



Commercial Building Permit Checklist

New Building/Addition to Existing Building: start at step 1

Tenant Build-Out/Interior Finish: start at step 2

Step 1: Development Review (Planning)

- * New Construction Building projects must have gone through the Planning Department DRC one time before submitting for Building Plan Review. Contact that department at 706-769-3910.
- * New Construction Building projects must have complete NOI/Soil Erosion plans, contact 706-769-3907 for more information.

Step 2: Code Enforcement Building Plan Review – must be completed before obtaining Building Permit

* Every commercial project will go through Plan Review. The below are items that are needed before we can begin this process. If you have any questions, call our office at 706-769-3907.

* When we have results back from ALL reviewers, we will contact you with any comments. If there are comments, you will need to address the comments and resubmit a complete set of the building plans through the BSA portal. Once there are no comments, we can proceed to issue a building permit.

- Commercial Building Permit Transmittal & Application filled out completely, signed and dated
- Commercial Building Permit Checklist signed and dated
- Digital submittal of plans for Plan Review through BSA portal
- Plan review fee – the Plan Review process will not begin until the Plan Review fee has been paid. This fee will be figured by our office after we receive the application.
- Food Service Establishments:** you will need to contact Environmental Health (706-769-7060) to begin their review.

Step 3: Building Permit

* After the Plan Review process is complete, the below items are needed before we can issue a Building Permit. Some items are only required of New Construction Plans – interior buildouts or remodels will not require these.

New Construction Projects

- Proof of approved & unexpired Site Plan
- Approved Soil Erosion & Sediment Plan
- Final Plat
- Site Plan approved by the Planning Department (parking & landscape)
- County Engineer approved or DOT driveway permits
- Street and/or Utility Bonds if required

By signing this checklist, you hereby certify that you have read and examined this checklist. You attest that ALL required attachments are included and all information is correct.

Owner / Agent _____

Date _____

August 2023



Commercial Building Permit Checklist

New Building/Addition to Existing Building: start at step 1

Tenant Build-Out/Interior Finish: start at step 2

- Commercial Building Permit Transmittal & Application filled out completely, signed and dated
(if any information changed from original submittal or if Contractor was not selected at time of Plan Review submittal)
- Copy of General Contractor's business license, state license, and driver's license
- Approved and stamped building plans (digital copy provided by our office – a copy must be kept on site during construction process)
- Septic tank permit letter from Environmental Health
or
Receipt from Water Resources Department for sewer hookup fees
- Receipt from Water Resources Department for water fees
- Food Service Establishments** - Approval Letter from Environmental Health
- Building permit fee
- Subcontractor permits required to be pulled before that work is started - \$70 each
 - electric, HVAC, gas, plumbing – copy of business license, state license, driver's license

By signing this checklist, you hereby certify that you have read and examined this checklist. You attest that ALL required attachments are included and all information is correct.

Owner / Agent _____

Date _____

August 2023