

Dalton-Whitfield County Business Rapid Response Team

Development Checklist

Attached is a guidance document regarding the review and approval of development Plans. It is the responsibility of the developer and/or engineer to obtain the most current criteria required for development projects, as development requirements are updated regularly. Relevant documents include the **Dalton-Whitfield Development Regulations, Landscaping Ordinance, Sign Ordinance, and Zoning Ordinance**. This material is available on the Whitfield County Government website, <http://www.whitfieldcountyga.com/> and can also be obtained in hard copy from the Whitfield County Planning & Development Department, located at 301 West Crawford Street, Dalton, Georgia. You may also find this information on the website of each participating organization.

If you have any questions or need assistance, please call Andrew Carnes, at the Dalton-Whitfield County Joint Development Authority (www.locationdalton.com) at 706.278.7373.

Business Rapid Response Team Contact List

Planning and Zoning

City of Dalton/Whitfield County

Jean Garland

301 W. Crawford Street

Dalton, GA 30720

jgarland@whitfieldcountyga.com

o:) (706) 876-2533

Signs

City of Dalton /Whitfield County

Greg Williams, Inspections Administrator

301 W. Crawford Street

Dalton, GA 30720

glwilliams@whitfieldcountyga.com

o:) (706) 275-7474

o:) (706) 275-7401

City of Dalton Arborist

Mariah Prescott

535 Elm Street – P.O. Box 1205

Dalton, GA 30722

mprescott@cityofd Dalton-ga.gov

o:) (706) 226-1394

m:) (706) 537-8401

Building Inspections – Dalton Whitfield County Building Inspection Office

Greg Williams, Inspections Administrator

301 W. Crawford Street

Dalton, GA 30720

glwilliams@whitfieldcountyga.com

o:) (706) 275-7474

o:) (706) 275-7401

Fire Departments

City of Dalton

Bruce Satterfield, Fire Chief

404 School Street

Dalton, GA 30720

BSatterfield@cityofd Dalton-ga.gov

o:) (706) 278-7363

Whitfield County

Edward O'Brien

804 Professional Blvd

Dalton, GA 30720

eobrien@whitfieldcountyga.com

o:) (706) 259-7433

Whitfield County Health Department (for Septic Tank permits)

Chad Mulkey

csmulkey@dhr.state.ga.us

o:) (706) 272-2005

City/County Building Fees, please refer to our website at the following link: [Building Fees](#)

County Zoning/Subdivision Fees: [Zoning Fees](#)

Utilities – Dalton Utilities (Water, Wastewater, Gas)

Dalton Utilities
Mark Buckner
1200 V.D. Parrott, Jr. Parkway
Dalton, GA 30721
mbuckner@dutil.com
o:) (706) 529-1011
m:) (706) 463-1954

For additional information, please [click here](#).

Telecommunications Optilink/Dalton Utilities

Mark Buckner
1200 V.D. Parrott, Jr. Parkway
Dalton, GA 30721
mbuckner@dutil.com
o:) (706) 529-1011
m:) (706) 463-1954

Windstream

Benny Middleton
Director of Business Solutions – Business Sales
906 Vista Drive
Dalton, GA 30721
benny.middleton@windstream.com
o:) (706) 279-7638
m:) (706) 508-8742

Charter Communications

Rick Pendley
Construction Tech
Dalton
1103 South Hamilton Street
Dalton, GA 30720
rick.pendley@chartercom.com
o:) (706) 229-0381
m:) (423) 593-9584

Charter Communications

Nathan Shadwick
Construction Tech
Chatsworth/Tunnel Hill/Ringold/Summerville/
Trion/Menlo/Dalton
1103 South Hamilton Street
Dalton, GA 30720
Nathan.shadwick@chartercom.com
o:) (706) 229-0381
m:) (706) 463-8163

Electricity

Dalton Utilities

Mark Buckner
1200 V.D. Parrott, Jr. Parkway
Dalton, GA 30721
mbuckner@dutil.com
o:) (706) 529-1011
m:) (706) 463-1954

Georgia Power

Bryan Griffin
1289 Abutment Road
Dalton, GA 30721
jbriffi@southernco.com
o:) (706) 370-5501
m:) (770)324-5631

North Georgia EMC

Laura Sparks
1850 Cleveland Hwy
Dalton, GA 30721
lsparks@ngemc.com
o:) (706) 259-3394 x1245
m:) (423) 883-0670

Stormwater/Land Disturbance – Whitfield County & City of Dalton

Chris Hester – Erosion/Stormwater Inspections (Whitfield County Government)
301 W. Crawford Street
Dalton, GA 30720
chester@whitfieldcountyga.com
o:) (706) 275-7474

For additional information, please [click here](#).

