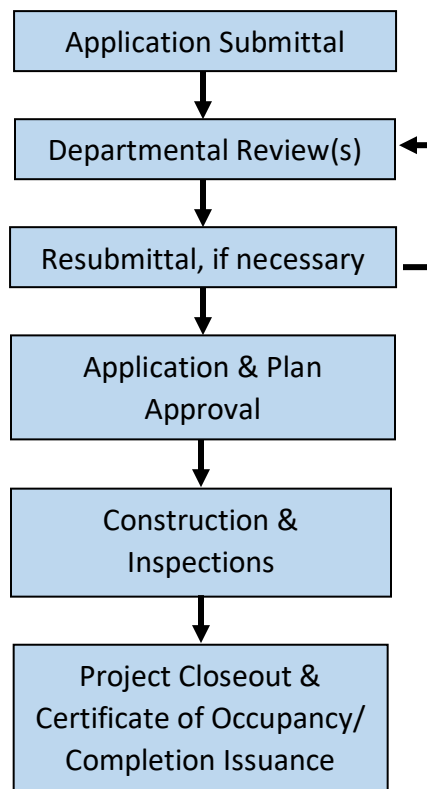


Commercial Building Permit

Application Packet for:

- New Commercial Construction
 - Exterior Addition/Alteration
 - Foundation Only
 - Shell Only
 - Interior Build-Out
 - Interior remodel



The Following Information is Included in this Packet:

- A. Instructions for Obtaining a Commercial Building Permit
- B. Commercial Building Permit Application
- C. Commercial Permit Checklists



INSTRUCTIONS FOR OBTAINING A COMMERCIAL BUILDING PERMIT

Use this permit for:

- New Commercial Building
- Commercial Addition/Alteration
- Foundation Only
- Shell Only
- Interior Build-Out
- Interior Remodel

All construction must comply with zoning and building requirements. The County's Code of Ordinances may be viewed online through Municode at: https://library.municode.com/ga/hall_county

- A. **Submittals** can be made through our online portal, <https://aca-prod.accela.com/HALLCO/Default.aspx>, or in-person by visiting our office at 2875 Browns Bridge Road Gainesville, GA 30504, third floor. Any in-person plan submittals are required to be on a flash-drive. Plans will not be accepted via a web link.
- B. **Land Disturbance Permit.** For any submissions 5000 sq. feet or more, a LDP permit is required before the building permit application can begin review. Please ensure to upload a copy of the Approved LDP Cover sheet with your submission.
- C. **Plan Requirements.** For building more than 5000 sq. feet: Plans must be clearly drawn to scale (feet/inches) and stamped/signed by the Architect. Plans must be submitted under a single pdf and include MEP's, if applicable. For buildings less than 5000 sq. feet, stamped plans are not needed unless specifically asked for.
- D. **Zoning & Building Review.** Once the Plans have been submitted, they will be sent out for a Zoning and Building for a preliminary approval before being distributed out for comprehensive plan reviews.
- E. **Plan Reviews.** Once distributed out for a comprehensive review, expect your first set of reviews back within 10 full business days.
- F. **Revision Submission.** When submitting a revision, please do so through our online portal under the Plans Room option or provide a flash drive. Plans cannot be submitted via a web link. Revisions should be in a single pdf and must be a complete set of plans. Partial plans will result in another revision result and may delay your projected turnaround time. Once revisions are submitted, expect your plan review back with 5 full business days.
- G. **Building Approval.** This is the final step in the permitting process. The permitting staff will review your application and verify that all necessary documents are present. If any documents are missing, they will reach out to you via email regarding your missing documents. Please review the permit checklists for a list of all applicable documents. Once the project is approved and all documents have been accepted, the County will send a notification that your permit is ready to be issued.
- H. **Subcontractors.** Subcontractors are expected to pull separate permits through our online portal. Failure to do so will result in inspections being cancelled until trade applications are completed.
- I. **Fees.** A list of New Construction Impact Fees can be found through Hall County's Municode, https://library.municode.com/ga/hall_county/codes/code_of_ordinances?nodeId=PTIOFCO_TIT3REFI_CH3.100DEIM_FE_3.100.390VI. For a list of Building Inspection Fees, see the attached fee schedule.

