



# Cobb County Development & Inspections Commercial Permit Application

OCC ID: \_\_\_\_\_  
Permit #: \_\_\_\_\_  
Parcel ID #: \_\_\_\_\_

All applicable items must be completed before submittal to the Fire Marshal's Office.

INCORRECT, INVALID, OR INCOMPLETE INFORMATION MAY RESULT IN A STOP WORK ORDER AND ADDITIONAL FINES.

*Print date next to job type*

New Building: \_\_\_\_\_ Remodel Interior/Exterior: \_\_\_\_\_ New Tenant/Move In: \_\_\_\_\_ Addition: \_\_\_\_\_  
Vacant Tenant: \_\_\_\_\_ Cell Tower: \_\_\_\_\_ F/S Townhouse: \_\_\_\_\_ Condo: \_\_\_\_\_  
Fire Damage (R/C): \_\_\_\_\_ Apartment: \_\_\_\_\_ Other: \_\_\_\_\_ Change of Use: \_\_\_\_\_ Mixed Use: \_\_\_\_\_

New Building Outside Dimensions: \_\_\_\_\_ ☐ Septic ☐ Sewer SPR/LDP #: \_\_\_\_\_

Job Site Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Project Address: \_\_\_\_\_ Bldg#: \_\_\_\_\_ Suite: \_\_\_\_\_  
Job Site Comments: \_\_\_\_\_ Parcel ID: \_\_\_\_\_

Architect/Designer: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Person Responsible for plans: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business/Tenant: \_\_\_\_\_ City: \_\_\_\_\_  
Stories in Building: \_\_\_\_\_ Number of Buildings: \_\_\_\_\_ Basement? ☐ Yes ☐ No Phased Project? ☐ Yes ☐ No  
City Limits: ☐ Acworth ☐ Kennesaw ☐ Powder Springs ☐ Mableton Zip: \_\_\_\_\_  
Complex Name: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
GC's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
PO's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

IBC Construction Type \_\_\_\_\_ Occupancy type per NFPA 101: \_\_\_\_\_ Occupancy type for IBC: \_\_\_\_\_  
Occupancy/Load per NFPA 101: \_\_\_\_\_ Life Safety/Building Codes Year: 2018

Project sq.ft. \_\_\_\_\_ Construction cost: \$: \_\_\_\_\_ Serving Alcohol? ☐ Yes ☐ No

Space Completely Sprinklered? ☐ Yes ☐ No Type: \_\_\_\_\_ Req'd by code? ☐ Yes ☐ No  
Fire alarm provided? ☐ Yes ☐ No Type: ☐ Voice Evac ☐ Standard Req'd by code? ☐ Yes ☐ No

Supervised system? ☐ Yes ☐ No Required by code? ☐ Yes ☐ No

Other fire protection system(s): \_\_\_\_\_

Please check if building/job will have any of the following new work performed:

Electrical: ☐ Yes ☐ No Plumbing: ☐ Yes ☐ No Heating/Air: ☐ Yes ☐ No  
Fire Sprinklers: ☐ Yes ☐ No Hood System: ☐ Yes ☐ No Fire Alarm: ☐ Yes ☐ No

Hazardous materials on-site, inside, or outside? ☐ Yes ☐ No *If Yes, additional information required. See IBC Code § 414.1.3, IFC 5001.1. Provide HMIS inventory if quantities exceed max allowable quantities.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Print Name: \_\_\_\_\_  
Title/Relation: \_\_\_\_\_ *Please send completed form to CommBldgApplication@cobbcounty.org*

\*\*\*Official Use Only – DO NOT WRITE BELOW THIS LINE \*\*\*

Building Department comments: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Fire Comments: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Rev. 6/23

	FMO	BLDG	
Certificate of Occupancy Required	<input type="checkbox"/>	<input type="checkbox"/>	New Construction Only, O.C.G.A. 25-2-13: <input type="checkbox"/> Yes <input type="checkbox"/> No
Letter of Completion Required	<input type="checkbox"/>	<input type="checkbox"/>	PERMIT #: _____
Special Inspections Required	<input type="checkbox"/>	<input type="checkbox"/>	

## **THE COMMERCIAL PERMIT APPLICATION PROCESS:**

**Begin Here:** Find your commercial permit type to locate your required documents checklist here: <https://www.cobbcounty.org/community-development/building-development/commercial-permitting>

- a) Use the above link to QR code (right) to access your required documents checklist.
- b) Submit all required documents with your application via email to [commbldgapplication@cobbcounty.org](mailto:commbldgapplication@cobbcounty.org).



