



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.com

Documents Required for Obtaining a Commercial/Industrial Building Permit

_____ **Permit Application:** Complete application packets may be submitted to Pdsubmittals@putnamcountyga.us
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

_____ Contact the Putnam County Environmental Health Specialist with the Putnam County Health Department located at 117 Putnam Dr Ste A, Eatonton, GA 31024 or at (706-485-8591) for septic system approval and or septic system location approval. **Building Plans must be signed or stamped by an Environmental Health Specialist prior to submittal**

_____ **Public/Private:** Sanitary sewer connection approval by EPSWA or Piedmont. **An official written approval or permit must be submitted with building permit application.**

_____ **Water Approval:** Form This form is available in the Putnam County Planning and Development Office, or it can be downloaded off of the Putnam County Website at [Putnam County, Georgia \(putnamcountyga.us\)](http://Putnam County, Georgia (putnamcountyga.us))
An official written approval or permit must be submitted with building permit application.

_____ **Driveway Application:** This permit shall be issued by the Putnam County Public Works department. (Required when installing a new driveway.) Please call 706-485-8817 for more information

_____ **Site Plan:** A site plan drawn to scale is required. Plan must show all as-built structures. Must show all BMP's and BFE if applicable. Must show setbacks of proposed structure.

_____ **Land Disturbance Permit** Any land disturbance of one acre or greater requires a LDP. Any land disturbance within 200 feet of state waters or within a common development must obtain a LDP.. The plan must be prepared by a design professional. Form This form is available in the Putnam County Planning and Development Office, or it can be downloaded off of the Putnam County Website at [Putnam County, Georgia \(putnamcountyga.us\)](http://Putnam County, Georgia (putnamcountyga.us))

_____ **One (1) Recorded Plat of the subject property:** (Maximum Size 11" x 17"). Recorded plat may be obtained at the Putnam County Superior Court located at 100 S. Jefferson Avenue, Suite 236 Eatonton, GA 31024, or for questions, you may contact them at (706) 485-4501.

_____ **Remodels:** Require a letter of intent which details scope of work and material used

Building Plans:

-All structural steel building plans must be stamped by a licensed professional and must have a footing plan designed by a licensed professional.

- Commercial Building Permits Require:

Two (2) full size set of plans, and a PDF version of plans if available. Plans shall include specifications and drawings, drawn to scale with dimensions, with sufficient detail to indicate the nature and character of the work to be performed. All information, drawings, specifications, and any other accompanying data shall bear the name and signature of the design professional or person responsible for the plan, drawing or specification. **Building Plans must be signed or stamped by an Environmental Health Specialist prior to submittal**

- **Commercial Plans** must be drawn to a scale that is legible. Plans for all group A, E and I occupancies, buildings and structures three stories or more in height, buildings and structures 5,000 square feet or more in area, or if deemed necessary by the Building Official are required to be drawn by a licensed professional with affixed seal and signature.

• **Commercial Plans** must at a minimum include the following (If applicable):

Cover Sheets	Electrical Plan	Fire Protection Plans
Site Plan	Plumbing Plan	Life Safety Plan
Floor Plan	Mechanical Plan	Landscaping Plan
Building Elevation Plan	Door and Finish Details	Structural Plan
Foundation Plan	Grading Plan	Sprinkler Plan
Fire Alarm Plan Sign Plans	Furniture Layout Plan	Erosion, Sediment and Pollution Control Plan

• **Commercial Plan review may take at least 3 weeks to complete. The applicant will be notified when the permit is approved or denied. Construction shall not begin until the building permit is issued.**

All Email submittals must be sent to pdsubmittals@putnamcountyga.us for processing



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Commercial/Industrial Permit Application

(INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED)

City of Eatonton Putnam County

Permit# 202-

Property Owner's Name:		Cell phone#:
Address:		Home phone#:
City:	State:	Zip Code:
Email Address:		

Property Location

Project Name:		
Property Address:		
City:	State:	Zip Code:
Tax Map#	Tax Parcel#	

All Contractors Must Provide a copy of State Contractor's and Business License

Contractors Information

Contractor's Name:		Cell phone #:
Contractor's Address:	Office #:	Fax #:
City:	State:	Zip Code:
Email Address:		
State Certification #:	Expiration date:	
Occupational Tax #:	Issuing County:	
Project Managers Name:	Telephone #:	

Type of Building Permit Requested: (Each type requires a separate application submittal)

