



## ENGINEERING DEPARTMENT

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[www.cherokeega.com](http://www.cherokeega.com)

**The process to receive a Certificate of Occupancy for a commercial building includes all site work to be completed.**

**The steps to obtain approval for the site work is as follows:**

**Submit an as-built survey to your site inspector. The site inspector will review the as-built and will schedule a final inspection with the site inspector, arborist, stormwater, and fire marshal's office. You will then receive comments about your as-builts as well as a punch list of items that will need to be completed. At such time all items have been complete and the as-built is correct, the departments will sign off on the conditions for the building permit. Below is a checklist of items that need to be included on the as-built document. There will also be some additional paperwork required which is included below as well.**

### **As-built Checklist**

#### **Engineering/Stormwater/Arborist**

- 1) The applicant should review all standards and specifications outlined on the approved construction documents. The items listed below are not comprehensive. Cherokee County reserves the right to require additional items prior to Certificate of Occupancy per ordinance #2004-Z-001 7.5-3.3-h
- 2) Boundary survey
- 3) Address of Site
- 4) Building Setbacks
- 5) Location, elevation, height, and square footage of building (s)
- 6) Parking areas
- 7) Striping (crosswalks, turn arrows, ADA, stop bars)
- 8) Signage (stop, yield, speed limit, etc.)
- 9) Sight distance easements
- 10) Sidewalk and ADA Ramps
- 11) Provide DOT acceptance letter for applicable state routes.

- 12) Utilities (water, sanitary, meters, vaults, valves, etc.)
- 13) Retaining walls and associated features (handrails, drainage swales, easements, etc.) Engineer's certification is needed for all retaining walls under separate cover.
- 14) Zoning Buffers
- 15) Landscape strips
- 16) Zoning Conditions/Variance Information
- 17) Floodplain Limits, Cross-sections, Elevations, Zones and Associated Finished Floor Elevations if applicable.
- 18) Stream Buffers and Impervious Setbacks
- 19) Location, size and type for all storm drains.
- 20) A topographical map of all detention areas and a stage/storage table showing the volume of the pond.
- 21) An as-built detail of all outlet control structures.
- 22) All drainage easements that were shown on the approved construction plans including stormwater ponds.
- 23) Access easement around all stormwater facilities (show gate/fence).
- 24) Show all 100-year storm upstream headwater elevations at all pipes and in stormwater facilities.
- 25) A signed, dated, and sealed statement by a Professional Engineer, Registered Land Surveyor, or Registered Landscape Architect currently registered in the State of Georgia shall be included on the as-built:

**The "as-built" condition of the storm drainage system will function as designed and engineered in the approved construction plans.**

- 26) Provide an engineering certification on the stormwater facilities for volume, flowrates, treatment, etc. on the site as-built. Any sediment removal or volume excavation should be complete prior to site release. Engineer should fill out the as-built certification letter found at <https://www.cherokeega.com/Stormwater-Management/documents.php>
- 27) A Maintenance Agreement is required for this project prior to the site release/certificate of occupancy. A draft copy of the required agreement can be downloaded from [https://www.cherokeega.com/Stormwater-Management/resources/documents/Maintenance\\_Agreement-Updated\\_7\\_20\\_2010.pdf](https://www.cherokeega.com/Stormwater-Management/resources/documents/Maintenance_Agreement-Updated_7_20_2010.pdf)

The agreement should be submitted via e-mail or on Cityview for preliminary review and approval. Please note that Exhibits A, B, C, and D must be included and must be applicable to the project under review. After preliminary approval, the original complete document should be submitted to the Engineering Department for signature by the County Engineer and notarizing. Then, the agreement must then be picked up by the applicant and recorded with the Cherokee County Clerk of Court (deeds and records). Deeds and records only accepts original documents with the notary, and they must be 8.5x11 or 8.5x14. The recorded document can be emailed or returned to Cherokee County Engineering prior to issuance of a final plat or site release/certificate of occupancy.

- 28) Provide an AutoCAD file of the as-built on state plan coordinates; this should be emailed to [erosion@cherokeega.com](mailto:erosion@cherokeega.com)

**Fire Marshal**

- 28) The listed items are not comprehensive. Cherokee County Fire Marshal's office reserves the right to require additional items as necessary for a particular occupancy.
- 29) Latitude and Longitude of each hydrant (GPS Format)
- 30) GPM with static and residual pressure of each hydrant
- 31) Fire line location and size including PIV's, FDC's, vaults, valves, and hydrants
- 32) Knox gate switch for electronic gates
- 33) Signage (address, fire lane, hazardous areas and materials, etc.)
- 34) Striping and signage for fire lanes and fire truck turn around as needed