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/](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 Carl Campbell, at the Dalton-Whitfield County Joint Development Authority ([www.locationdalton.com](http://www.locationdalton.com)) at 706.278.7373.

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**Business Rapid Response Team Contact List**

**Planning and Zoning**  
**City of Dalton/Whitfield County**  
Jean Garland  
201 S. Hamilton St.  
Dalton, GA 30720  
jgarland@whitfieldcountyga.com  
(706) 876-2533

**Signs**  
**City of Dalton /Whitfield County**  
Michael Fowler, Inspections Administrator  
136 Gillespie Dr.  
Dalton, GA 30721  
mjfowler@whitfieldcountyga.com  
(706) 275-7474  
(706) 275-7401

**City of Dalton Arborist**  
Jerome Key  
535 Elm Street – P.O. Box 1205  
Dalton, GA 30722  
(706) 278-7077
Building Inspections – Dalton Whitfield County Building Inspection Office
Michael Fowler, Inspections Administrator
136 Gillespie Dr.
Dalton, GA 30721
mjfowler@whitfieldcountyga.com
(706) 275-7474
(706) 275-7401

Fire Departments
City of Dalton
Todd Pangle, Fire Chief
404 School Street
Dalton, GA 30720
tpangle@daltonga.gov
Mat Daniel, Fire Marshal
mdaniel@daltonga.gov
(706) 278-7363

Whitfield County
Edward O’Brien
804 Professional Blvd
Dalton, GA 30720
eobrien@whitfieldcountyga.com
(706) 259-7433

Whitfield County Health Department (for Septic Tank permits)
Chad Mulkey csmulkey@dhr.state.ga.us
(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
(706) 529-1011

Windstream
Benny Middleton
Director of Business Solutions – Business Sales
906 Vista Drive
Dalton, GA 30721
benny.middleton@windstream.com
Charter Communications
Rick Pendley
Construction Tech
Dalton
1103 South Hamilton Street
30720
rick.pendley@chartercom.com
(706) 229-0381

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

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
jbgriffin@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)
201 S Hamilton Street
Dalton, GA 30720
chester@whitfieldcountyga.com
(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 – Andrew Parker
535 N. Elm Street
Dalton, GA 30721
706-278-7077
bdunn@cityofdalton-ga.gov

Whitfield County Public Works Dept.
Director – DeWayne Hunt
170 Gillespie Drive
Dalton, GA 30721-0248 Phone
dhunt@whitfieldcountyga.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.


International Mechanical Code, 2018 edition with Ga. State amendment
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.
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.
6. Accessibility.
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.territorialmapxxxxxxxxx(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:________________________________________________________________
____________________________________________________________________________________

03/18/2021
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)___________

03/18/2021
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: ___________________________ Phone #: ___________________________
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.

03/18/2021
Summary of New Sewer Service Customer Process for Private (on-site) Sewer

Start

Request for Wastewater Service

If Desiring Private (on-site) Sewer Contact Whitfield County Environmental Health Office at (706) 272-2005

If Desiring Public Sewer Contact Dalton Utilities at (706) 278-1313

Summary of New Sewer Service Customer Process for Public Sewer

Start

Customer Applies for Service at Dalton Utilities

Customer Pays Sewer Application Fee

Is a tap or main extension required

Tap

Main

Availability Letter w/ Preliminary Cost Estimate and Design

Customer’s Engineer Develops Detailed Plans

Project Built & Paid for by Customer under DU Supervision

DU Accepts Ownership

Finish

Finish

DU Cost Estimate Customer Pays DU Installs

03/18/2021
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
C (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: 

03/18/2021
Windstream Business Sales Contact List:

Benny Middleton
Sales Director 906
Vista Dr.
Dalton, GA. 30721
706-279-7638
Benny.middleton@windstream.com

Tiffany Petty
Senior Account Manager
906 Vista Dr.
Dalton, GA. 30721
706-279-7616
tiffany.petty@windstream.com

Chris Blevins
Account Executive
906 Vista Dr.
Dalton, GA. 30721
706-279-7679
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, Mat Daniel 706-278-7363, mdaniel@daltonga.gov
Whitfield County Fire Department, Fire Chief, Ed O’Brien (706) 259-7433, eobrien@whitfieldcountyga.com

03/18/2021
Dalton Fire Department

HAZARDOUS MATERIALS QUESTIONNAIRE

<table>
<thead>
<tr>
<th>Business Name</th>
<th>Business Contact</th>
<th>Telephone #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Proposed Project Address</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Mailing Address City</td>
<td>State Zip</td>
<td></td>
</tr>
<tr>
<td>Project Contact</td>
<td>Contact Telephone #</td>
<td></td>
</tr>
</tbody>
</table>

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): _______________


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.

03/18/2021
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, 136 Gillespie 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 __/__/____

03/18/2021
**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: __/__/____