



City of Dallas, Georgia

Department of Community Development

Building Permit Requirements for Commercial / Industrial & Multi-Family Construction

The following documents must be submitted to obtain building permits for multifamily, commercial, and industrial construction. A permit will not be issued without all the proper documents submitted.

For interior alternations, items # 1, 3, 7, and 8 shall not apply unless specifically requested for by the Community Development Director. Structural and MEP plans may be required depending on the scope of the proposed work.

Permit applications and associated documents should be submitted to the Customer Self Service portal found at www.dallas-ga.gov.

1. Detailed Plans:

- Site Plan (including landscaping and lighting) * must be approved before permit is issued
- Architectural Plans
- Structural Plans
- Mechanical, Electrical, and Plumbing (MEP) Plans
- Fire Protection Plans
- Erosion Control Plans (if > 1 acre)
- Stormwater Management Plan (if > 5,000 SF of impervious area)

Once plans are approved, **two (2) hard-copy sets** must be delivered to:

320 E. Foster Avenue, Dallas, GA 30132

- One set will be retained by the city for recordkeeping.
- One set must be kept on-site in the permit box.

Plans must also be submitted separately to the **Paulding County Fire Marshal** for review and approval.

2. Complete Building Permit Application:

Each building permit application must be completed before processing. This shall include the address for the site, lot number, the permit district (will always be City of Dallas), contact information and billing information, contractor information, square footage, valuation (cost in materials and labor), type of use and construction type. **If the property has an unassigned address please contact the City Engineer.**

3. Notice of Intent: (NPDES Permit – Georgia Environmental Protection Division):

Primary permittee only, secondary and tertiary do not apply. **Please submit a copy of the GSWCC blue card with this as well.**



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4. Trade Permit Application (Electrical, Mechanical, and Plumbing):
All trades must be applied and turned in with the initial building permit application. No work for electrical, mechanical, or plumbing shall occur without the respective permits.
5. Subcontractor Documentation:
All subcontractors must submit copies of their state contractor's license, business license, and photo ID.
6. General Contractor Documentation:
General contractor must submit a copy of their state license, business license, and photo ID.
7. Copy of General Contractor State License Card and Signature from the General Contractor Qualifying Agent:
If you are applying on behalf of the contractor, you must submit the completed and signed State Authorization Form. Owners who are also the primary resident in a residential property may under the State Contractors Licensing Law serve as their own General Contractor. In this case the Owners Affidavit must be provided.
8. Water and Sewer Tap Fee Receipt:
All water and sewer tap fees must be paid before a building permit can be issued if applicable.
9. Approved Elevation Plans:
Elevation drawings are required for all new and existing structures that expand or are altered by more than 35% of the existing square footage.
10. Affidavit for Sewer Line Installation:
A copy of the Affidavit for Sewer Line Installation must be submitted for each lot.

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