

COMMERCIAL/INDUSTRIAL BUILDING PERMIT CHECKLIST

Cherokee County Planning and Zoning

ZONING INFORMATION	
	Project within the Highway 92 Overlay? (Reference Article 16 for overlay requirements)
	Project within the Bells Ferry Overlay? (Reference Article 16, Article 8, and the Bells Ferry LCI Design Guidelines)
	If within Bells Ferry Overlay, include copy of any approved Warrant Letters on plans
	Retail building greater than 80,000 square feet? (Reference Section 7.5-5)
	Is the proposed use(s) allowed? (Reference Table 7.2)
	Use conditions? (Reference Article 7, if applicable)
	Provide scanned copy of any Zoning Case Resolutions or Zoning Board of Appeals Resolution on plans
	If existing building, is the proposed project expanding a nonconforming use/structure? (Reference Article 13)
COVER SHEET	
	Tax Identification Number
	Property Identification Number
	Address
	Vicinity/Location Map
	Indicate the development/business name
	Name and e-mail address of property owner
	Name and e-mail address of architect/engineer or architect's/engineer's firm and registration number
	Name and e-mail address of tenant(s)/business owner(s)
	Indicate zoning classification; include overlay zone classification
	Indicate the type of use and provide a brief project narrative
	Indicate square footage and heights of all buildings
	Indicate the unit type(s) and number
	Date plans were prepared including any revision dates
	Note stating: "Signage shall be reviewed and permitted separately"
	Note stating: "The proposed use and development of the subject site shall comply with the requirements of the Cherokee County Zoning Ordinance"
	Note if no exterior lighting proposed
ARCHITECTURAL PLANS	
	Stated and graphic scale
	If the building footprint is over 5,000 square feet, all facades, except where one or more façades are 80% visually screened from view from any point off property, shall consist of mostly brick or stone facades with stucco, cast stone and hardiplank used only as accent materials (Reference Section 7.5-4, A and B)
	Building exteriors, not screened at least 50% from view from the right-of-way, shall consist of brick, stone, split face blocks, painted/stained wood, architectural metal, vinyl, stucco, or imitations of the same. (Reference 7.5-3.4, B)
	Industrial/agricultural metal sheeting and concrete block are only permitted to the side or rear where the building exterior is screened at least 50% from view from the right-of-way (Reference 7.5-3.4, B)

	If within a planned commercial center, building shall match the style, color, roofing and building materials as the planned center (Reference 7.5-3.4, F)
	Commercial buildings shall have a minimum pitched roof of 4.5 inches vertical to one (1) foot horizontal. (Reference 7.5-3.4, E)
	Parapet walls and cornices matching the primary building shall be provided where no pitch is proposed (Reference 7.5-3.4, E)
	Roofing with a pitch greater than 1:12 shall be finished with architectural metal, synthetic panels, or dimensional shingles (Reference 7.5-3.4, E)
	Dumpsters shall be screened on 3 sides of said dumpster or area with a minimum six (6) foot high solid wooden fence, or a wall constructed of materials substantially similar in appearance to the building on site with 4 th side architecturally gated (Reference 7.5-3.4, A and 7.5-3.5, A)
MECHANICAL EQUIPMENT	
	All rooftop mechanical equipment shall be screened from the view from the public right-of-way and adjacent streets by material compatible with the building architecture, by the use of a parapet wall, or by specially designed rooftop penthouse enclosures.
	Ground mounted equipment such as power transformers and air conditioning units shall be screened from view from public rights-of-ways by fencing or landscaping, or painted to match the primary building.
EXTERIOR LIGHTING	
	If proposing exterior lighting, provide a site plan/elevations indicating the proposed luminaire locations with foot-candle measurements to the property lines; provide a manufacturer's specification sheet for each fixture and include a detailed elevation indicating the mounting heights and aiming angles with photometric data showing the angle of cut-off of light emissions for the proposed luminaires (Reference Article 25)
	Be advised that all light fixtures shall be down-lit and full cut-off