- | | | |
|---|---|---|
| <input type="checkbox"/> Commercial New | <input type="checkbox"/> Commercial Remodel | <input type="checkbox"/> Industrial Remodel |
| <input type="checkbox"/> Commercial Addition | <input type="checkbox"/> Commercial Mixed Occupancy | <input type="checkbox"/> Industrial Addition |
| <input type="checkbox"/> Commercial Aircraft Hanger | <input type="checkbox"/> Commercial Stand Alone | <input type="checkbox"/> Industrial Attached |
| <input type="checkbox"/> Commercial Attached | <input type="checkbox"/> Commercial Swimming Pool | <input type="checkbox"/> Industrial Build-out |
| <input type="checkbox"/> Commercial Permit Renewal | <input type="checkbox"/> Industrial Permit Renewal | <input type="checkbox"/> Industrial Remodel |
| <input type="checkbox"/> Commercial Build-out | <input type="checkbox"/> Industrial Stand-Alone | <input type="checkbox"/> Sprinkler System |
| <input type="checkbox"/> Transmission Tower (New) | <input type="checkbox"/> Transmission Tower (Upgrade) | |
| <input type="checkbox"/> Other (Explain) | | |

Explanation: _____



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Occupancy Classification and Group: (Check all that apply)

- Assembly A-1 A-2 A-3 A-4 A-5
- Business B
- Mercantile M
- Educational E
- Factory – Industrial F-1 F-2
- Residential R-1 R-2 R-3 R-4
- High Hazard H-1 H-2 H-3 H-4 H-5
- Institutional I-1 I-2 I-3 I-4
- Storage S-1 S-2
- Utility & Miscellaneous U
- Single Family Dwelling Two-Family Dwelling

Building Information: (Please fill in all pertinent information)

Total cost of construction: \$ _____ (cost should be estimated to Fair Market Value)

Structure will have: Electrical HVAC Plumbing

Total number of buildings: _____

Total number of units per buildings: _____

Total number of units: _____

Building Dimensions (Footprint): _____

Total percentage of lot coverage by impervious structures _____ %

(shall not exceed 35% coverage of lot)

Total square footage of building: _____ Number of Stories: _____

Heated: _____ Sq. ft. Unheated: _____ Sq. ft. Decks/Porches _____ Sq. ft.

Number of Stories: _____ Number of Units: _____ Height: _____

Grease trap required? Yes No Grease trap size: _____

Is building protected by: Sprinkler System Yes No Alarm System Yes No

SETBACKS: Front: _____ Rear: _____ Lake Side: _____ Left: _____ Right: _____

List all existing buildings/structures on the property. _____

Type of Heating System (if applicable):

- Electric Heat Pump Gas Dual Fuel Solar Geo - thermal



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Power Company:

- Georgia Power
- Central Georgia EMC
- Tri County EMC

Water Supply:

- Private Well
- Private Water System
- EPWSA
- Piedmont

Sewage (if applicable):

- Private Septic
- Private Sewage System
- EPWSA
- Piedmont

Foundation:

- Basement
- Basement/Crawlspace
- Basement/Slab
- Crawlspace
- Crawlspace/Slab
- Monolithic Slab

Foundation Material:

- Dirt
- Wood
- Poured Concrete
- Gravel/Stone
- Block
- Brick

Structure Material:

- Wood
- Steel
- Concrete
- Block
- Brick
- Poles
- Combination

Exterior Materials/Covering: (Please check all that apply):

- Aluminum Siding
- Brick
- Stone
- Block
- Concrete
- Hardi-Plank/Hardboard Siding
- Vinyl
- Fiber Cement Siding
- Wood/Plywood Siding
- Metal
- Stucco/Masonry Veneer
- Particleboard Siding

Other Explain Other: _____

Roof Construction:

- Steel Truss
- Structural Steel
- Wood Truss
- Dimensional Lumber
- Engineered Lumber
- Heavy Timber
- Steel Joist
- Combination

Roof Covering:

- Asphalt/Fiberglass Shingles
- Concrete Tile
- Mineral-Surfaced Roll Roofing
- Wood Shingles/Shake
- Metal Roof Panel
- Metal Roof Panel Shingle
- Single-ply Membrane Roof
- Slate
- Terracotta Tiles
- Builtup Roof Covering
- Other

Explain Other: _____

Fireplace:

- Insert
- Masonry
- Pre-Fabricated
- Wood Stove

Garage:

- Attached
- Carport
- Detached
- No Garage



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Environmental:

Is the building within 200 feet of State Waters? Yes No

Are there wetlands on the property? Yes No

Total acreage of the property: _____

Total acreage disturbed: _____

Is there a flood plain on the property? Yes No

If yes, give finished floor elevation: _____

Is the property in the Conservation Use Program? Yes No

Read Before Signing

I hereby certify that all information in this application is correct and all work will comply with the all the codes adopted by the State of Georgia and Putnam County, and all applicable Federal, State and Local Laws, Ordinances and Regulations. The Putnam County Planning & Development Office will be notified and receive any changes to the approved plans and specifications for said permit.

