



## Development Process

770-773-3451

City Hall is located at 116 Public Square, Adairsville, GA 30103

[www.adairsvillega.net](http://www.adairsvillega.net)

### NOTES:

- Disclaimer: this guide is not comprehensive; refer to Adairsville Code of Ordinances for more information.
- Adairsville code is online at [https://library.municode.com/ga/adairsville/codes/code\\_of\\_ordinances](https://library.municode.com/ga/adairsville/codes/code_of_ordinances)
- City Community Development staff assigns new addresses in Adairsville and notifies Bartow County.
- Inside City limits, utilities are Georgia Power electric; Adairsville water, sewer, gas, and garbage.
- City staff and County staff (Fire Marshal, Building Official) review plans as well as other applicable groups.
- City Community Development staff issues building permit authorization; county staff issues full building permits and conducts inspections for developments in the city limits.

### QUESTIONS?

- Richard Osborne, Community Development Director, 470-529-4008 [rosborne@adairsvillega.net](mailto:rosborne@adairsvillega.net)

### Alcohol License

- 1) Submit new application & fee to City Community Development. Application at [www.adairsvillega.net](http://www.adairsvillega.net)
- 2) City Code 4-25 to 4-32 has info on background check, fingerprinting, distance requirements, reporting, etc.
- 3) City Council must approve new licenses (includes license changes). Licenses must be renewed each year.

### Building Permit for single-family house Not in subdivision/common development or detached garage/storage structure

- 1) Application at [www.adairsvillega.net](http://www.adairsvillega.net). Confirm zoning, setbacks with City Community Development. Submit permit application, copy of survey/plat with drawing of bldg. footprint along with size (sqft), and \$50 fee to City Community Development. New address & permit number will be assigned.
- 2) Certain work in local historic district (public square) needs Historic Preservation Commission approval before permit.
- 3) Once permit number assigned, applicant takes application to Bartow County Community Development, 135 W. Cherokee Ave, suite 124, Cartersville 770-387-5067 and submits application with county fee. Applicant will call Bartow County Community Development for various inspections prior to issuance of Certificate of Occupancy.
- 4) Work with City Customer Service at City Hall to sign up for new City utilities and pay applicable fees.

### Building Permit for new subdivision/common development house; multi-family; commercial; institutional; industrial

- 1) Application at [www.adairsvillega.net](http://www.adairsvillega.net). Confirm zoning, setbacks with City Community Development.
- 2) Certain work in local historic district (public square) needs Historic Preservation Commission approval before permit.
- 3) \*\*\* If need Land Disturbance Permit (LDP) or Tertiary Permit, obtain before building permitting process. If less than an acre but is new building for multifamily/commercial/institutional/industrial, submit electronic & two hard copies of civil plans and hydrology report to City – review and approval needed before building permit.
- 4) Submit filled-out building permit application and \$50 fee to City Community Development. If multi-family, commercial, institutional, or industrial, submit electronic copy and two (2) hard copies of building plans. City plans reviewer will review building plans for City code compliance. New address and permit number will be assigned.
- 5) After City approves building plans, applicant takes three (3) copies of building plans to Bartow County Community Development, 135 W. Cherokee Ave, suite 124, Cartersville. Applicant will submit plans, county form, fee.
- 6) County Building Official & Fire Marshal review building plans then inform applicant of approval. Applicant calls Bartow County Community Development 770-387-5067 to schedule inspections before Certificate of Occupancy.
- 7) Work with City Customer Service at City Hall to sign up for new City utilities and pay applicable fees.

#### Business License

- 1) Confirm zoning, regulations with City Community Development based on use. Examples with specific standards: auto repair; bed & breakfast; car washes; home occupation; junk/salvage/scrap yards; hotels/motels; pawn shops; peddlers.
- 2) Application at [www.adairsvillage.net](http://www.adairsvillage.net). Before submitting application, County Fire Marshal, Building Official will visit location to confirm Building Code, Life Safety Code. There may be other applicable County staff to confirm info.
- 3) After getting County signatures, submit application with fee to City Community Development. City staff will visit location to confirm code. City staff will then issue business license. Business license must be renewed each year.
- 4) Work with City Customer Service at City Hall to sign up for new City utilities and pay fees.

#### Historic Preservation Commission (HPC) cases

- 1) Only needed in local historic district - 18 properties (parcels) around the public square.
- 2) Contact City Community Development to discuss whether or not proposed work may need HPC review.
- 3) **Application may be picked up at City Hall, 2<sup>nd</sup> floor**, Community Development. Submit completed application and \$65 fee. Decision is made by HPC during a regularly scheduled meeting (applicant attends) and outcome is not guaranteed.

