



**City of Acworth  
Community Development Department**

4415 Senator Russell Avenue  
Acworth, Georgia 30101  
Office: (770) 974-2032  
Fax: (770) 974-4421  
[www.acworth.org](http://www.acworth.org)

**Change of Occupancy Permit Application – No Work Being Done**

If any work requiring a permit is to be done, use other appropriate permits applications in lieu of this one!

**\*Note:** A separate permit is required for each and every building structure or unit involved in the change of occupancy.

**This permit is for a change of occupancy only! No remodeling or additions are authorized under this permit; any such work must be permitted separately.**

**A copy of the Cobb County Fire Marshal’s approved “Commercial Permit Application Form” must be submitted along with this application.**

**\*\*\* The issuance of this permit does not guarantee the approval of an Acworth Business Licenses to the business owner! Please submit the Business License application, and verify its approval, prior to obtaining any permits. \*\*\***

**TENANT FINISHES WILL BE PERMITTED SEPARATELY**

Location/Street Address: \_\_\_\_\_

Subdivision / Complex: \_\_\_\_\_ Lot / Suite #: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Tenant: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Mobile: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Fax: \_\_\_\_\_

Electrical Utility Provider (If known): Acworth Power ( ) GA. Power ( ) Cobb EMC ( )

**BASE FEE: \_\_\_\_\_ \$ 50.00**

**Re-inspection Fees: \$50.00 each Occurrence**

**Work Commencing Without a Permit:** Where any work for which a permit is required is started without such a permit having been issued, the applicable fees shall be doubled. (This includes permits for Building, Electrical, Plumbing, Mechanical, Gas Etc.) The payment of such a double fee shall not relieve any persons from fully complying with the requirements if all applicable codes and City Ordinances including on work already performed, concealed or otherwise not inspected, nor shall it relieve them from any other penalties as may be prescribed by law.

**Expiration of Permits:** All permits expire 6 months after the last required inspection that has been passed, or 6 months after the date of issue if no required inspections have been approved. The Building Official may issue a 6 month extension if any permit, (for due cause), if requested in writing by the permit holder prior to such a permit expiring.

**I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.**

\_\_\_\_\_  
CONTRACTOR OR AUTHORIZED AGENT - PRINT NAME

\_\_\_\_\_  
DATE  
SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT

