

PERMIT REQUIREMENTS

Building – Commercial – Addition / Alteration / Renovation / Repair

- 1) Light Commercial or General Contractors (RL or GC)¹ - License Requirements.
- 2) Unless the person in the office is on the business license, we will require a company check or company credit card (Visa, MasterCard, or Discover). Only the individual(s) listed on the business license can pay cash, personal check or credit card.
- 3) If the job is within the **Historic District** and the scope of work includes ANY exterior work, we will require an approved COA² from Planning & Zoning prior to accepting monies / releasing permit.
- 4) If the job is within the Flood Plain Area, we will require an approval from Planning & Zoning. Under certain circumstances (no additions, small job cost, etc.), our office can contact P & Z for approval via fax. Otherwise, you will be required to contact their office directly at (706) 821-1796.
- 5) Required Submissions
 - a) 3 sets of drawings (on anything structural – moving wall, addition, ramps, towers, etc.)
 - ❖ Once approved, the contractor, our office and the Fire Marshall will each keep a copy for records.
 - ❖ See “Architect Stamp Requirements”
 - b) Detailed Scope of Work (including all trade work – building, electrical, mechanical, plumbing)
 - c) Completed permit application (online, [Alteration / Addition / Repair / Demolition Permit](#)) completed by the contractor
 - ❖ If the contractor is unknown at time of submittal, then a letter of transmittal with contact information is sufficient to begin the review process.
 - ❖ Total contract cost (including everything)
 - ❖ Job cost (total contract less electrical, mechanical and plumbing)
 - ❖ Names of Sub-Contractors
 - (1) We do require this information prior to release of Building permit on job.
 - (2) If there is a change in the sub-contractor, we will require the change to be noted in writing from the building contractor on company letterhead prior to issuance of sub-permits.
- 6) Commercial plan review is **2-3 weeks**.
- 7) Once the plans are approved and brought up to the front clerks for entry, our office will call you with a quote and to inform you are ready for pickup.
 - ❖ Permit base fee based on job cost (Material & Labor), number of inspections (\$17/each) required per approved plans, plan review fee (66% of permit base fee), and Fire Marshall’s plan review. You may call (706) 821-2929 to inquire on their fees.
 - ❖ ***You will need a company check or company credit card (Visa, MasterCard, or Discover) for all transactions.*** If you get the license & permit on the same day, we can combine fees for one check. We do not require the original copies of insurance, an e-mailed copy or fax is sufficient.