

Alterations or the remodeling of the inside of a Commercial Tenant Space or Shell Building including mechanical, electrical and plumbing work will require the following documents to be submitted for full review by City of Douglasville staff. Separate permits are required for the mechanical, electrical and plumbing scopes of work and cannot be issued until the building permit is issued but the information for those scopes should be proposed on the main sets of Permit Documents. A separate demolition permit can be obtained as an optional phase of construction otherwise it will be considered a portion of the main building permit.

Separate permits and reviews are required

- Mechanical (PM), Electrical (PE) and Plumbing (PP)

- Side sewer connection and water meter installations are not included in this process and will need to be obtained from Douglas County Water and Sewer Authority (DC-WSA) prior to applying for a permit.
- Properties over 5,000 SF in square footage require an Automatic Fire Sprinkler system which will be reviewed by the Douglas County Fire Marshall (DC-FM). The plans below will need to be submitted to The City of Douglasville and will then be routed to DC-FM.

Projects that Require Plan Review: must have the following documents submitted to the Douglasville Building Department for full review. A Plan review fee of \$125.00 will be required at intake of documents.

[See applicable Plan Review Checklists for further information](#)

Required Documents		Number of Copies	
Commercial Application Form		1	
Demolition Plans		4	
Cover Sheet & Code Data Information		4	
Egress Plans and Fire Related Assembly information		4	
Architectural Plans, Details and Schedules including furniture & fixture locations		4	
Structural Plan, Details and Calculations		4	
Accessibility Plans & Details		4	
Mechanical, Electrical, Plumbing & Fuel Gas Plans		4	
Comm-Check Energy Code Data Sheets (or identical information on the plans)		2	
DC-WSA Water Meter and Sewer Receipt (Pink Form) – Meter size may change if adding new plumbing fixtures		1	
General Contactor Licensing Information (State, Business & Owner’s ID)		1	
Optional Documents for Review	Number of Copies	Inspection Documents for Certificate of Occupancy	Number of Copies
Deferred Submittals as listed on Approved Plans	2	Air Balancing Test Report of HVAC System	1
Building Elevations for any Exterior Wall changes	4	Engineering Reports	1
DC Fire Marshall for any fuel/propane tanks	2	Special Inspection Reports	1
Copy of Health Department Plan Approval Letter	2	Revised Drawings As Directed by Inspector	1
		Copy of Fire Marshall 100% Approval	1
		Copy of Health Department Approval	1

Currently Adopted Codes:

- 2018 International Residential Code (IRC)
- 2018 International Mechanical Code (IMC)
- 2018 International Plumbing Code (IPC)
- 2018 International Fuel Gas Code (IFGC)
- 2020 National Electrical Code (NEC) published as the NFPA 70
- 2015 International Energy Conservation Code (IECC)

- Approved Permits are valid for 180 days after issuance.
- Notarized, Authorized Permit Agent Form required if owner of company is not present at issuance.
- All Commercial Work is to be completed by licensed contractors as required by the State of Georgia – Dept of Secretary of State