Scan this QR code for a direct link to the Commercial Permitting webpage. Scroll down to "Commercial Permitting Checklists" and find your permit type.

Once Structural Plan Review staff receives and processes the application, you will receive a notification by email, an application number, and the contact information for all departments involved. Our office sends the application, attached plans, and other pertinent information to all departments needed. Each of these departments must sign off individually.

### **Next Steps, *after receiving your confirmation email with application number:***

#### **1. Fire Marshal's Office:**

- ☐ **Register with the FMO Mobile Eyes Portal.** [www.cobbfmo.org](http://www.cobbfmo.org)
- ☐ Submit electronic plans through Mobile Eyes Portal



For information about how to submit to the Fire Marshal's Office, please scan this QR code or visit our website and look for 'Plan Review Resources' under the 'Certificate of Occupancy' Tab.

#### **2. Cobb County Water System:**

- ☐ Cobb County Water System (CCWS) will contact the applicant if they have any plan review requirements (770) 419-6324 | [ccwsplanreview@cobbcounty.org](mailto:ccwsplanreview@cobbcounty.org). CCWS may request additional information to make a final determination. Allow five business days for CCWS to complete their initial plan review. If required, plans must be approved, and fees must be paid to CCWS prior to step 4.

#### **3. Cobb and Douglas Public Health:**

- ☐ Health Department approval is required for septic systems, public swimming pools, restaurants/cafeterias, catering, bars, personal care homes, hotel/motels, body art businesses, etc. Visit <https://cobbanddouglaspublichealth.com/community-health/> for more information. 770-435-7815

#### **4. Permit Issuance:**

- ☐ Once steps 1-3 are completed, the Commercial Plan Review team assembles all required documentation, completes structural review, confirms all fees are paid, and issues the Permit. The applicant will receive approved structural plans/permit card via email.

#### **5. Schedule your inspections:**

- ☐ Schedule Building, Site, HVAC, and Plumbing Inspections online or via text. To schedule your inspection by text message, send "SCHEDULE" to 877-376-1455. **This is an automated texting service.** Visit <https://www.cobbcounty.org/comdev> for more information on how to schedule your inspection(s).
- ☐ Schedule FMO inspections through the FMO Mobile Eyes Portal. [www.cobbfmo.org](http://www.cobbfmo.org)
- ☐ CCWS will provide contact information if any CCWS inspections are required (grease management, backflow prevention, etc.).

#### **6. Obtain a CO/LOC:**

- ☐ Once ALL applicable final inspections (including Building, FMO, Arborist, Special Inspections, etc.) have been completed AND passed the Certificate of Occupancy (CO) may be obtained from the Community Development Agency Office via email from [subpermits@cobbcounty.org](mailto:subpermits@cobbcounty.org).

### **Applying for a new building or addition?**

- ☐ Obtain a Land Disturbance/Grading permit by Site Plan Review (770) 528-2147
- ☐ Validate the site address with Cobb County GIS (770) 528-2002

### **Want to check your application status?**

- Use this link to create an account, search for your permit number, and check your application status:  
<https://cobbca.cobbcounty.org/CitizenAccess/default.aspx>

### **Important Numbers:**

- **Fire Marshal's Office (FMO):** 770-528-8310 | [www.cobbfmo.org](http://www.cobbfmo.org)
- **Cobb & Douglas Public Health Department:** 770-435-7815 | [www.cobbanddouglaspublichealth.com](http://www.cobbanddouglaspublichealth.com)
- **Cobb County Zoning Department:** 770-528-2035 | [zoning@cobbcounty.org](mailto:zoning@cobbcounty.org)
- **Cobb County Water System (CCWS):** 770-419-6324 | [ccwsplanreview@cobbcounty.org](mailto:ccwsplanreview@cobbcounty.org)
- **Development & Inspections, Community Development Agency:** 770-528-2071 | [CobbBldgApplication@cobbcounty.org](mailto:CobbBldgApplication@cobbcounty.org)