under review.

1. Water Meter/Sewer Impact Fee receipt or a letter from H.C.W.S.A (see Niki Jarrard – 678-583-2436, or susan.jarrard@hcwa.com if applicable).
2. Public Works Director (if applicable).

STEP THREE:

Once all items are received and the plans are approved the Permit Coordinator will contact the customer to schedule a pre-construction meeting and at that time, they will be given the total due for the permit fees. All fees will be taken at the pre-construction meeting. (We accept cash, check or money order).

Submitted to the City of McDonough Building Department this _____ day of _____, 20_____.

Customer Signature: _____

Print Name: _____

Title: _____

Company Name: _____

Witnessed: _____ Title: _____



City of McDonough
Community Development – Building Division

PRE-CONSTRUCTION AFFIDAVIT

This affidavit must be submitted before a Building Permit is issued.

Project Name: _____
Job Site Address: _____
Owner's Name: _____
Owner's Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email Address: _____
Contractor: _____
Phone: _____ Fax: _____
Email Address: _____

- When applicable, the City of McDonough must secure approval from outside agencies prior to approval of a final inspection: Henry County Health Dept. and/or Henry County Water & Sewer Authority
- **Inspection request called in before 4:00 p.m. to 678-782-6217, will be scheduled to be done the following working day, time permitting. Appointment times for inspection will not be made.**
- Inspection requests will not be accepted over cell phones.
- Third Party inspections are not accepted without prior approval from the Building Official.
- Pictures, of any form, are not accepted in lieu of an inspection.
- Must secure a proper permit prior to the commencement of any SITE or PREP work; any work performed without proper permits shall result in double permit fees.
- Cover-up item(s) that are required to be inspected but have not received or passed an inspection will result in a "Stop Work Order" being issued and the uncovering of item(s).
- **Sub-Contractor(s) are responsible for pulling their own permits; any work performed without proper permits shall result in double permit fees.**
- Permit Cards must be posted and official date stamped/approved plans by the City of McDonough must be available on-site prior to any inspections.
- Signs must be permitted separately. Contact Tina Tebo, Community Development Secretary at 678-432-4622, ext. 2111.
- **All applicable BMP's (Best Management Practices) must be maintained for the duration of the above-mentioned project.**
- **On-Site restroom facilities must be provided and maintained at all times.**

I hereby acknowledge and understand the above procedures. Be it understood that I will also inform all contractors on this job site of these procedures.

Print Name: _____ Title: _____
Signature: _____ Date Signed: _____



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APPLICATION FOR COMMERCIAL BUILDING PERMIT

MINIMUM PERMIT FEE
\$75.00

**PENALTY FEES WILL BE ASSESSED ON
ANY WORK PERFORMED PRIOR TO
OBTAINING PERMIT(S)**

PERMIT NO.: _____

DATE: _____

FORM OF PAYMENT: CASH: _____ CHECK: _____

THIS APPLICATION SHALL BE MADE IN ACCORDANCE WITH APPLICATION REQUIREMENTS OF THE CITY OF MCDONOUGH'S CODE FOR A PERMIT TO CONSTRUCT, ENLARGE, REPAIR, ALTER, MOVE, DEMOLISH, OR CHANGE THE OCCUPANCY OF ANY BUILDING OR STRUCTURE.

PROJECT NAME: _____

PROJECT ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

PARCEL ID NO.: _____ TYPE OF BUSINESS: _____

BUILDING OWNER: _____

PRIMARY ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: () _____ - _____ EMAIL: _____

BUSINESS OWNER'S NAME: _____

PRIMARY ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: () _____ - _____ EMAIL: _____

CONTRACTOR: _____

COMPANY ADDRESS: _____ CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: () _____ - _____ EMAIL: _____

PROJECT DESCRIPTION: TYPE OF CONSTRUCTION: I II III IV V (A) (B)

SIZE PROJECT: (SQ. FT.) _____

TYPE OF OCCUPANCY: A B E F H I M R S Misc.

