

Fire Review Only - Commercial Addition Application Process

Please apply for a Commercial Addition application in our [Accela portal](#). Please include that this is for the City of Senoia in the detailed description of work.

Steps when applying online on Accela Portal <https://aca-prod.accela.com/coweta> :

1. Register for an account if you haven't already
2. Log in
3. Click the Building Tab
4. Click the Submit an Application button
5. Accept disclaimer
6. Click – Building – Commercial to expand application choices
7. Select Commercial Addition from the list then follow the prompts through the system until you submit the digital application and upload your plans to the application.
8. When entering the address in the application – please manually type in the Address, Parcel, and Owner information and do not click “search” then click the “Continue Application” button at the bottom right of the screen.
9. Licensed Professional section on the second screen of the application:
 - a. If you are a new contractor – select “Add New” and input the license information

Once you have filled in all the information in the digital application and successfully submitted the application, you will need to upload the plans and documents into the Plan Room.

Please notify biarnold@coweta.ga.us upon completing the submittal of the application and plans so I can review the record.

Once the application is received, we'll invoice the plan review fee for the Fire Marshal and upon payment, we will send the plans to be reviewed.

We do our best to get the plan review turned around quickly. After the review is completed, you will be notified by the system via email if approved or if revisions are required so, please keep an eye out for emails from our Accela system. Sometimes these emails end up in your spam folder.

If you have any questions, please feel free to ask.