

# Clayton County Community Development

121 South McDonough Street- Annex 2  
Jonesboro, GA 30236  
770-477-3575 www.co.clayton.ga.us

## REQUIREMENTS TO OBTAIN A COMMERCIAL PLAN REVIEW

A licensed general contractor is required to obtain any permits. Proof of lease and/or permission to alter property may be required if applicant is not building/property owner.

- You must submit two (2) sets of professionally drawn plans, three (3) if food service related.
- Drawings must be a complete set of plans including all building, electrical, plumbing and mechanical work. You must show what's existing and what is new. Include electrical, plumbing and mechanical riser diagrams.
- Cover sheet must include statement of codes used, construction type, occupancy type, and if structure is sprinkled and/or protected.
- Most suitable size for drawings is 24" X 36". We will not accept drawings over 38" x 42". Our storage facility will not support larger drawings.
- All drawings must be scaled at 1/16" or larger.

### **ALL DOCUMENTS BELOW ARE REQUIRED WITH PLAN SUBMITTAL**

- Commercial Plan Review Application.
- Fire Marshal approval or waiver form.

### **THE FOLLOWING DOCUMENTS MAY BE REQUIRED**

- Approval from the Planning and Zoning department.
- Approval from Environmental Health department for projects on private sewer or food service.
- Grease trap or sand trap approval or wavier from the Water Authority for plans involving food service or any type of oil discharge.
- A grading permit from Transportation and Development for new construction only.

Transportation and Development  
7960 N. McDonough St. Jonesboro, GA 30236  
770-477-3681

Plan Review -Planning & Zoning - Permits  
121 S. McDonough St. Jonesboro, GA 30236  
770-477-3569

Clayton County Water Authority  
688 Flint River Rd. Jonesboro, GA 30236  
770-478-7496

Fire Marshal  
7810 Hwy 85 Riverdale, GA 30274  
770-473-5472 or 770-473-5416

Environmental Health  
685 Forest Parkway Forest Park, GA 30297  
678-610-7469

Inspection Request Line for permitted work.  
770-477-3571

### The Following Documentation Is Required To Issue A Permit

1. Georgia State Contractor License
2. Georgia Business License
  - ❖ The business license must be registered with Clayton County. \$35.00 annual registration fee.
3. A Valid Drivers License

Wind – 90 MPH    Snow – 5 PSF    Seismic Zone – Category B    Frost Prevention – 12" Below Grade