



# City of Acworth Development Department

4415 Center Street  
Acworth, Georgia 30101  
Office: (770) 974-2032

[building@acworth.org](mailto:building@acworth.org)  
[www.acworth.org](http://www.acworth.org)

## COMMERCIAL TENANT FINISH or REMODELLING PERMIT APPLICATION

*All contractors are required to have a Georgia Contractor's License and a business license from a Georgia municipality!*

- (1) A separate permit is required for every suite, building of structure on which work is to be done. If a building contains more than one unit, please list the addresses of all the units in which work will be performed. A separate document can be submitted if necessary.
- (2) All addresses are to be assigned or verified by the City of Acworth (where applicable).
- (3) A copy of the approved "Cobb Co. Commercial Permit Application Form" from the Fire Marshal's Office must be submitted for all commercial permits.
- (4) If making changes to the building's exterior, elevation plans must be submitted. Contact the Zoning Administrator with any questions: (770) 974-2032.
- (5) If in the Downtown Development Authority's district, elevations must be approved by the D.D.A..
- (6) Certain work or changes to the use / occupancy may require other jurisdictional approvals (i.e. food service, assisted living, etc.
- (7) Reinspection fees are \$75.00 for each occurrence, on each trade.

Location/Street Address: \_\_\_\_\_

Subdivision / Complex: \_\_\_\_\_ Lot / Suite#: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

TOTAL VALUATION OF CONSTRUCTION \$ \_\_\_\_\_ TOTAL SQUARE FOOTAGE \_\_\_\_\_

NOTE: The "CONSTRUCTION VALUATION" is the Turn-Key cost of the entire job, including architectural and design fees, all site work necessary for the building (including utility lines), materials, labor, overhead and profit for all trades.

BASE FEE: \_\_\_\_\_ \$ 150.00

PLANS REVIEW FEES: \_\_\_\_\_ \$ 200.00

PERMIT COST: \$6.00 per \$1,000 (or any portion thereof) OF TURN-KEY VALUATION OF CONSTRUCTION): \$ \_\_\_\_\_

ENVELOPE TIGHTNESS VERIFICATION, \$200.00 for 1 OUT OF EVERY 4 UNITS PER FLOOR (Apartments & Condos Only)

\*\*See Page 2 for More Information\*\* \$ \_\_\_\_\_

RECREATIONAL IMPACT FEE, \$500.00 PER DWELLING UNIT: (Apartments & Condos Only) \$ \_\_\_\_\_

TOTAL COST: \_\_\_\_\_ \$ \_\_\_\_\_

Job Description: (please be thorough) \_\_\_\_\_

**Expiration of Permits:** All permits expire 6 months after the last required inspection that has been passed, or 6 months after the date of issue if no required inspections have been approved. The Building Official may issue a 6 month extension of any permit (for due cause) if requested in writing by the permit holder prior to such a permit expiring.

**Work Commencing Without a Permit:** Where any work for which a permit is required is started without such a permit having been issued, the applicable fees shall be doubled. (This includes permits for Building, Electrical, Plumbing, Mechanical, Gas Etc.) The payment of such a double fee shall not relieve any persons from fully complying with the requirements if all applicable codes and City Ordinances including on work already performed, concealed or otherwise not inspected, nor shall it relieve them from any other penalties as may be prescribed by law.

The **Total Valuation / Cost of Construction** (permit valuations) shall include the total cost of the building, electrical, gas, mechanical, plumbing, necessary equipment, and other systems, as required to remodel and complete the tenant space or dwelling unit, including design fees, connection to utilities, site work necessary for foundation installation, the cost of materials, labor, overhead and profit.

**Lead & Asbestos Abatement:** State law requires proper license for contractors abating Lead or Asbestos containing materials in whole or in part, including the proper disposal thereof, and the proper precautions safeguarding employees and others from exposure.

**Envelope Tightness Verification:** \$200.00 for each test. \$110.00 per hour to diagnose the worst areas of air leakage upon request (not required). Re-evaluating after initial test failure shall be at the same original cost(s).

**The Envelope Tightness Verification shall be performed along with the required Duct Tightness Verification (where applicable); together during one inspection. If called for separately, additional fees shall apply.**

The provisions of the Georgia State Minimum Standard Energy Code, as adopted and amended the Georgia Department of Community Affairs, shall regulate the design of building envelopes for adequate thermal resistance and low air leakage, as well as the design and selection of mechanical, electrical, service water heating and illumination systems and equipment that will enable the effective use of energy in new building construction. **Any duct or envelope tightness verification or testing required by this Code shall be performed by the City of Acworth Building Department.** For due cause, the Building Official may hire or allow an outside contractor to perform such testing. If a builder, owner or contractor elects to perform (or hires an outside contractor to perform) any such duct or envelope tightness verification / testing, the results of such testing shall not be made mandatory upon the Building Official for his acceptance as meeting the requirements of this Code. The building and/or heating and air conditioning contractor shall be charged fees for such duct and envelope tightness verification / testing in accordance with the permit fee schedule on file with the City. Failures in meeting the provisions the Code concerning duct and envelope tightness shall result in the testing being required to be performed again, after corrections to deficiencies have been made, and a re-inspection fee in the original amount has been paid. Upon request, and upon the payment of an additional fee, the Building Department shall perform analysis to attempt to determine the cause of the failure of a duct tightness and / or envelope tightness tests.

**The air tightness of the building, dwelling or dwelling unit(s) shall be performed in accordance with Code and after all rough-in inspections have been approved, after the installation of all exterior and interior wall coverings and after installation of all penetrations of the building envelope, including doors and windows and penetrations for utilities, plumbing, electrical, ventilation, combustion appliances, etc.**

## This Permit is Subject to the Following Terms & Conditions

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I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

\_\_\_\_\_ DATE  
CONTRACTOR OR AUTHORIZED AGENT - **PRINT NAME** **SIGNATURE** OF CONTRACTOR OR AUTHORIZED AGENT

## FOR OFFICE USE ONLY

APPLICATION ACCEPTED BY: \_\_\_\_\_ PLANS REVIEWED BY: \_\_\_\_\_

ZONING APPROVAL: \_\_\_\_\_ TAX PARCEL NUMBER: \_\_\_\_\_

DOWNTOWN DEVELOPMENT DIRECTOR APPROVAL (if applicable): \_\_\_\_\_

ALL OTHER APPLICABLE JURISDICTIONAL APPROVALS (Consult Checklist): \_\_\_\_\_

APPROVAL FOR ISSUANCE BY: \_\_\_\_\_

Live Load: \_\_\_\_\_ Construction Type: \_\_\_\_\_ Occupancy Classification: \_\_\_\_\_