

STEP 1

Check with Zoning Administrator Is Use allowed? Submit Form [HERE](#)

Yes →

No ↓

Apply for rezoning, special use or text amendment. Do not move forward until zoning is resolved.

STEP 2

Contact Fire Marshal's Office 770-528-8310

Is there construction or change in occupancy type?

Yes →

No →

Construction →

Change in type →

No →

[Complete Commercial Permit Application](#)

[Email application to CCWS](#)
Bring signed form to fire marshal appointment.

Go to Cobb FMO website to schedule appointment. [LINK](#)

If plans meet code requirements FMO will stamp plans. If not, another appointment will be required.

[Complete Notice of Information Change Form](#)

Submit form by email to [Cobb Fire Marshal](#)

FMO will inspect the property and sign the form.

LEGEND

Cobb County Fire Marshal

City of Powder Springs

STEP 3

Bring FMO approval to City of Powder Springs Digital submittal preferred [Submit via Email](#)

Plans submitted to SafeBuilt for Plan Review

If plans meet code, SafeBuilt will stamp the plans, if not, another review will be required.

Tenant Finish Permit Issued

Construction. See required building inspection schedule

Applicant schedules applicable fire inspections

Certificate of Occupancy Issued

Plans submitted to SafeBuilt for Plan Review

Occupancy Change Permit Issued

Applicant schedules building inspection using permit number by phone.

Applicant schedules Fire Inspection.

Certificate of Completion Issued

Occupancy Permit Issued for inspection

- Once Certificate of Occupancy or Certificate of Completion is issued, the Occupational Tax Certificate (Business License) can be issued. To expedite processing, submit Occupational Tax application with Step 3 and ensure registered business name is used throughout the process.
- The City celebrates new businesses, please schedule a ribbon cutting by contacting Economic Development at 770-943-1666.