



LICENSING & PERMITTING DIVISION
1117 WEST AVENUE, CONYERS, GA 30012
(770) 278-7100

SUBMIT:

Commercial Building Permit Checklist

On or before **Friday:**

- ☐ Five (5) digital copies STRUCTURAL / ARCHITECTURAL PLANS
*Plans (including MEP's) require seal by an architect or engineer
- ☐ Five (5) digital copies of the SITE / PARKING PLAN for exterior improvements (n/a if under an LDP)
- ☐ Review fee
- ☐ Permit application

STRUCTURAL AND ARCHITECTURAL PLANS:

Must include the following: *(Check when complete)*

- ☐ Compliance with International Building Code, 2018 Edition, 2020 NEC
- ☐ Manufacturer Specifications on building(s) and equipment
- ☐ Owner name, address, phone number, email address
- ☐ Name and phone number of 24-hour contact for project
- ☐ Tax Parcel ID#
- ☐ Location map of property
- ☐ Physical address of property
- ☐ Use of building type of occupancy
- ☐ Gross floor area
- ☐ Zoning of property and conditions, if applicable

The department reserves the right to request additional information.

The plans will be distributed to the appropriate parties, including (but not limited to):

- Building Official
- Rockdale County Fire Department
- Rockdale Water Resources
- Environmental Health Department
- Zoning

Comments will be ready for pick-up two (2) weeks later on Friday.

The permit will be issued when:

- Architectural / Structural plans approved by **all** reviewing departments
- Site inspector releases site (applicable if LDP was required)
- Proof of water meter
- Proof of sewer / septic
- Fees paid

Department of Planning and Development Contact Information:

In person: 1117 West Avenue, Conyers GA 30012 ◦ Monday - Friday, 8:00 a.m. to 5:00 p.m.	
Mail: P.O. Box 289, Conyers GA 30012	Phone: 770 278-7100
Email: permits@rockdalecountyga.gov	Fax: 770 278-8940