ESTIMATED COST OF CONSTRUCTION: \$ _____

PURPOSE OF PERMIT (Please Check One):

☐ Addition & Renovation ☐ Complete Structure for C/O ☐ Demolition ☐ Sprinkler ☐ Other

☐ Shell only ☐ Interior Build-Out for Tenant ☐ Ground Sign ☐ Vanilla Box

SANITARY FACILITIES () Septic Tank () City Sewer () City Water () County Water () County Sewer () Other

The applicant shall be responsible from the date of this application or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether for basic services or additional services, to persons or property. The applicant shall exonerate, indemnify and save harmless the City of McDonough from and against all claims or actions and all expenses incidental to the defense of any such claims, litigation and actions based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connecting with the performance of Development Permit or by conditions created thereby or arising out of or anyway connected with work performed under the permit or for any and all claims or damages under the laws of the United States or of Georgia out of or in any way connected with the acquisition of and construction under the permit and shall assume pay for without cost to the City of McDonough, the defense of any and all claims, litigations, and actions suffered through any act or omission of the applicant or/and subcontractors or anyone directly or indirectly employed under the supervision of any of them.

I hereby certify that I have examined and understand all information on this application and that the above statements and information supplied by me are true and correct. To the best of my knowledge, all provision of laws and ordinances governing work to be performed shall be complied with weather specified herein or not.

PLEASE PRINT

APPLICANT'S SIGNATURE

DO NOT WRITE BELOW THIS LINE – OFFICIAL USE ONLY

Proper License Verified by Staff: YES ___ NO ___ Date: _____

Zoning: _____ Date Zoning Verified: _____

Development Permit No. _____ Date Issued: _____

Cost of Plan Review: \$ _____

Cost of Permit: \$ _____

Cost of City Fire Safety/Plan Review Fee: _____

Impact Fees Required: YES ___ NO ___

Cost of Impact Fees: \$ _____

PERMIT APPROVED BY: _____

PERMIT ISSUED BY: _____



**Community Development
Planning and Zoning Division
136 Keys Ferry Street, 3rd Floor
McDonough, GA 30253**

ZONING AND LAND USE VERIFICATION FORM

APPLICANT – COMPLETE THE FOLLOWING (if applicable or indicate by writing N/A): (Picture ID required)

Reason for Request: ☐ New Business ☐ Building Permit ☐ Alcohol License ☐ Name Change only

Property or Business Owner: _____

First Name

Last Name

24 Hour Contact Number: _____

E-Mail Address: _____

Property Address: _____

Number

Street

Suite #

Name of Business: _____

Shopping Center or Subdivision Name: _____

Type of Business: _____

Describe the operations of the business: _____

Note: All signage requires a permit; any signage placed on property without proper permits will incur double fees. Please contact the Planning and Zoning Division on the 3rd floor to obtain an application and processing guidelines. Initials _____.

The determination of zoning compliance does not constitute approval of occupancy or approval of a business license; nor does it release the applicant from having to obtain a business license, building permit, Certificate of Occupancy, sign permit, and/or all other necessary permits required by local, state, or federal jurisdiction.

STAFF USE ONLY - DO NOT WRITE BELOW THIS LINE

Parcel Tax ID #: _____

Present Zoning: _____ with conditions/variances

Official Signature: _____ Date _____



Community Development Department
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PUBLIC NOTIFICATION

RE: Verification of service delivery – United States Postal Service (USPS)

Attn: Developers, Builders and Members of the Public

Developers, Builders, and other members of the public are advised that the United States Postal Service (USPS) requires “method of service delivery” verification, per its 2011 regulatory policies.

In order to obtain the required verification, please take the following steps:

- 1.) Review the policies and/or regulations pertaining to USPS service delivery, particularly Centralized Mail Delivery, prior to scheduling a consultation with the McDonough Post Office.
- 2.) Schedule a consultation with the McDonough Postmaster or his/her designee, in accord with USPS policies, for review of existing and/or proposed development. Upon completion of the consultation, you will be issued an approval letter by the McDonough Postmaster for the type of delivery that is agreed upon.
- 3.) The submittal of a legible, color copy of the Postmaster’s approval letter is to then be filed with the McDonough Community Development Department’s Planning & Zoning Division Permit Coordinator.

Please note a building permit will not be required for installation of a USPS Centralized Mail Kiosk, if Centralized Mail is stipulated by the USPS; however, permits for the Façade and Building will be required for any accessory structure(s) to provide overhead shelter/protection.