



Commercial/Industrial Permit Application Checklist

The following list of documentation is required before a permit will be issued for commercial construction. **Incomplete forms will not be processed and will delay permit issuance.** Please return this form with all permit application submittals. All documents must be legible.

- _____ Completed building permit application
- _____ Contractor licensing documentation (state license card, business license)
- _____ Completed trade permit application
- _____ Subcontractor licensing documentation (state license card, business license)
- _____ GSWCC Level 1A certification (Blue Card)
- _____ Digital set of scaled construction drawings (see Plan Submittal Format document).
- _____ Site plan: scaled lot drawing with a scaled footprint of structure and any other structure located on property, show building limitations, setback requirements, and erosion sediment control.
- _____ One (1) copy set of GSWCC approved ESC plans for initial, intermediate and final phases. (applicable for secondary and tertiary permit holders)
- _____ Verification of 911 addressing
- _____ Verification of water/sewer connections as applicable
- _____ Septic permit (if applicable)
- _____ Recorded deed and plat of property
- _____ State Fire Marshal Review and Approval (Building Plans, Sprinkler Plans, Fire Alarm Plans)
- _____ Proof of taxes paid on property

Project Address: _____

Applicant Name: _____

Received by: _____

Date: _____

