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## Department of Community Development

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## COMMERCIAL PERMIT REQUIREMENTS: SMALL TENANT SPACE INTERIOR

Prior to submittal, a pre-application meeting is required with Community Development staff.

### Commercial Plan Submittal & Review

Small tenant space plans less than 1,500 square feet require the following items identified on the plans:

- Project name and address with suite number (if applicable).
- Dimensions for the overall space and dimensions for each room, or drawn to scale.
- Each room/space is identified and labeled.
- Location of doors, windows, fixtures, furniture, shelving, and work spaces.
- Emergency lighting, exit sign locations, and fire extinguishers.
- On separate sheet show overall floor plan, showing tenant separation walls.
- Indicate what type of occupancy (or what business) is on either side of your space.
- Fire rated barriers and/or firewalls.
- Fire alarm, sprinkler system, and kitchen hood system work will require separate plans to be submitted by subcontractor.
- Plans must be legible.
- Plan review fee in accordance with the fee schedule.

*\*The above mentioned items are the minimum plan requirements. The contractor is responsible for providing all details on the drawings.*