GA Department of Transportation

Local Area D.O.T. Office (Dalton)

Area Engineer – Mr. Glenn Warlick
1313 North Tibbs Road
Dalton, GA 30720
Phone 706-272-2211

District D.O.T. Office (Cartersville)

District Engineer – Mr. DeWayne Comer
500 Joe Frank Harris Pkwy, SE
Cartersville, GA 30120-0010
Phone 770-387-3602

City of Dalton Public Works Dept.

Director – Benny Dunn
535 N. Elm Street
Dalton, GA 30721
Phone 706-278-7077
bdunn@cityofdaltonga.gov

Whitfield County Public Works Dept.

Director – DeWayne Hunt
170 Gillespie Drive
Dalton, GA 30721-0248
dhunt@whitfieldcountygga.com
Phone 706-278-7167

For additional information, please [click here](#).

City of Dalton Street Requirements: [Dalton Street Requirements](#)
City of Dalton Driveway Permit Application: [Driveway Permit Application](#)

Occupational Tax Certificate

City of Dalton

Bernadette Chattam, City Clerk
300 West Waugh Street
Dalton, GA 30721
Phone 706-529-2490

Whitfield County

Business license not required

City of Dalton Occupational Tax Certificate Information: [Occupational Tax](#)

WHITFIELD COUNTY

INSPECTIONS & ENFORCEMENT

Checklist for submission of plans for commercial, industrial and multi-family development-new construction and additions can be found [here](#).

Applicable codes: International Building Code, 2012 edition with Ga. State amendments

International Fuel Gas Code, 2012 edition with Ga. State amendments

International Mechanical Code, 2012 edition with Ga. State amendment

International Plumbing Code, 2012 edition with Ga. State amendments

International Fire Code, 2012 edition with Ga. State amendments

International Energy Conservation Code, 2009 edition w/ Ga. amendments

National Electrical Code, 2014 edition with Ga. State amendments

NFPA 101 Life Safety Code, 2012 edition with Ga. State amendments

Rules and Regulations of the Safety Fire Commissioner, Chap. 120-3-3, Jan 07

2010 ADA Standards

GENERAL REQUIREMENTS FOR SITE AND ARCHITECTURAL PLANS

All plans must be released for construction, signed and sealed by a Georgia registered architect or engineer on all pages (as appropriate).

All buildings described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.

All plans and specifications should be submitted through ePlan Solutions, Inc.

If a new business will require a food service permit contact the Whitfield County Environmental Health Office (706-272-2005). An application is required and plans must be submitted for review and approval prior to beginning construction.

Site Plan

1. **Property survey.**
2. **Grading and civil engineering plans.**
3. **Show complete boundaries and topography.**
4. **Show locations of all buildings, driveways and all other proposed improvements to be constructed including fences, walls, retaining walls, accessory buildings, etc.**
5. **Fire apparatus access roads and hydrant locations.**
6. **Indicate zoning district.**
7. **Show parking required and provided.**
8. **Show dimensions from the property lines to the building and required setbacks.**
9. **Indicate any existing 100-year floodplain, floodway limits and elevations, waters of the state, wetlands, etc.**
10. **Indicate any existing easements and their dimensions.**
11. **Tree planting and landscaping. (City of Dalton)**

Architectural/ Engineering Plans

1. **Indicate name, address and phone number of project designer(s) of record.**
2. **Indicate street address for all buildings or structures.**
3. **List applicable codes used.**
4. **Provide drawing index.**
5. **Occupancy classification.**
6. **Occupant load.**
7. **Type of construction.**
8. **Sprinkled/ nonsprinkled.**
9. **Building area in square feet. Area modifications.**
10. **Building height in feet.**
11. **Number of stories.**
12. **Basis of structural design per IBC chapter 16.**
13. **Statement of special inspections per IBC chapter 17.**

The project plans should also include drawings and documentation detailing:

1. **Mixed occupancies.**
2. **Incidental uses.**
3. **Fire rated assemblies.**
4. **Fire protection.**
5. **Means of egress.**
6. **Accessibility.**
7. **Compliance with the International Energy Conservation Code.**
8. **Structural, Mechanical, Electrical, Plumbing and Fuel gas engineered drawings.**

REQUEST FOR ELECTRIC SERVICE

There are three electrical suppliers located in Whitfield County, each provider is bound by the Georgia Territorial Act to a specific geographical service area. Depending on the location of your development, you will need to contact either Dalton Utilities, North Georgia EMC or Georgia Power to discuss your electrical needs. To assist you with which power provider you should contact, please refer to the following link to a territorial boundary map for Whitfield County at [www.territorialmapxxxxxxx\(get this created\).](http://www.territorialmapxxxxxxx(get this created).)

