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Ryan Pruett
Director

CHANGE OF OCCUPANCY / CERTIFICATE OF OCCUPANCY CHECK LIST

Applicant's Name: _____

Applicant's Phone Number (s): _____

Project Address: _____

Applicable Building Codes:

International Building Code	2018 Edition with 2020 Georgia Amendments
International Residential Code	2018 Edition with 2020 Georgia Amendments
International Plumbing Code	2018 Edition with 2020 Georgia Amendments
International Mechanical Code	2018 Edition with 2020 Georgia Amendments
International Fuel Gas Code	2018 Edition with 2020 Georgia Amendments
International Energy Conservation Code	2018 Edition with 2020 Georgia Amendments
International Fire Code	2018 Edition with 2020 Georgia Amendments
International Fire Code	2018 Edition
National Electrical Code	2020 Edition
NFPA 101 (Life Safety Code)	2018 Edition with 2020 Georgia Amendments

NOTE: If alterations are proposed that involve new construction, repairs or relocation of any walls, doors, windows, roof coverings, electrical, mechanical or plumbing, a commercial renovation permit is required.

The following information needs to be provided for all Change of Occupancy / Certificate of Occupancy permits:

Building and Planning information: (Provide the following if not already indicated within any drawings that may have been provided)

___ Gross Area of Space (provide an approximate square footage of the owned/leased total space)_____

___ Number of Existing Parking Spaces (provide brief description of number of off-street parking stalls assigned to space and if any are to be added) _____

Previous Occupancy Use (Please provide to the best of your knowledge a brief description of previous building use, i.e. office, office/warehouse, repair shop, etc... and/or type of previous business activities)

Proposed Occupancy use (Provide brief description for new use of building i.e. office, hair salon, restaurant, automotive shop, retail, storage etc.)

Number of exits (provide brief description of number of exits and the general location of the exits)

Renovations: (The following information required if renovations are involved; see note at beginning of this check list)

Scope of work: (Provide brief description of renovations to be done.)

Floor plan: (If renovations include relocating any walls, windows, doors, or alters original floor plan, then drawings detailing changes to be made shall be provided. Drawings shall include before and after floor plan details. New floor plan shall include name of each floor area, i.e. restrooms, office, break room, etc...)_____ Existing Type Construction: (Provide brief description of existing building type construction, i.e. wood framing and/or metal/steel, masonry etc....) (Floor plans for assembly, educational, institutional occupancies, or buildings over 5000 sq. ft. require plans stamped by a licensed design professional).

Proposed Type Construction: (Provide brief description of any NEW materials to be used in construction/repairing exterior and/or interior partition walls)

Restroom fixtures: (Provide number of existing restrooms and number/type of fixtures in each restroom)

Storage areas / occupancies: (Provide brief description of types of items to be stored)
