



# City of Cartersville

PLANNING AND DEVELOPMENT

P.O. Box 1390 • 10 North Public Square • Cartersville, Georgia 30120  
Telephone: 770-387-5600 • Fax: 770-387-5605 • [www.cityofcartersville.org](http://www.cityofcartersville.org)

To obtain a building permit follow the procedures below:

1. Submit electronic plans and completed application to [plans@cityofcartersville.org](mailto:plans@cityofcartersville.org) in PDF format. Alternatively, you may deliver thumb drive to **Cartersville Fire Department 195 Cassville Rd, Cartersville, GA 30120**.
  - A. Once the Planning & Development Department reviews the application, they will determine which City Departments approvals are required and distribute plans accordingly.
  - B. City Departments will inform the Planning & Development Department of any corrections they require.
  - C. The Planning & Development Department will contact the person listed for the project, and notify them of any needed corrections.
  - D. Once plans have been approved, the project contact will be notified of such and told the permit fee and any other documents needed for the permit to be issued.
2. State Licensed Contractor will pick up and pay for the permit at **Planning & Development 10 N. Public Square, Cartersville, Ga 30120**. Approved plans will be returned in PDF format. **Contractor is responsible for printing and maintaining a hard set of the approved plans on the job site at all times. If approved plans are not on site, no inspections will take place.**
  - Licensed Contractors: Please bring or email your trade card, business license and state issued ID (e.g. driver's license). If you are not the State License holder, an Authorized Permit Agent form is required. You can email Contractor documentation to: [plans@cityofcartersville.org](mailto:plans@cityofcartersville.org); [sfincher@cityofcartersville.org](mailto:sfincher@cityofcartersville.org)
  - Subcontractors (mechanical, plumbing, fire sprinkler and electrical) are required to pull their own permits and provide: trade card, business license and state issued ID (e.g. driver's license).
  - Permits are required for all commercial demolition projects. Contractor must provide asbestos reports and a business license. If asbestos is found, the removal process must be noted.
  - If the project is located in the Historic District, a Certificate of Preservation must be obtained from the HPC. For questions regarding HPC, please contact David Hardegee 770-387-5614.

**Planning and Development 770-387-5671**

**Cartersville Fire Department 770-387-5635**



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## FIRE DEPARTMENT REQUIREMENTS

**In the event of new construction or additions of over thirty (30) percent of the entire square footage, the following must be submitted and approved by the Fire Department prior to the issuance of the permit by the City of Cartersville.**

- (1) An electronic version of the final site plan and Building/Construction floor plan which shall be provided in AutoCAD format (DWG, DXF) or Firezone CAD format (CZD).
- (2) The plans at a minimum shall include:
  - (a) Building/Construction floor plan consisting of the following:
    - (i) All interior and exterior walls with openings for each level of the building both above and below grade;
    - (ii) Room labels;
    - (iii) Building measurements and dimensions;
    - (iv) Roof access;
    - (v) Electrical panels and shutoffs;
    - (vi) All life safety items (including but not limited to fire extinguishers, emergency lights, exit signs, fire protection systems, and alarm information; and
    - (vii) Other information as required by the City of Cartersville Fire Department.
  - (b) Site plans shall comply with all other requirements of the City of Cartersville and, additionally, shall include:
    - (i) fire hydrants;
    - (ii) Post indicator valves;
    - (iii) Storage tanks;
    - (iv) Water and gas shutoffs;
    - (v) Types and purpose of building; and
    - (vi) Other information as required by the City of Cartersville Fire Department