It is important to note that for large electrical loads in excess of 900kW connected load, the customer may select the electrical provider of their choice.

DALTON UTILITIES

All applications for temporary or permanent electrical service must be made in person at Dalton Utilities Customer Service Department located at 1200 V.D. Parrott, Jr. Parkway. It would be very helpful and would expedite the application process if the developer could provide the requested information on the attached checklist.

NORTH GEORGIA EMC

Application for service can be made online at www.ngemc.com or in person at our Dalton office located at 1850 Cleveland Highway. Please click [here](#) for additional information regarding your commercial or industrial account.

GEORGIA POWER

Applications for temporary or permanent electrical service must be made by calling our Business Call Center at 1-888-655-5888. Our local business office is located at 1289 Abutment Road in Dalton for other customer service needs. Additional information about rates, energy efficiency & other services can be found [here](#).

Standard Electrical Application for Service (Dalton Utilities, North Georgia EMC and Georgia Power)

Date: _____

Customer Name: _____ Phone #: _____

Service Address: _____

Desired Billing Address: _____

Account Number (if existing customer): _____

Electrical Contractor: _____ General Contractor: _____

Property Owner: _____ Electrical Engineer: _____

DESIRED SERVICE CHARACTERISTICS:

Method of Service Wanted? OVERHEAD or UNDERGROUND

Service Voltage Wanted? circle needed voltage

120VAC 120/240VAC 120/208VAC 277/480VAC SINGLE PHASE THREE PHASE

Service Size Wanted? _____ Wire Size to be Used for Service Entrance Conductors (for UG svc only)? _____

Date Temporary Service Will Be Needed? _____

Date Permanent Service Will Be Needed? _____

Are Any of the Following Needed?

Fault Currents Motor Starting Increments Confirmation of Service

Send this information to: enter name / address / email / phone

Outdoor Lighting? _____

Decorative Outdoor Lighting? _____

STRUCTURE INFORMATION:

Is this a Business or Residence? _____

Type of Structure? _____ Total Square Feet? _____

Square Feet Heated/Cooled? _____ Square Feet Warehouse or Garage? _____

LOAD INFORMATION: Will Gas be Used? YES / NO

What Appliances? (circle all that apply) STOVE OVEN WATER HEAT HEATING ETC

ENTER TOTAL CONNECTED LOAD in kW, Tons or HP ONLY, DO NOT ENTER AMPS _____

ENTER TOTAL EXPECTED RUNNING LOAD IN kW, Tons or HP ONLY _____

DESCRIPTION 1 PHASE or 3 PHASE

Largest Single Motor That Will Be Connected to This Service (if applicable) _____

DEMANDS (kW) Existing Additional or Anticipated in Future Total

SUMMER WINTER

Desired Meter Location: Pedestal / Building / Pole / Other _____

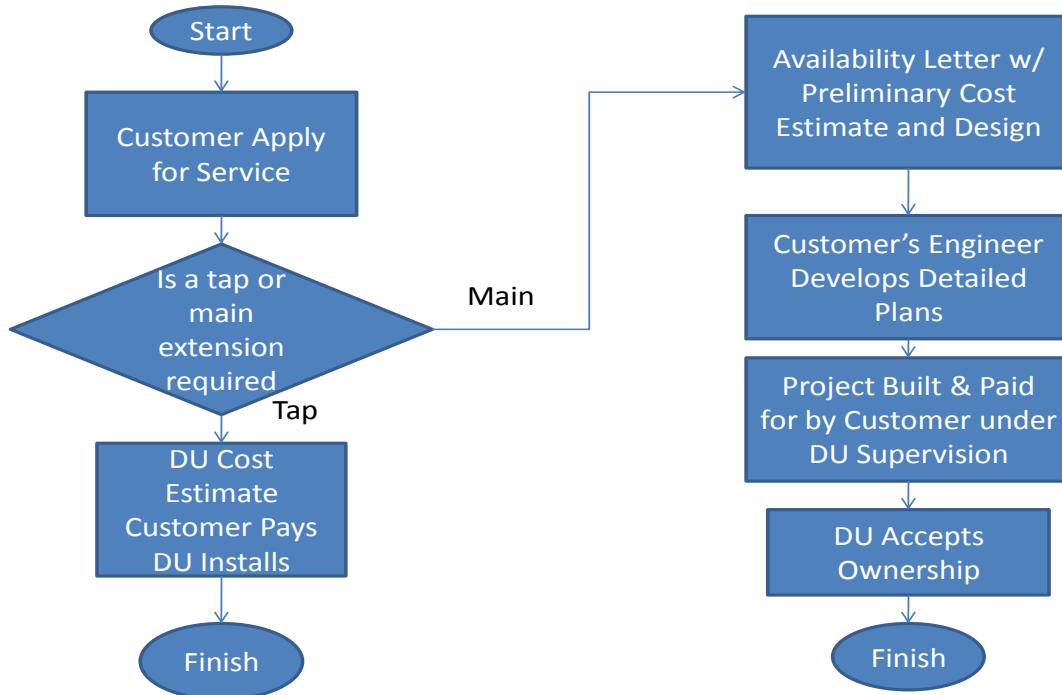
All applications for water, wastewater & natural gas service must be made in person at Dalton Utilities Customer Service Department located at 1200 V.D. Parrott, Jr. Parkway/Dalton, GA 30721. It would be very helpful and would expedite the application process if the developer could provide the below information by completing the checklist:

