

PERMIT REQUIREMENTS

Building – Commercial – Cell Towers (New / Repair)

- 1) General Contractor (GC¹) - License Requirements.
 - a) If Electrical is required, electrician must meet Electrical Contractor (EN¹) – 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) Required Submissions
 - a) 3 sets of engineered drawings (engineered stamp required).
 - ❖ Must be submitted to Planning & Zoning, 525 Telfair Street, Augusta GA 30906.
 - ❖ Send all 3 sets to the Attention of Zoning Administrator.
 - (1) There is a mandatory Site Approval plan review fee (\$100 as of July 1, 2014) must be included in original submission to Planning & Zoning to begin review process.
 - (2) After Zoning is approved, they will forward the plans to our office for further code review.
 - b) Detailed Scope of Work (including all trade work – building, electrical)
 - c) Completed permit application (online, [Alteration / Addition / Repair / Demolition Permit](#))
 - ❖ Total contract cost (including everything)
 - ❖ Job cost (total contract less electrical)
 - ❖ 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.
- 4) Commercial plan review is **2-3 weeks**.
- 5) 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.
 - ❖ Fees based on job cost (Material & Labor) and number of inspections required per approved plans
 - ❖ ***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.