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## Department of Community Development

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# COMMERCIAL PERMIT REQUIREMENTS

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

## Commercial Plan Submittal & Review

To obtain a building permit for construction, plans are required for any new structure, addition, accessory building, substantial improvement, alteration, or change of use for any commercial property in the City of Perry. The following information shall be shown or provided in detail on a plan drawn to scale with dimensions. (Architectural style drawn to a minimum scale of 1/8" = 1")

- **Project name** and narrative, zoning designation, code references, title block for design and construction professionals, location (key) or site map, schedule of special inspections, index of drawings, occupancy and construction type with code analysis to include allowable height and area calculations and means of egress.
- **All Educational, Institutional and Assembly Occupancies** as well as any project 5000 Sq. ft. or larger are required to be designed and sealed by a State of Georgia Architect and/or Engineer. Stamped drawings may be required for other projects if determined by the Chief Building Official or Fire Marshal that the plans are not in compliance with the mandated codes or have unique or special conditions.
- **Pre-engineered buildings** used as part of a building project require a stamp by the manufacturer's Engineer and all supporting documentation such as loading and reaction designs are required to be submitted along with any other information necessary to show compliance. Foundation drawings must include a pier or bolt plan as part of the pre-engineered building.
- **Shop drawings** will be required as a separate submittal for sprinkler work, alarms and signs to obtain a permit. Layout and/or renderings may be included in the architectural plans, but permits will not be issued for these particulars without shop drawings.
- Plans at a minimum shall include **electrical, plumbing, HVAC, and gas** riser diagrams and ADA details. Electrical, plumbing, HVAC & gas plans need to provide detailed information of fixture type, location and sizing.
- A **fire and life safety plan** to include exit and emergency lighting, egress requirements, travel distances, fire ratings and fire protection systems. On site plan submittals for new construction, contact the Fire Marshal to obtain the vehicle dimension form.
- **Floor plan, wall section, structural details, elevations** with exterior materials and colors identified, hardware, window and door schedules.
- **Footing and foundation plan** to include rebar size & locations, depth and width of footings and slabs.
- **Energy code information** (Com-Check) to include insulation details for walls & ceilings and lighting compliance.

*\*These are minimum requirements that in most cases will provide ample information for determining compliance with the State mandated codes and local ordinances. Additional information may be required in some cases if submittals provided are not of sufficient clarity to determine compliance.*