REQUEST FOR NATURAL GAS SERVICE – Dalton Utilities

Date: _____
 Customer Name: _____ Phone #: _____
 Service Address: _____
 Desired Billing Address: _____

Expected Natural Gas Consumption (cf, Btu/Hr or Therms)? _____
 Desired Meter Location (point of entry into building)? _____
 Desired Gas Line Pressure in Customer Piping? _____ (psi or in/Hg)
 Will proposed gas service line be installed under poured concrete? Y or N
 Will natural gas usage be seasonal (heating) or year round? _____

Summary of New Natural Gas Customer Process

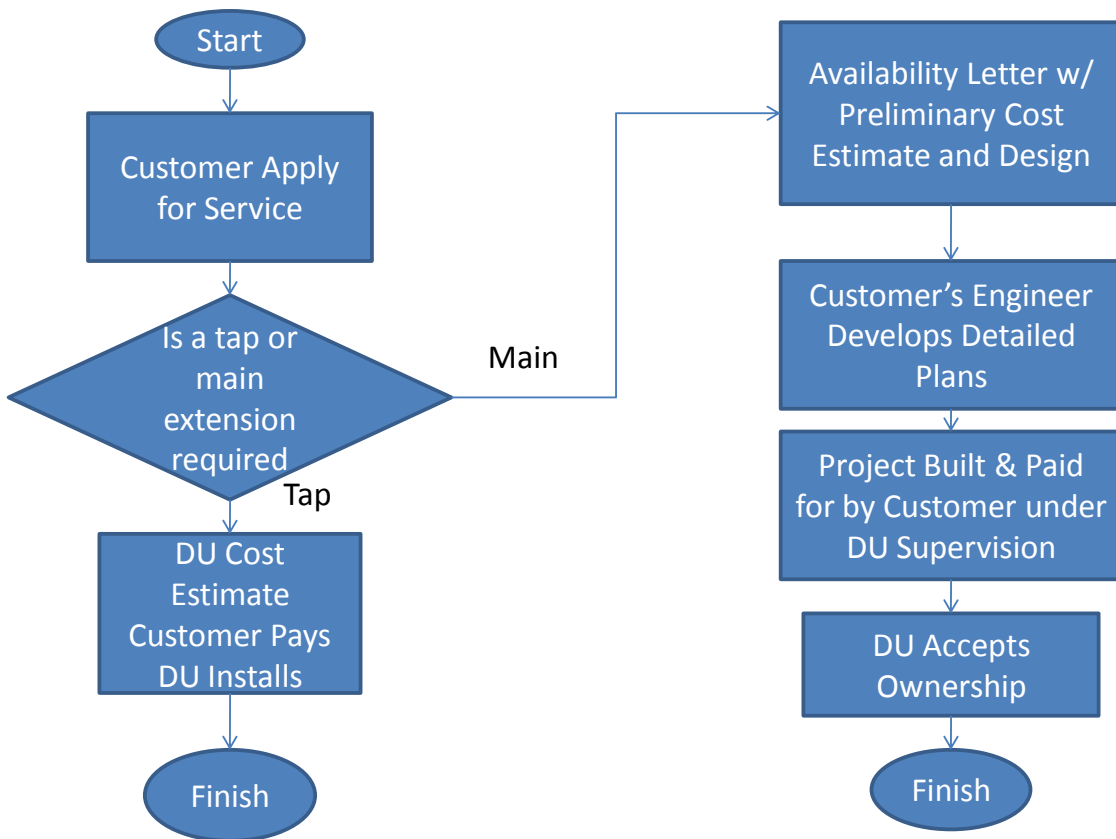


REQUEST FOR WATER SERVICE – Dalton Utilities

Date: _____
Customer Name: _____ Phone #: _____
Service Address: _____
Desired Billing Address: _____

