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CITY OF SNELLVILLE
Department of Planning & Development
2342 Oak Road, 2nd Floor
Snellville, GA 30078
Phone (770) 985-3514 Fax (770) 985-3551
www.snellville.org

BUILDING PLAN SUBMITTAL FORM

APPLICANT & CONTACT INFORMATION | PLANS SUBMITTED BY
Firm Name: _____
Contact Name: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Ph: _____ Fax: _____ Cell: _____
E-Mail Address: _____
[] General Contractor
[] Professional Architect/Engineer
[] Resident Homeowner
[] Other _____
PLAN REVIEW FEES COLLECTED
[] \$400 [] \$250 [] \$100 [] \$75 [] \$50
By: [] Cash [] Check [] Credit Card
Rcvd By: _____

PROJECT INFORMATION | PROJECT TYPE
Project Name: _____ Unit/Phase: _____
Project Street Address: _____
Building Designation: _____ Floor Designation: _____ Suite Designation: _____
Shopping Center Name: _____
Office/Commercial Center Name: _____
District(s): _____ Land Lot(s): _____ Parcel(s): _____
Zoning District: _____ Was this location previously rezoned? [] No [] Yes [] Unknown
[] Commercial [] Industrial
[] Residential [] Mixed Use
[] Other _____
[] New Construction (Complete)
[] Shell Only [] White Box
[] Interior Finish [] Addition
[] Interior Alteration/Remodel
[] Accessory Structure
[] Monument Sign / Wall Sign
Total Square Footage: _____ SF
Construction Contract Price:
\$ _____ (Required)

BUILDING PLAN SUBMITTAL REQUIREMENTS
Building Plans must FIRST be reviewed and approved by the State and County agencies indicated below, BEFORE submission to the City of Snellville for review. Please contact these agencies to determine the required number of plan sets. The City of Snellville requires three (3) complete sets of stamped and approved plans at time of plan submittal.

Table with 6 columns: Project Type, GA Dept. of Agriculture, State Fire Marshal, County Fire Marshal, County Environmental Health, County Water Resources. Rows include Residential Building Plans, Commercial (Office/Retail/Other Use), Commercial (Food Service Business Establishment or Restaurant), and Commercial (Grocery, Convenience Store or Market).

PLAN REVIEW ACKNOWLEDGEMENT
In accordance with Part 2 of Article 1 of Chapter 2 of Title 8 of the Official Code of Georgia Annotated, and upon receipt and acceptance of the submitted Building Plans, the City of Snellville hereby notifies permit Applicant that the City of Snellville intends to complete the required plan review within 30 business days of receiving the plans. If applicable, a written notice of plan deficiencies will be provided to the permit Applicant and the 30-day period will then be tolled pending resolution of the matter. Upon receipt of any plan revisions which addresses the plan deficiencies, the local building official shall have the remainder of the tolled 30-day period plus an additional five (5) business days to issue the requested permit or to provide a second written notice to the permit Applicant stating which of the previously identified plan features remain in non-compliance with the applicable codes. In the event that the revisions required to address the plan deficiencies or any additional revisions submitted by the permit Applicant require that new governmental approvals be obtained, the permit Applicant shall be required to obtain such approvals before a new plan report can be submitted.

Applicant Printed Name _____ Date _____
Applicant Signature _____
Building Official Printed Name _____ Date _____
Building Official Signature _____