Applicant: Owner Architect/Engineer Contractor Other: _____

Print Name: _____

Applicant Signature: _____ **Date:** _____

Office Use Only

Zoning: _____ **Comm. District** _____ **Flood Zone:** _____ **Fire District:** _____ **School District:** _____

LDP Approved: _____ **Site Plan Approved:** _____ **Zoning Approved:** _____ **Variance Approved** _____

Fire Chief: _____ **Date:** _____ **Plans Approved by:** _____ **Date:** _____

Permit Approved by: _____ **Date:** _____

Comments: _____

Permit FEES: \$ _____ **TOTAL: \$** _____

Comments: _____

-WORK MUST BE COMMENCED WITHIN 6/MONTHS OF ISSUANCE AND NOT BE ABANDONED IN EXCESS OF 6/MONTHS

- IF PLANS ARE ALTERED OR ADDITIONAL WORK IS DONE, AN AMENDED PERMIT MUST BE PURCHASED.

- EROSION CONTROL MANAGEMENT MUST BE PRACTICED AT ALL TIMES.

- THE ISSUANCE OF THIS PERMIT DOES NOT ALLOW OR IMPLY THE RIGHT TO VIOLATE ANY CODE OR ORDINANCES ADOPTED BY THE CITY OF EATONTON OR PUTNAM COUNTY.

*****CONTRACTOR/OWNER SHALL REMAIN RESPONSIBLE FOR CODE COMPLIANCE*****

PLEASE CALL 811 BEFORE YOU DIG

Building Permits

Note: For the purpose of determining fees, floor area shall be the gross overall outside area of a building at each



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story, including all portions under roof. Where a building permit fee is paid for a new building or addition, separate permits and fees shall not be required for fences, walls, awnings, masonry fence wall, site work, or other components normal to building construction. (Separate fees shall be paid for electrical, plumbing, mechanical, miscellaneous, or other permits shown elsewhere in this schedule.)

Building Permits (Commercial)	
Commercial Fee	
For commercial space valued at \$1,001 to \$50,000 Based on fair market value of construction cost	\$40 for the first \$1,000 +\$15 for each additional \$1,000 or fraction thereof to and including \$50,000
For commercial space valued at \$50,001 to \$100,000 Based on fair market value of construction cost	\$320 for the first \$1,000 +\$6 for each additional \$1,000 or fraction thereof to and including \$100,000
For commercial space valued at \$100,001 to \$500,000 Based on fair market value of construction cost	\$565 for the first \$1,000 +\$6 for each additional \$1,000 or fraction thereof to and including \$500,000
For commercial space valued at \$500,001 and up Based on fair market value of construction cost	\$2025 for the first \$1,000 +\$6 for each additional \$1,000 or fraction thereof
Manufactured Fee	
For manufactured space valued at \$1,001 to \$50,000 Based on fair market value of construction cost	\$40 for the first \$1,000 +\$15 for each additional \$1,000 or fraction thereof to and including \$50,000
For manufactured space valued at \$50,001 to \$100,000 Based on fair market value of construction cost	\$320 for the first \$1,000 +\$6 for each additional \$1,000 or fraction thereof to and including \$100,000
For manufactured space valued at \$100,001 to \$500,000 Based on fair market value of construction cost	\$565 for the first \$1,000 +\$6 for each additional \$1,000 or fraction thereof to and including \$500,000
For manufactured space valued at \$500,001 and up Based on fair market value of construction cost	\$2025 for the first \$1,000 +\$6 for each additional \$1,000 or fraction thereof
Alterations (including major repair to building or other structures.) For each \$1,000 of estimated cost or fractional part thereof	\$6
Golf course or recreational development area	\$220.00 +\$15.00 per acre or fraction thereof
New construction other than a building, including towers, pylons, storage tank foundations, structural elements of industrial complexes not within a building and similar construction: for each \$1,000 of estimated cost or fractional part thereof	\$6