Expected Peak Water Consumption (gallons per minute)? _____
Normal Water Consumption (gallons per minute)? _____
Desired Meter Location (must be along property line)? _____
Will the structure require internal fire protection system? _____

Summary of New Water Service Customer Process



REQUEST FOR WASTEWATER SERVICE – Dalton Utilities

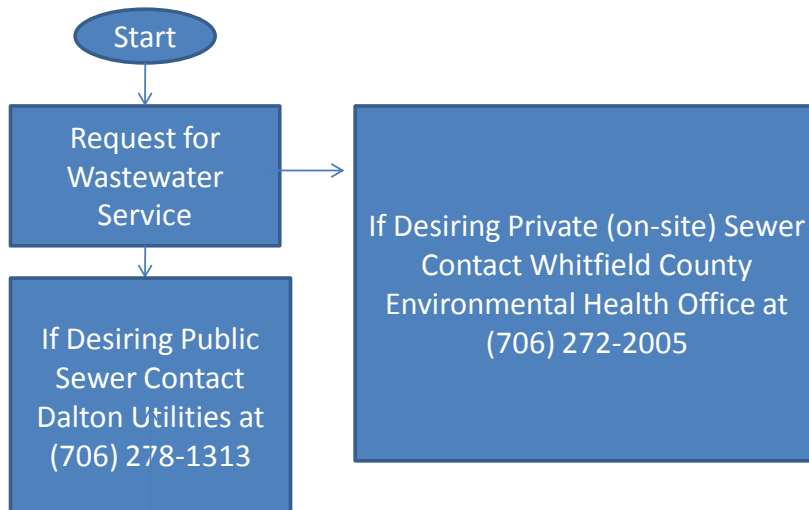
Date: _____
Customer Name: _____ Phone #: _____
Service Address: _____
Desired Billing Address: _____

Expected Peak Water Consumption (gallons per minute)? _____
Normal Water Consumption (gallons per minute)? _____
Finished floor elevation of structure? _____
Will daily water consumption exceed 25,000 gallons per day? _____
What is the nature of the anticipated wastewater discharge? _____

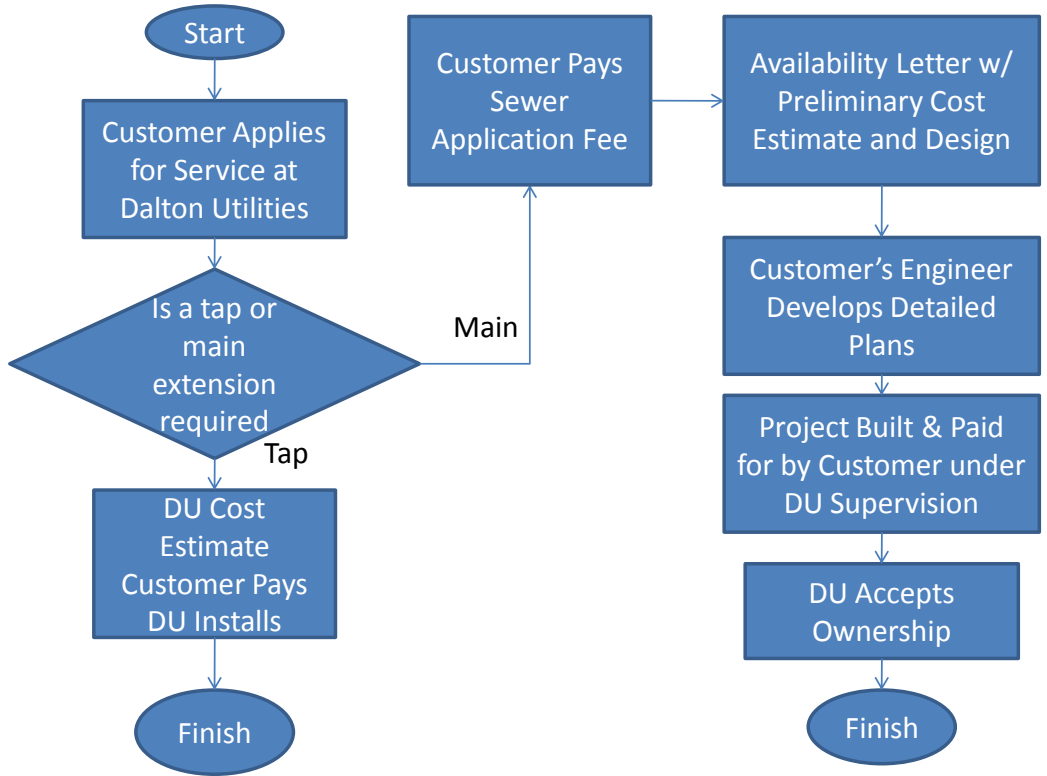
If facility is to be a Food Service Facility a Food Service Permit is Required – Contact David Oxford at Dalton Utilities by calling (706) 529-1204 or e-mail at doxford@dutil.com.

