



## ROME/FLOYD COUNTY BUILDING INSPECTION COMMERCIAL BUILDING CHECKLIST

1. Street Address
2. Site Plan with Property Improvements Delineated (existing & new)  
(3 sets of site plans and 1 PDF)
3. Project sites larger than .40 acres require Storm water management and Erosion Control Plans.
4. Zoning Verification (obtained from Rome/Floyd County Planning Department).
5. Private Utilities approval (obtained from Rome/Floyd Co. Health Department.)
6. Fire Marshal approval
7. Building Plans (may require architect's stamped drawings per Georgia Law).  
(1 hard copy set of building plans and 1 electronic copy of building plans)
8. Building Design (Occupancy of Building, Type of Construction, Number of Occupants, Actual Area vs. Area Allowed)
9. Structural Design (Design Live Loads, Dead Loads, Snow Loads, Importance Factor, Wind Loads, Seismic Design Categories, Flood Loads if in flood zone).
10. Flood Zone Verification.
11. Historical District Status.
12. Details (Foundation drawings, Accessibility Elevations and Details, Elevations, Fire Partitions/Barriers/Walls and Penetrations Ratings, Framing Details, Metal Building Plans).
13. Mechanicals (Electrical, Plumbing, Mechanical)
14. Energy Code Compliance Report
15. Special Inspections Outline.
16. Contractor information is required before permit(s) can be issued.
17. The review process does not begin until all applicable items are provided.

**\*\*The review process does not begin until all required items are provided. \*\***

**ROME/ FLOYD COUNTY**  
**BUILDING INSPECTION DEPARTMENT**

**APPLICATION FOR: NON-RESIDENTIAL PLAN REVIEW**

Please email application to [jmartin@romeqa.us](mailto:jmartin@romeqa.us) & [mhebert@romeqa.us](mailto:mhebert@romeqa.us)

DATE: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

OCCUPANCY CLASSIFICATION: \_\_\_\_\_

OCCUPANCY LOAD: \_\_\_\_\_

CONSTRUCTION TYPE: \_\_\_\_\_

SPRINKLED: Yes      No

BUILDING DIMENSIONS (OVERALL): \_\_\_\_\_ x \_\_\_\_\_

BUILDING SIZE: \_\_\_\_\_

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

Check one:    New Structure:

                 Addition:

                 Remodel:

Job Description: \_\_\_\_\_

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**GENERAL CONTRACTOR INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

CONTRACTOR'S LICENSE: \_\_\_\_\_

**ARCHITECT INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

# Contractor Affidavit

This form must be completed, signed, and submitted to the Rome/Floyd County Inspections Department.

Combination Permit Number \_\_\_\_\_ Date of Permit Issuance \_\_\_\_\_

**Contractor** \_\_\_\_\_

State Card # \_\_\_\_\_

## **Electrical Contractor**

Company or Contractor \_\_\_\_\_

Address \_\_\_\_\_

State Card # \_\_\_\_\_ Issued Date \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

## **Plumbing Contractor**

Company or Contractor \_\_\_\_\_

Address \_\_\_\_\_

State Card # \_\_\_\_\_ Issued Date \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

## **Conditioned Air Contractor**

Company or Contractor \_\_\_\_\_

Address \_\_\_\_\_

State Card # \_\_\_\_\_ Issued Date \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

I DO CERTIFY THAT I AM RESPONSIBLE FOR EACH REQUIRED LICENSED CONTRACTOR.  
ANY FALSE INFORMATION WILL VOID PERMIT.

X \_\_\_\_\_