



BARTOW COUNTY COMMUNITY DEVELOPEMENTPLAN REVIEW PROCEDURES

***Please note that the plan review timeframe does not begin until all applications, fees, and plans have been received by Community Development.**

Civil/Site Plans:

1. Submit 2 hard copy of civil plans with 1 copy of hydrology report, 8.5" x 11" copy of the GSWCC ES&PC Checklist, applications, and separate fees to the Community Development office at 135 W. Cherokee Ave. Suite 124, Cartersville, GA 30120.
2. Email a link to download the plans, pdf of checklist, and hydro study to plans@bartowcountyga.gov with a PDF of your applications.
3. Await plan review comments or approval from all parties reviewing (Engineering, Water, Fire, Zoning, City of Cartersville Gas, and any other outside municipalities); resubmit if necessary- see resubmittal steps below.
4. If approved, you will receive an email with further instructions from the County Engineering Department.

Resubmittal Steps: (This will apply for any revisions made to plans)

- a. Resubmit 2 hard copies, updated checklist, hydro study, and pay resubmittal fees to the Community Development office.
- b. Email a link to download the revised plans, pdf of checklist, and hyrdo study to plans@bartowcountyga.gov
- c. Await plan review comments or approval from all parties reviewing (Engineering, Water, Fire, Zoning, City of Cartersville Gas, and any other outside municipalities); repeat resubmittal steps if necessary. If approved, you will receive an email with further instructions from the County Engineering Department.

Final Plat/Preliminary plats/Tertiary/RDPs:

1. Email a link to download the plans and a PDF of the GSWCC ES&PC Checklist to plans@bartowcountyga.gov with a PDF of the applications and pay appropriate fees.
2. Await plan review comments or approval from all parties reviewing (Engineering, Water, Fire, Zoning, City of Cartersville Gas, and any other outside municipalities); resubmit if necessary – see additional steps below.
3. If approved, you will receive an email with your approved plans, the applicant is responsible for printing an approved set of full-sized plans to have on the job site.

Resubmittal Steps: (This will apply for any revisions made to plans)

- a. Email a link to download the revised plans and checklist to plans@bartowcountyga.gov and pay appropriate fees.
- b. Await plan review comments or approval from all parties reviewing (Engineering, Water, Fire, Zoning, City of Cartersville Gas, and any other outside municipalities); resubmit if necessary. If approved, you will receive an email with your approved plans, the applicant is responsible for printing an approved set of full-sized plans to have on the job site.

Architectural Plans:

1. Submit 2 hard copy sets with application and fees to the Community Development office at 135 W. Cherokee Ave. Suite 124, Cartersville, GA 30120.
2. Email a link to download the plans to plans@bartowcountyga.gov with a PDF of your application.
3. Await plan review comments or approval from the building and fire reviewers; resubmit if necessary – see resubmittal steps below.
4. Once you receive approval email from both Building and Fire, you will submit permit application and documents to permits@bartowcountyga.gov

Resubmittal Steps: (This will apply for any revisions made to plans)

- a. Resubmit 2 hard copies and pay resubmittal fees to the Community Development office.
- b. Email a link to download the revised plans to plans@bartowcountyga.gov
- c. Await plan review comments or approval from all parties reviewing – repeat resubmittal steps if necessary. Once you receive approval email from both Building and Fire, you will submit permit application and documents to permits@bartowcountyga.gov

For Fire Sprinkler/Fire Alarm/BDA/Plans reviewed only by County Fire Marshal

1. Email a link to download the plans to plans@bartowcountyga.gov with a PDF of the application and pay appropriate fee.
2. Await plan review comments or approval from Fire Marshal – if comments or revisions necessary, see resubmittal steps below.
3. If approved, you will receive an email with your approved plans, the applicant is responsible for printing an approved set of full-sized plans to have on the job site.

Resubmittal Steps: (This will apply for any revisions made to plans)

- a. Email a link to download the revised plans to plans@bartowcountyga.gov and pay appropriate fee.
- b. Await plan review comments or approval from Fire Marshal – if comments or revisions necessary, repeat resubmittal steps. If approved, you will receive an email with your approved plans, the applicant is responsible for printing an approved set of full-sized plans to have on the job site.