Notes to Contractors

- The street address and/or suite numbers must be clearly posted at all project locations.
- Construction dumpsters may not be placed in the street.
- The inspection card and an approved set of the plans must remain on the site at all times during construction.
- Permits are not transferable, nor are they refundable.
- A **Certificate of Occupancy** or **Certificate of Completion** may be obtained when all permits issued have approved final inspections and all required fees, bonds, site work, documentation, and landscaping reviews have been completed.
- **Permits expire if work is not begun within 180 days or substantially completed within 2 years of issuance**

Project Architect: Name:			Project Applicant/ Manager: Company Name: Contact Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Tel #:	Mobile #:		Tel #:	Mobile #:	
E-Mail:			E-Mail:		

Primary Contact Name:	Primary Contact Phone:	Primary Contact Email:
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Contractor's Business License #:	Contractor's State License #:
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Sub-contracted work for this job: *(Please provide Subcontractor's Affidavit(s), along with their Business, State and Driver's Licenses)*

Electric Plumbing HVAC Other _____

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Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided is true and correct. I further certify that all construction will comply with the current County and State Building Codes. This permit is void if no construction activity commences within six months of issuance date or an extension is granted per County Code.

I further agree that I shall be responsible from the date of this permit, 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 from basic services or additional services, to person or property. I agree to exonerate, indemnify and save harmless the county 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 connection with any work performed under the building permit issued as a result of this application. I also agree to allow all inspections and right of entry.

****Note: Only the Property Owner, Architect or General Contractor should sign this application as an applicant. EXCEPTION: If a tenant is applying to move into a commercial space, then the tenant should sign as the applicant.**

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

NEW COMMERCIAL CONSTRUCTION PERMIT SUBMITTAL CHECKLIST

Initial Submittal:

- Completed Building Permit Application
- To-Scale Site Plan
- A Hall County Stamped LDP Cover Sheet (if applicable)
- To-Scale Stamped Architect Plans (if over 5,000 sq.ft.)
 - Please submit plans under a SINGLE pdf file. Plans must be submitted in a digital format.
 - MEP's to be included
- [Property Owner Authorization](#)
- [Authorized Permit Agent Form](#)
- Copy of the General Contractors State License and current Georgia Business License
- Copy of Erosion Control Blue Card

Trades:

- Trades are to be permitted separately after the building permit has been issued. Please have your subcontractors fill out an application through the [Citizen Access Portal](#). With your application, upload the following documents:
 - Subcontractor Affidavit
 - Copy of a valid Georgia State License and Georgia Business License
- Low Voltage permits are not required

Documents Required Prior to Issuance of Certificate of Occupancy:

- [30 Day Power Affidavit](#)
- [30 Day Gas Affidavit](#) (if applicable)
- [Energy Affidavit](#)
- [Insulation Affidavit](#)
- As-Built plans to be submitted and approved by Public Works

COMMERCIAL ADDITION PERMIT SUBMITTAL CHECKLIST

Initial Submittal:

- Completed Building Permit Application
- To-Scale Site Plan
- A Hall County Stamped LDP Cover Sheet (if applicable)
- To-Scale Stamped Architect Plans (if over 5,000 sq.ft.)
 - Please submit plans under a SINGLE pdf file. Plans must be submitted in a digital format.
 - MEP's to be included
- [Property Owner Authorization](#)
- [Authorized Permit Agent Form](#)
- Copy of the General Contractors State License and current Georgia Business License
- Copy of Erosion Control Blue Card (if applicable)

Trades:

- Trades are to be permitted separately after the building permit has been issued. Please have your subcontractors fill out an application through the [Citizen Access Portal](#). With your application, upload the following documents:
 - Subcontractor Affidavit
 - Copy of a valid Georgia State License and Georgia Business License
- Low Voltage permits are not required

Possible Documents Required Prior to Issuance of Certificate of Occupancy:

- [30 Day Power Affidavit](#) (will be required if you had temporary power)
- [30 Day Gas Affidavit](#) (if applicable)
- [Energy Affidavit](#)
- [Insulation Affidavit](#)
- Blower Door Duct test
- As-Built plans to be submitted and approved by Public Works

COMMERCIAL FOUNDATION PERMIT SUBMITTAL CHECKLIST

Initial Submittal:

- Completed Building Permit Application
- To-Scale Site Plan
- A Hall County Stamped LDP Cover Sheet (if applicable)
- To-Scale Stamped Architect Plans (if over 5,000 sq.ft.)
 - Please submit plans under a SINGLE pdf file. Plans must be submitted in a digital format.
 - Foundation Plans only. Do not included plans for the entire building.
- [Property Owner Authorization](#)
- [Authorized Permit Agent Form](#)
- Copy of the General Contractors State License and current Georgia Business License
- Copy of Erosion Control Blue Card

Trades:

- Trades are to be permitted separately after the building permit has been issued. Please have your subcontractors fill out an application through the [Citizen Access Portal](#). With your application, upload the following documents:
 - Subcontractor Affidavit
 - Copy of a valid Georgia State License and Georgia Business License
- Low Voltage permits are not required

Prior to permit completion:

- As-builts to be submitted and approved by Public Works

COMMERCIAL SHELL PERMIT SUBMITTAL CHECKLIST

Initial Submittal:

- Completed Building Permit Application
- To-Scale Site Plan
- A Hall County Stamped LDP Cover Sheet (if applicable)
- To-Scale Stamped Architect Plans (if over 5,000 sq.ft.)
 - Please submit plans under a SINGLE pdf file. Plans must be submitted in a digital format.
 - The plans should only be for the shell portion of the building, but do include the approved foundation plan.
- [Property Owner Authorization](#)
- [Authorized Permit Agent Form](#)
- Copy of the General Contractors State License and current Georgia Business License

Trades:

- Trades are to be permitted separately after the building permit has been issued. Please have your subcontractors fill out an application through the [Citizen Access Portal](#). With your application, upload the following documents:
 - Subcontractor Affidavit
 - Copy of a valid Georgia State License and Georgia Business License
- Low Voltage permits are not required

Prior to completion of Permit:

- As-builts to be approved by Public Works

COMMERCIAL INTERIOR BUILD-OUT PERMIT SUBMITTAL CHECKLIST

Initial Submittal:

- Completed Building Permit Application
- To-Scale Site Plan
- A Hall County Stamped LDP Cover Sheet (if applicable)
- To-Scale Stamped Architect Plans (if over 5,000 sq.ft.)
 - Please submit plans under a SINGLE pdf file. Plans must be submitted in a digital format.
 - MEP's to be included
 - Include a copy of the stamped/approved shell & foundation plan
- [Property Owner Authorization](#)
- [Authorized Permit Agent Form](#)
- Copy of the General Contractors State License and current Georgia Business License

Trades:

- Trades are to be permitted separately after the building permit has been issued. Please have your subcontractors fill out an application through the [Citizen Access Portal](#). With your application, upload the following documents:
 - Subcontractor Affidavit
 - Copy of a valid Georgia State License and Georgia Business License
- Low Voltage permits are not required

Documents Required Prior to Issuance of Certificate of Occupancy:

- [30 Day Power Affidavit](#) (required if you have had temporary power)
- [30 Day Gas Affidavit](#) (if applicable)
- [Energy Affidavit](#)
- [Insulation Affidavit](#) (if applicable)
- Blower Door Duct test (if applicable)
- As-builts to be submitted to Public Works

COMMERCIAL CONSTRUCTION TRAILER PERMIT SUBMITTAL CHECKLIST

Initial Submittal:

- Completed New Construction Permit Application
- To-Scale Site Plan
- A Hall County Stamped LDP Cover Sheet (if applicable)
- Plans to be included
 - Please submit plans under a SINGLE pdf file. Plans must be submitted in a digital format.
 - i. Footings
 - ii. Anchors/Tie Downs
 - iii. Manufacturer floor plan
- [Property Owner Authorization](#)
- [Authorized Permit Agent Form](#)
- Copy of the General Contractors State License and current Georgia Business License
- Copy of the Movers business license

Trades:

- Trades are to be permitted separately after the building permit has been issued. Please have your subcontractors fill out an application through the [Citizen Access Portal](#). With your application, upload the following documents:
 - Subcontractor Affidavit
 - Copy of a valid Georgia State License and Georgia Business License
- Low Voltage permits are not required

NEW COMMERCIAL POOL PERMIT SUBMITTAL CHECKLIST

Initial Submittal:

- Completed Building Permit Application
 - Please note that the pool must be permitted separately from the Amenity Building. A new construction application should be used for the Amenity Building.
- To-Scale Site Plan
- A Hall County Stamped LDP Cover Sheet (if applicable)
- To-Scale Stamped Architect Plans
 - Please submit plans under a SINGLE pdf file. Plans must be submitted in a digital format.
 - MEP's to be included
- [Property Owner Authorization](#)
- [Authorized Permit Agent Form](#)
- [Swimming Pool Affidavit](#)
- Copy of the General Contractors State License and current Georgia Business License
- Copy of Erosion Control Blue Card

Trades:

- Trades are to be permitted separately after the building permit has been issued. Please have your subcontractors fill out an application through the [Citizen Access Portal](#). With your application, upload the following documents:
 - Subcontractor Affidavit
 - Copy of a valid Georgia State License and Georgia Business License

COMMERCIAL RETAINING WALL PERMIT SUBMITTAL CHECKLIST

Initial Submittal:

- Completed Building Permit Application
- To-Scale Site Plan
- A Hall County Stamped LDP Cover Sheet (if applicable)
- To-Scale Stamped Architect Plans
- [Property Owner Authorization](#)
- [Authorized Permit Agent Form](#)
- Copy of a valid Georgia State License and Georgia Business License for ALL contractors

TRADE APPLICATIONS (Sub-Contracted) SUBMITTAL CHECKLIST

Initial Submittal:

- Completed Utility Application
 - A valid copy of the tradesman's state and local business license OR a [Homeowner's Affidavit](#)
 - [Subcontractor Affidavit](#)
 - Permit Fee Page (If applicable) – [Electrical](#), [Plumbing](#), [Mechanical](#)
-
- *If on septic and adding a bedroom or bathroom, Completed [Septic Tank Permit Application](#) or visit [Environmental Health](#) for requirements



HALL COUNTY BUILDING INSPECTIONS

2875 Browns Bridge Rd 3rd Floor
Gainesville, Ga 30504
770.297.2650

<https://aca-prod.accela.com/HALLCO/Default.aspx>

DATE _____

NOTICE: This form must be completed and submitted to the Building Permit Section before a permit can be issued and MUST BE IN OFFICE AT LEAST 24 HOURS PRIOR TO REQUESTING AN INSPECTION.

BUILDING PERMIT NUMBER: _____

SUBDIVISION _____ LOT _____ BLOCK _____

JOB SITE ADDRESS _____

GENERAL CONTRACTOR _____

This is to certify that I am responsible for the (PLEASE CHECK ONE) _____ Electrical _____ Plumbing _____ HVAC

YOU WILL NEED TO ATTACH A COPY OF YOUR BUSINESS LICENSE AND STATE CARD.

Please check one below for the type of license you hold and are using for this job:

- Electrical Contractor Class I (Restricted to Single-Phase, not exceeding 200 amps)
- Electrical Contractor Class II (Unrestricted)
- Master Plumber Class I (Restricted to S/F, 1 level Duplex and Commercial up to 10,000 sq. ft.)
- Master Plumber Class II (Unrestricted)
- Conditioned Air Contractor Class I (Restricted to 60,000 BTU Cooling and 175,000 BTU Heating)
- Conditioned Air Contractor Class II (Unrestricted)

In the event of any change in my status on this installation, I understand that I will be held responsible for this job until Hall County Building Inspections has been notified, in writing, of any change.

