

PLANNING AND DEVELOPMENT DEPARTMENT

2875 BROWNS BRIDGE ROAD, GAINESVILLE, GA, 30504  
MAILING ADDRESS: PO BOX 1435, GAINESVILLE. GA 30503  
t: 770-531-6809 | f: 770-531-3902



# Commercial Permit Application

**Process:**

1. Turn in completed application and all required supporting documents to the **Building Inspections Department**.
2. Building Inspections will internally route the information to additional required departments for review.
3. Each department will reach out to the applicant regarding additional information, if necessary.
4. Once all departments have provided approval, Building Inspections will proceed with final steps prior to issuance.

Application Name:
Detailed Description:

**SITE INFORMATION**

Site Address:	
Subdivision:	Lot:

**OWNER/CONTRACTOR/BUILDER INFORMATION**

Owner Name:	
Contractor/Applicant Name:	
Contact Person:	
Email Address:	Phone:

**PERMIT TYPE: SELECT ONE**

<input type="checkbox"/> Addition	<input type="checkbox"/> Alteration	<input type="checkbox"/> Remodel	<input type="checkbox"/> Garage/Carport
<input type="checkbox"/> Agricultural Building			<input type="checkbox"/> Occupancy
<input type="checkbox"/> Balcony			<input type="checkbox"/> Pool (Above Ground, Gunite, In Ground, Indoor) circle
<input type="checkbox"/> Barn			<input type="checkbox"/> Poultry House
<input type="checkbox"/> Canopy			<input type="checkbox"/> Retaining Wall
<input type="checkbox"/> Commercial Miscellaneous			<input type="checkbox"/> Site Inspection
<input type="checkbox"/> Commercial New Construction			<input type="checkbox"/> Storage Building
<input type="checkbox"/> Demolition			<input type="checkbox"/> Tank Storage
<input type="checkbox"/> Fence over 4 ft			<input type="checkbox"/> Tower
<input type="checkbox"/> Other:			

Estimated Cost of Construction: \$
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**STRUCTURE INFORMATION: Enter n/a in fields not applicable, do not leave blank spaces**

Occupant Load:	Structure Length(ft):
Total Building Area: square feet	Structure Width(ft):
Enclosed Area: square feet	Number of Bedrooms: #Added # Existing
Open Area: square feet	Number of Bathrooms: #Added # Existing
Number Of Stories Above Grade:	Water Meter Number:
Does This Project Include A Demolition( )Yes ( ) No	Elevator: ( ) Yes ( ) No
Addition/Alteration Sq Ft:	Sprinkler System: ( ) Yes ( ) No

**SEWER:** Braselton ( ) Buford ( ) EPD ( ) Flowery Branch ( ) Gainesville ( ) Hall County ( ) Lula ( )

Oakwood ( ) Private ( ) Septic System ( )

**GAS COMPANY:** Atlanta Gas Light ( ) City of Buford ( ) Liberty utilities ( ) N/A ( ) Other \_\_\_\_\_

**WATER COMPANY:** Community Water ( ) Gainesville Department of Water Resources ( ) Well ( ) Other \_\_\_\_\_

**POWER COMPANY:** GA Power ( ) Jackson EMC ( ) Habersham EMC ( ) Sawnee EMC ( )

Atlanta Gas ( ) Liberty Gas ( ) City Of Buford ( )

**REQUIRED SUPPORTING DOCUMENTS:**

- Not all commercial projects require all of these items

1. To – Scale Civil Site Plan (do not need the entire set of Civil Plans)
2. To-Scale Architect Plans
3. Stamped/Approved Cover Sheet of Civil Plans
4. Driver’s license of applicant AND/OR Property Owner Authorization form
5. Copy of water meter receipt (For new commercial construction only)
6. Contractor’s State License, photo ID of State License Holder and Business License
7. Sub-Contractor Affidavits for all trades with State License and Business License
8. If property is on Septic, additional documents may be required by the Environmental Protection Division.

I hereby certify that I have read and completed this application and know the same to be true and correct. I understand this document is for informational purposes and no work will begin until a permit has been issued.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Please note that an incomplete application will result in permit not being issued.**