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**CITY OF SNELLVILLE**  
DEPARTMENT OF PLANNING & DEVELOPMENT  
2342 Oak Rd. 2nd Floor  
Snellville, GA 30078  
Phone (770) 985-3513 or (770) 985-3514

## BUILDING PLAN SUBMITTAL FORM

PLEASE MAIL OR HAND DELIVER  
CANNOT ACCEPT ELECTRONIC SUBMITTALS

### APPLICANT & CONTACT INFORMATION

FIRM NAME: \_\_\_\_\_  
CONTACT NAME \_\_\_\_\_  
MAILING ADDRESS \_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
PHONE NUMBER \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

### PLANS SUBMITTED BY

GENERAL CONTRACTOR  
 PROFESSIONAL ARCHITECT  
 RESIDENT/HOMEOWNER  
 OTHER

### PROJECT TYPE

COMMERCIAL     RESIDENTIAL     NEW CONSTRUCTION (COMPLETE)  
 INDUSTRIAL     MIXED USE     SHELL ONLY  
 INTERIOR FINISH     WHITE BOX     ADDITION  
 ACCESSORY STRUCTURE     MONUMENT SIGN    OTHER \_\_\_\_\_

### PLAN REVIEW FEES COLLECTED

### PROJECT INFORMATION

PROJECT NAME \_\_\_\_\_  
PROJECT STREET ADDRESS \_\_\_\_\_  
SUITE NUMBER \_\_\_\_\_ PARCEL \_\_\_\_\_  
ZONING DISTRICT \_\_\_\_\_

TOTAL SQ FT \_\_\_\_\_  
CONSTRUCTION  
CONTRACT PRICE (REQUIRED)

### 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 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 and 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 government approvals be obtained, the permit Applicant shall be required to obtain such approvals before a new plan report can be submitted.

<b>APPLICANT PRINTED NAME</b>	<b>DATE</b>	<b>BUILDING OFFICIAL PRINTED NAME</b>	<b>DATE</b>
<b>APPLICANT SIGNATURE</b>		<b>BUILDING OFFICIAL SIGNATURE</b>	

*This route sheet shall be completed by the plan preparer in its entirety and submitted with each submittal.*

REV. 4.1.25