If facility is to be an Industrial Facility a Pretreatment Permit may be Required – Contact David Oxford at Dalton Utilities by calling (706) 529-1204 or e-mail at doxford@dutil.com to determine if necessary.

Summary of New Sewer Service Customer Process for Private (on-site) Sewer



Summary of New Sewer Service Customer Process for Public Sewer



REQUEST FOR TELEPHONE, INTERNET & CABLE TELEVISION SERVICE – OptiLink/Dalton Utilities

Date: _____

Customer Name: _____ Phone #: _____

Service Address: _____

Desired Billing Address: _____

Contact Sven Jaekel to discuss your service needs and he will provide direct assistance to meet your needs:

Sven Jaekel
1200 V.D. Parrott, Jr. Parkway
Dalton, GA 30721
sjaekel@dutil.com
o:) (706) 529-1024
m:) (706) 463-2184

For more information on Dalton Utilities' OptiLink services please refer to our website by [clicking here](#).

Request for Voice and Data Service – Windstream

Windstream is a total communications solution provider offering the below services for your voice and data needs in North Georgia:

Fiber Optics, Ethernet Internet, MPLS, Data Center and Shared Colocation, Traditional voice service, Hosted VOIP, SIP Trunking, Cloud Services, Managed Phone Systems and Structured Wiring.

To request service from Windstream please e-mail the below information to the contact below or feel free to reach out directly to any member of the Windstream Business Sales Team.

Email to: Chris Blevins – christopher.blevins@windstream.com

Date:

Customer Name:

Customer Phone Number:

Physical Address:

Contact e-mail address:

Windstream Business Sales Contact List:

Benny Middleton
Sales Director
906 Vista Dr.
Dalton, GA. 30721
7062797638 ofc
Benny.middleton@windstream.com

Tiffany Petty
Senior Account Manager
906 Vista Dr.
Dalton, GA. 30721
7062797616 ofc
tiffany.petty@windstream.com

Chris Blevins
Account Executive
906 Vista Dr.
Dalton, GA. 30721
7062797679 ofc
christopher.blevins@windstream.com

Windstream Business Sales Website: www.windstreambusiness.com

City of Dalton & Whitfield County Fire Departments

Plan Submittal Requirements for Plan Review and Approval

- All new buildings and site plans for all occupancies/uses.
- Improvements to existing buildings and facilities.
- Security bars & grills.
- Electronic ingress/egress door locking security systems.
- All buildings with automatic sprinklers, standpipes or hose cabinets.
- Spray booths and rooms.
- Chemical extinguishing systems (hood systems, Halon, Co2, etc.).
- Water extinguishing systems (underground fire line, sprinklers, standpipes, etc.).
- Private fire hydrant installation.
- Storage racks and all high pile stock (height depends on commodity class.) Plan review includes smoke vents, draft curtains, Fire Department access, exiting, and fire sprinkler system design.
- High rise structures and life safety systems.
- High pressure/low pressure gas systems including medical gases.
- Industrial and commercial ovens and kilns.
- Places of assembly.
- Occupancies using mechanical refrigeration (not air conditioning).
- Fire alarm systems.
- Dust collection systems.
- Hazardous materials storage including aerosols, fumigants, pesticides, explosives, etc.
- Fireworks stands.
- Circuses, carnivals, and specific events.
- Re-roofing repairs that alter skylights, access ways, roof hatches, etc., except occupancies.
- Interior lot fences, gates, block walls on commercial property.
- Walk-in freezer, refrigerator or storage box.
- Underground storage tanks and system piping.
- Above ground storage tanks and system piping.
- Parking lot layouts. Plan review includes fire lanes.
- Any other improvement the Building Official feels would warrant a Fire Department plan check.
- Photovoltaic Systems (Solar Panels).

Required Plans:

- Complete Site Plan
- Complete Civil Plans
- Complete Architectural Plans
- Occupancy Classification
- Complete Floor Plan
- Complete Structural Plans to include Foundation, Floor, and Roof Framing and all details.
- Electrical Floor Plan including emergency lighting in means of egress.
- Fire Department Maintenance Plan
- Mechanical Plan
- Plumbing Plan

The intent of this document is to serve as a starting point on the construction process.

