

**CITY OF JESUP**  
**REQUIREMENTS FOR COMMERCIAL CONSTRUCTION REVIEW**  
**PRIOR TO ISSUANCE OF BUILDING PERMIT**

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1. Determine if the project requires **State Fire Marshal review**. If so, that process must be completed before application is submitted for building permit approval. Office of the Commissioner of Insurance, Fire Safety Commissioner, Seventh Floor, West Tower, Floyd Building, 2 Martin Luther King Jr. Drive, Atlanta, GA 30334 (404)-656-2056).
2. Provide three (3) copies of commercial development **site plan** for review by City of Jesup Building Inspection and Engineering staffs (See back for details).
3. Provide **E911** address from City of Jesup Building Inspection Department.
4. Indicate how **sewage disposal and potable water** is to be provided for the project.
5. Submit **three (3) complete sets of building plans** to include:
  - A. Site Plan (See Above)
  - B. Foundation Plan (May require Professional Seal approval)
  - C. Floor Plan (Buildings over 5,000 square feet, assembly use, educational use, and hazardous uses require Architect and/or Engineer signed and sealed drawings)
  - D. Elevation Views – Provide the following elevations relative to mean sea level (MSL)
    - 1). Average elevation existing on the lot before development
    - 2). Design elevation of main floor (FEMA qualifying floor)
    - 3). Design elevation of peak of roof
  - E. Wall Section showing footings and provisions to meet 110 mph wind zone requirements
  - F. Mechanical, electrical, and plumbing plans and schedules
  - G. Finish Schedule, door and window schedules
  - H. Any other detail necessary for Clarity

A Right-of-Way Permit is required for any work performed on City of Jesup rights-of-way in addition to all other permits. Contact City of Jesup Engineering Department at City Hall, Jesup, GA (912-427-1313).

Submit documentation to **City of Jesup Building Inspection Department, 162 E. Cherry Street, Jesup, GA 31546** (912-427-1313).

Allow **minimum of ten days** for review. Provide contact name and phone number for questions.