SIGNATURE (ORIGINAL) _____

PLEASE **PRINT** NAME: _____

BUSINESS LICENSE NUMBER _____ COUNTY _____ EXPIRES ____/____/____

STATE LICENSE NUMBER (**PLEASE INCLUDE ALL LETTERS**) _____ EXPIRES ____/____/____

COMPANY NAME _____

COMPANY STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

COMPANY MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

BUSINESS PHONE: () _____ CELL # _____

EMAIL ADDRESS: _____

SUB-CONTRACTOR AFFIDAVIT



Scheduling an inspection using the Accela Citizen Access Portal

<https://aca-prod.accela.com/HALLCO/Default.aspx>

DO NOT SIGN IN WITH A USER NAME AND PASSWORD!

For assistance please call 770-531-6809



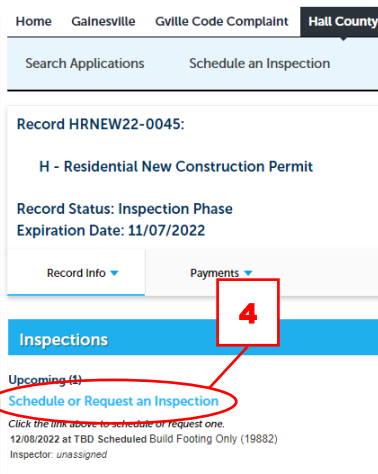
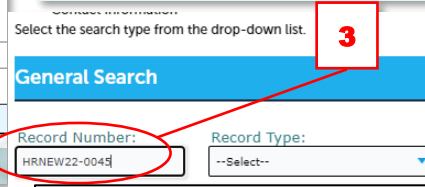
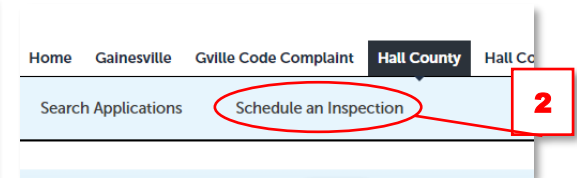
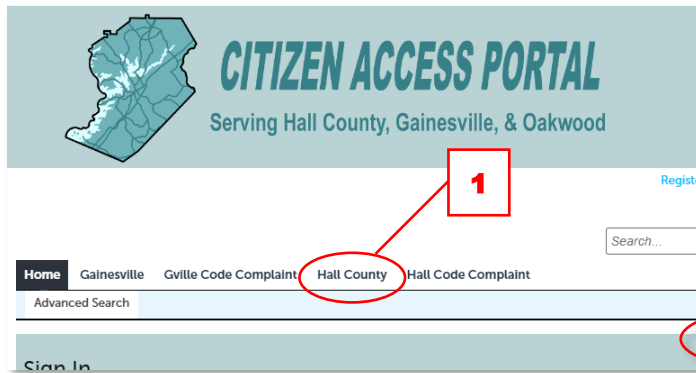
Inspections should be scheduled using the Citizen Access Portal for permits issued after December 12, 2022 and beginning with the following characters:

Residential Permits - HRNEW, HRADD, HRELE, HRMEC, HRPLB, HRLDP

Commercial Permits - HCNEW, HCADD, HCELE, HCMEC, HCPLB, HSGN

Steps to schedule an inspection.

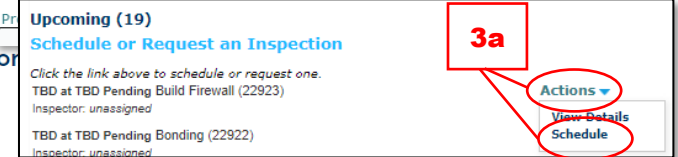
1	Select the Jurisdiction . DO NOT SIGN IN WITH A USER NAME AND PASSWORD!	6	Click Continue
2	Choose "Schedule an Inspection"	7	Choose the Inspection Date (<i>next working day is only option</i>)
3	Enter Permit Number <i>it is not necessary to enter any additional information besides Permit Number or Record Number. Click Search. (if this was for a previous inspection with a "Partial" status by an inspector, please go to 3a otherwise go to step 4)</i>	8	Choose "All Day"
3a	An inspection given the status of Partial by an inspector will add that corresponding inspection as a Pending inspection. This will appear under the section titled Upcoming . Choose Actions next to that pending inspection and Schedule . Go to step 7.	9	Click Continue (confirm <u>location</u> , <u>contact</u> , & <u>inspection</u>) to Finish
4	Choose "Schedule or Request an Inspection" <i>it may be necessary to rotate some phones to landscape view (horizontal) to see this link.</i>	10	Inspection successfully scheduled
5	Choose the inspection		