Contact information:

City of Dalton Fire Department, Fire Marshal, Jeffery Dugger 706-278-7363, jdugger@cityofdalton-ga.gov

Whitfield County Fire Department, Fire Chief, Carl Collins (706) 259-7433, ccollins@whitfieldcountyga.com

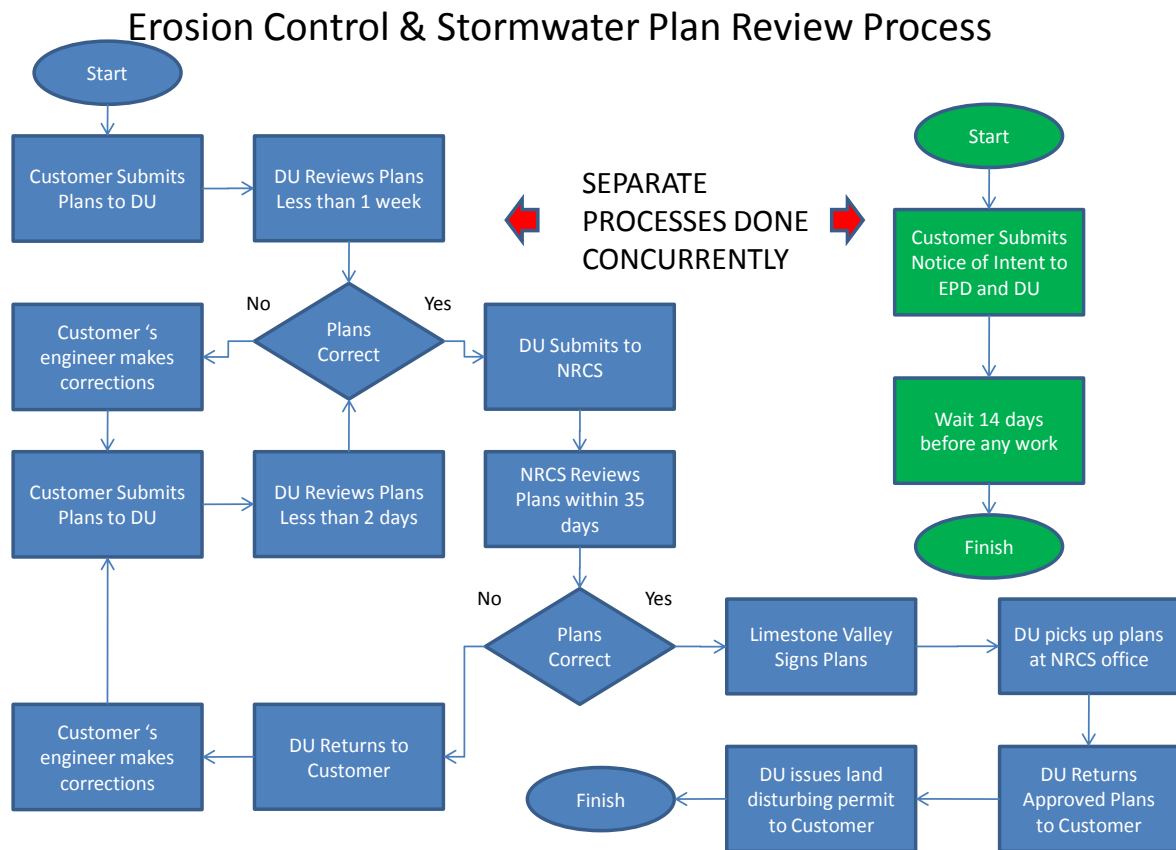
Stormwater & Erosion Control Requirements

Dalton Utilities is the single point of contact for all stormwater and erosion control project issues for developments within the City of Dalton. All stormwater/erosion control issues located outside the City of Dalton, but inside of Whitfield County, are handled by the Whitfield County Stormwater Department. A list of ordinances, checklists and permit applications can be found by accessing the following website:

City of Dalton: [Stormwater Management](#)

Whitfield County: [Stormwater and Erosion](#)

The below flowchart details those stormwater/erosion control process review by Dalton Utilities, Whitfield County uses a very similar process:



Dalton Fire Department

HAZARDOUS MATERIALS QUESTIONNAIRE

Business Name	Business Contact	Telephone #	
Proposed Project Address			
Current Mailing Address	City	State	Zip
Project Contact		Contact Telephone #	

The following questions represent the facility's activities, NOT the specific project description.

