



# Commercial Building Permit Checklist

**Is this project a new building - start at step 1**

**Is this project a tenant build-out / interior finish - start at step 2**

## Step 1: Development Review (Planning)

\* New Construction Building projects must have gone through DRC one time.

## Step 2: Code Enforcement Plan Review – must be completed before applying for Building Permit for all projects

- Restaurants** – approval letter from Environmental Health
- Completed transmittal form
- 3 complete sets of engineered drawings 36 x 24
- Plan review fee

## Step 3: Building Permit

- 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
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- Commercial Building Permit Application and signed checklist  
- contact our office for a Commercial Building Permit Application 706-769-3907
  - Approved building plans
  - 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
  - Restaurants** – approval letter from Environmental Health
  - Copy of General Contractor’s business license, state license, and driver’s license
  - Building permit fee
  - Subcontractor permits required to be pulled before work is started - \$70 each
    - o electric, HVAC, gas, plumbing – copy of business license, state license, driver’s license

By signing this application, you hereby certify that you have read and examined this checklist. You attest that ALL attachments are included (originals will be returned to you).

Owner / Agent \_\_\_\_\_ Date \_\_\_\_\_