Schedule/Request an Inspection

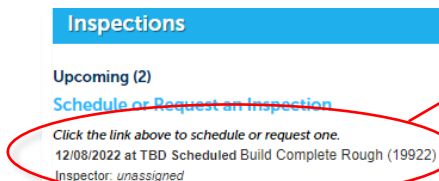
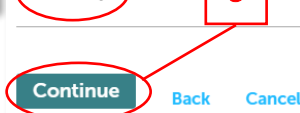
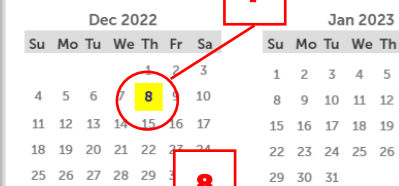
Available Inspection Types (65)

- Show optional inspections
- Appr: Hall Co Sewer Clean Out (optional)
- Appr: Hall Co Sewer Tie In (optional)
- Appr: Hall Sewer Tracer Wire (optional)
- Approval: Env Health (optional)
- Approval: Dept Water Res (optional)
- Bld Com: Rough Garage (optional)
- Bonding (optional)
- Build Ceiling Cover (optional)
- Build Column Pad (optional)
- Build Complete Rough (optional)



Schedule/Request an Inspection

To continue, select an appointment date and time the calendar below:





Scheduling an inspection using Accela Citizen Access on mobile devices

<https://aca-prod.accela.com/HALLCO/Default.aspx>

DO NOT SIGN IN WITH A USER NAME AND PASSWORD!

For assistance please call 770-531-6809



Inspections should be scheduled using the Citizen Access Portal for permits issued after December 12, 2022. Permit numbers will begin with the following characters:

Residential Permits - HRNEW, HRADD, HRELE, HRMEC, HRPLB, HRLDP

Commercial Permits - HCNEW, HCADD, HCELE, HCMEC, HCPLB, HSGN

1. Click the three dots, select Hall County.
DO NOT SIGN IN WITH A USER NAME AND PASSWORD!
2. Select **Schedule an Inspection**
3. Enter the permit number, click the search button. *(if this was for a previous inspection with a "Partial" status by an inspector, please go to 3a otherwise go to step 4)*
 - a. An inspection given the status of *Partial* by an inspector will add that corresponding inspection as a **Pending** inspection. This will appear under the section titled **Upcoming**. Choose **Actions** next to that pending inspection and **Schedule**. Go to step 6.
4. Choose **Schedule or Request an Inspection**
5. Choose the appropriate inspection.
(You may need to turn your phone sideways to see the Next button.)
6. Choose the Inspection Time from the **Calendar & Time** *(next working day, All Day are the only choices)*
7. Verify the location and contact, click **Continue**
8. Add any comments about your inspection if needed, click **Finish**.
9. You should see the scheduled inspection on the record.

The screenshots show the following steps:

- Step 1:** Selecting 'Hall County' from a dropdown menu.
- Step 2:** Clicking the 'Schedule an Inspection' button in the 'Hall County' dropdown.
- Step 3:** Entering the record number 'HCNEW23-0074' in the search field and clicking 'Search'.
- Step 3a:** In the 'Inspections' list, clicking 'Actions' and then 'Schedule' for a pending inspection.
- Step 4:** Selecting 'Schedule or Request an Inspection' from the 'Upcoming' section.
- Step 5:** Choosing an inspection type from a list, such as 'Bld Complete Rough Garage'.
- Step 6:** Selecting 'All Day' on the calendar.
- Step 7:** Verifying the location and contact information, then clicking 'Continue'.
- Step 8:** Clicking 'Finish' to complete the scheduling process.
- Step 9:** Viewing the final 'Inspections' list with the new inspection scheduled.