#### Land Disturbance Permit (LDP - Primary or Secondary permittee) or Tertiary Permit and/or Stormwater plan approval

- 1) If project involves land disturbance of one (1) acre or more, Land Disturbance Permit (LDP) is needed. If less than an acre in subdivision that doesn't have a primary permittee, stand-alone Tertiary permit is needed. If someone other than primary permittee purchases a subdivision lot for development, Secondary permit needed.
- 2) If less than an acre but new building for multifamily/commercial/institutional/industrial, submit electronic & two hard copies of civil/construction plans & hydrology report to City Community Devt – approval needed before building permit.
- 3) If disturbance of one acre or more, submit electronic copy of all of the following as well as hard copies of civil plans (three copies), cover sheet (one copy), hydrology report (one copy), and filled-out erosion sedimentation & pollution control (ES&P) plan review checklist <https://gaswcc.georgia.gov> (one copy) to City Community Development.
- 4) Take two copies of civil/construction plans to Bartow Co Community Devt, 135 W. Cherokee Ave, suite 124, Cartersville.
- 5) City Community Development delivers civil/construction plans, hydrology report, and ES&P checklist to federal Natural Resources Conservation Service (NRCS) staff for review.
- 6) Once NRCS, city, and county plans reviewers have all approved civil/construction plans, City Community Development works with applicant to schedule a preconstruction meeting and informs applicant of items to bring to mtg (fees, LDP application filled out, Notice of Intent (NOI) from Georgia EPD <https://epd.georgia.gov/geos/>, stormwater agreement, etc. LDP is issued on day of preconstruction mtg if all info is verified.

#### Sign Permit

- 1) Application at [www.adairsvillage.net](http://www.adairsvillage.net). Confirm height, size, setback with City Community Development per City Code.
- 2) Certain signs in local historic district (public square) require Historic Preservation Commission approval before permit.
- 3) Submit filled-out application, sign renderings with specs, and fee \$25 per sign. City Community Development will review and notify applicant if changes are needed to meet City Code or if sign permit is approved.

#### Variance and Zoning (annexation, rezoning, special use, text amendment) cases

- 1) City Community Development works with applicant to confirm that all details of an application are completed. Fee varies by type of case and proposed zoning. Applications may be picked up at City Hall, 2<sup>nd</sup> floor, Community Devt.
- 2) Zoning-related cases have local and State advertising requirements, resulting in a process that takes a few months from start of process to date of decision by City Council.
- 3) Variance cases include advertising requirements and the process may take two months or longer depending on certain factors such as if a case is tabled. Decision is made by the Unified Zoning Board.
- 4) Zoning and Variance cases are not guaranteed. Applicant or other representative must attend all public meetings.



## Bartow County Fire Department

### Plan Submittal Requirements

1. TO BE PROVIDED ON COVER SHEET OF ALL PLANS:
  - a. A statement in bold print reading: "Approved plans must be on the job site at all times."
  - b. A 4 3/4 Inch By 3 3/4 Inch, Bordered Box, Labeled "Fire Marshal Stamp Only" Placed At The Right Side Border.
  - c. Submittal Date
  - d. Project Name
  - e. Project Location (Street Address if Available)
  - f. Engineer/Architect's Name, Address and Contact Information (Phone Number, E-mail Address)
  - g. Property Owner's Name, Address & Contact Information
  - h. Engineer/Architect's Signed and Dated Stamp
  - i. Description of Project
  - j. Applicable Codes In A Dedicated Box
2. ITEMS SPECIFIC TO BUILDING PLAN COVER SHEET IN ADDITION TO ITEMS MENTIONED ABOVE:
  - a. Occupancy Classification
  - b. Building Area
  - c. Construction Type
  - d. Occupancy Load With Calculations
  - e. Fire Protection
3. ITEMS TO BE INCLUDED ON SITE PLAN:
  - a. Road Names
  - b. Fire Department Access Roads
  - c. Scale
  - d. Building Footprint
  - e. Distance To Closest Buildings
  - f. Fire Hydrant Water Line Showing Line Size
  - g. Two (2) Closest Fire Hydrants And Distance To Project
  - h. Fire Sprinkler Vault, FDC, and PIV Locations
  - i. Fire Sprinkler Water Main Showing Line Size
  - j. Drawing Legend and Abbreviation Description
  - k. Compass North

## Bartow County Fire Department

### Plan Submittal Requirements (CONTINUED)

#### 4. ITEMS TO BE INCLUDED IN BUILDING PLANS:

##### a. Life Safety Data Sheet To Include:

- i. Floor Plan To Scale
- ii. Emergency Lighting
- iii. Exiting/Egress
- iv. Fire Extinguisher Locations With Height AFF
- v. Lock Box Location With Height AFF
- vi. Grease Hood Location With Location of Manual Pull
- vii. Fire Wall Location
- viii. Fire Sprinkler Riser Location
- ix. Fire Annunciator Panel Location
- x. Fire Alarm Device Locations
- xi. Drawing Legend and Abbreviation Description
- xii. Compass North

##### b. Life Safety Data Detail Sheet:

- i. Fire Wall Detail With U.L. Listing Number
- ii. Grease Hood And Duct Detail
- iii. Emergency Generator Detail
- iv. ADA detail

Failure to provide the required items/pages will result in a rejection of the plans and necessitate correction and re-submittal resulting in additional fees.