PART I: FIRE DEPARTMENT – Fire Marshal's Office: OCCUPANCY CLASSIFICATION: Indicate by circling the item, whether your business will use, process, or store any of the following hazardous materials. If any of the items are circled, applicant must contact the Fire Marshal, City of Dalton prior to plan submittal.
Facility's Square Footage (including proposed project): _____

- 1. Explosive or Blasting Agents 5. Organic Peroxides 9. Water Reactives 13. Corrosives
- 2. Compressed Gases 6. Oxidizers 10. Cryogenics 14. Other Health Hazards
- 3. Flammable/Combustible Liquids 7. Pyrophorics 11. Highly Toxic or Toxic Materials 15. None of These.
- 4. Flammable Solids 8. Unstable Reactives 12. Radioactives

PART II: DALTON FIRE DEPARTMENT – FIRE MARSHAL'S OFFICE: If the answer to any of the questions is yes, applicant must contact the Fire Marshal, City of Dalton, 404 School St., Dalton, GA, 30720.

Call (706) 278-7363 prior to the filing for a building permit.

Project Completion Date: ____/____/____ Expected Date of Occupancy: ____/____/____

The following are for new construction or remodeling projects.

1. Will your business dispose of Hazardous Substances or Medical Waste in any amount? (Yes/No) Date ____/____/____, Initials ____.

2. Will your business store or handle Hazardous Substances in quantities equal to or greater than 55 gallons, 500 pounds, 200 cubic feet, or carcinogens/reproductive toxins in any quantity? (Yes/No) Date ____/____/____, Initials ____.

3. Will your business use an existing or install an underground storage tank? (Yes/No) Date ____/____/____, Initials ____.

4. Will your business store or handle Regulated Substances (SARA Title III/EHS)? (Yes/No) Date ____/____/____, Initials ____.

5. Will your business use or install a Hazardous Waste Tank System? (Yes/No) Date ____/____/____, Initials ____.

6. Will your business store petroleum in tanks or containers at your facility with a total storage capacity equal to or greater than 120 gal. Flammable Liquids or 660 gal Combustible Liquids? (Yes/No) Date ____/____/____, Initials ____.

PART III: Whitfield County Building Department: If the answer to any of the questions below is yes, applicant must contact the Whitfield County Building Official, 1407 Applewood Dr., Dalton, GA. 30721, telephone (706) 275-7474 prior to applying for a building or demolition permit. Note: if the answer to questions 4 or 5 is yes, applicant must also submit an asbestos notification form to the Whitfield County Building Department at least 10 working days prior to commencing demolition or renovation.

1. Will the subject facility or construction activities include operations or equipment that emit or are capable of emitting an air contaminant?

(Yes/No) Date ____/____/____, Initials ____.

2. (ANSWER ONLY IF QUESTION 1 IS YES) Will the subject facility be located within 1,000 feet of the outer boundary of a school (K through 12)?

(Yes/No) Date ____/____/____, Initials ____.

3. Has a survey been performed to determine the presence of Asbestos Containing Materials?

(Yes/No) Date __/__/____, Initials _____.

4. Will there be renovation that involves handling of any friable asbestos materials, or disturbing any material that contains non-friable

asbestos?

(Yes/No) Date __/__/____, Initials _____.

5. Will there be demolition involving the removal of a load supporting structural member?

(Yes/No) Date __/__/____, Initials _____.

Part IV. Operational Descriptions:

Briefly describe business activities:

Briefly describe proposed project:

Briefly describe process:

I declare under penalty of perjury that to the best of my knowledge and belief the responses made herein are true and correct.

Name of Authorized Agent (Print) _____ Authorized Agent Signature

Date __/__/____

Hazardous Materials Business Plan (HMBP)

All new business within the City of Dalton that use or store hazardous materials shall submit: prior to the beginning of construction, taking up occupancy of or modifying an existing building, a HMBP.

Hazardous Materials Management Plan

All new businesses within the City of Dalton, which use or store hazardous materials shall submit: prior to the beginning of construction, taking up occupancy of or modifying an existing building shall submit a Hazardous Materials Management Plan to the City of Dalton Fire Marshal. Hazardous Materials Management Plan shall include all information contained in the most current published International Fire Code.

Material Safety Data Sheets

A **complete** set of MSDS must be submitted to include minimum and maximum quantity's onsite.

This questionnaire is not intended to be a complete comprehensive process. The intent is to help the prospective client obtain a building that is suitable for their operation.

Permitting Process

No portion of construction or remodeling shall begin without the written approval, of Dalton Fire Department issued to owner or Whitfield County Building Department.

FOR OFFICIAL USE ONLY:

FIRE DEPARTMENT OCCUPANCY CLASSIFICATION: _____

BY: _____

DATE: __/__/____