

303 S. Hammond Drive
Suite 98
Monroe, Ga. 30655



(770) 267-1485
(770) 267-1407 FAX
(770) 267-1485 Insp.request

Walton County Planning and Development Department

Information and Building Permit Application for Commercial/Non-Residential Construction

Includes:

- * Guidelines for obtaining a Building Permit
- * How to request an Inspection
- * Enforced Building, Fire, and Georgia Accessibility Codes
- * Inspection Requirements
- * Contractor Affidavits
- * Permit Application

WALTON COUNTY PLANNING AND DEVELOPMENT

303 S. HAMMOND DRIVE
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PERMIT AND INSPECTION PROCEDURES FOR COMMERCIAL/ INDUSTRIAL/NON-RESIDENTIAL PROJECTS

SITE PLAN REVIEW PROCESS:

1. Submit a completed "Development Permit Application", \$700.00 application fee, six (3) Sets of site construction plans and two (2) storm water management reports.
2. Our staff will review the site plans and storm water management report.
3. A land disturbance permit will be issued upon approval of the site plans.
This will allow you to begin site preparation while your building plans are being reviewed.

*****For more information or questions regarding the site plans,
Please call Bob Cowan at 770-266-1616*****

BUILDING PLAN REVIEW PROCESS:

1. *Submit a completed "Application for Commercial Building Permit" (attached) and two (2) complete sets of building plans including architectural, structural, mechanical, electrical and plumbing drawings (with all appropriate calculations), one copy of soil reports with foundation recommendation and soil compactions, book of specifications (if required), and a site plan.*
(See '103.2 Drawings and Specifications' requirements in this packet)
2. The seal and signature of a Georgia registered professional engineer or architect is required on Building structures of 5,000 square feet (heated or unheated), assembly, educational, multi- family, nursing/retirement homes and institutional occupancies and/or which cost more than \$100,000 (ICC Building valuation data, as amended) to construct.
3. If applicable, you will need to send plans to the State Fire Marshal's office for review.
****Upon State Fire Marshall approval submit State approved plans as noted in 1. above. ****
4. ***Allow a minimum of 30 working days for Building Plan review.***
5. Fire Plan Review Fee will be charged according to the Walton County Fee Schedule.
6. Building Plan review fees and Building Permit will be charged according to ICC Building valuation data, as Amended.
7. All structures are required to have engineered footing or foundation plans as anticipated/ actual loads dictate.
8. An "approved for construction" set of building plans will be returned to you to be kept on site.

BUILDING PERMIT REQUIREMENTS:

1. Approved land disturbance permit and site plan.
2. Approved set of building plans.
3. Cemetery letter and a copy of the recorded Warranty Deed and Recorded Plat.
4. Septic tank permit or sewer tap approval from the sanitary sewer provider.
5. Water meter receipt from the water provider.
6. Completed Contractor Affidavits.
7. GaDOT approval (if applicable, call 770-532-5563 for information).
8. Telephone, pager and/ or fax numbers of the 24-hour contact person.
9. Building Permit fee: Calculated using current ICC Building valuation data and fee set by the Walton County Board of Commissioners.
10. Impact Fee

INSPECTION PROCEDURES:

1. ***You must have pre-construction conference with Development Inspections prior to any Land Disturbing Activity.***
2. Site evaluation for erosion control.
3. Plumbing, electrical or HVAC in slab prep area.
4. Footing, piers, slabs, and walls-inspection before pouring concrete.
5. Rough plumbing, plumbing wall cover, plumbing ceiling cover, etc.
6. Rough electrical, electrical wall cover, electrical ceiling cover, etc.
7. Rough mechanical and interior gas line.
8. 50% Fire Code Specialist inspection.
9. Rough framing.
10. 80% Fire Code Specialist inspection **PRIOR** to ceiling cover inspection(s).
11. Temporary electrical power inspection.
12. Final inspection approval from the GaDOT (if applicable).
13. Engineer's Certificate for the 'As-built Storm water Management Facility' (if applicable).
14. Final site approval **PRIOR** to requesting a final inspection for Certificate of Occupancy.
15. 100% Fire Code Specialist Inspection (Certificate of Completion issued).
16. Final inspection of all systems and issuance of the Certificate of Occupancy.

For more information or questions please call Keith Sargent (building codes) at 770-267-1374, Johnny Pritchett (fire codes) at 770-266-1678 or Kristi Parr (permitting) at 770-267-1317.

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Walton County Planning and Development

January 1, 2007

To: All General and Sub-Contractors

From: Walton County Building Department

Re: Procedures and Codes

For inspections, call 770-267-1485, option 1. All inspection requests must be called in by 3:00 p.m. on a work day to be scheduled for an inspection on the next work day.

When calling in for an inspection you must have your permit number available.

Anyone purchasing a permit must be in the office by 4:00 p.m.

All contractor affidavits must be submitted at the time of permit purchase.

Listed below are the State Codes that become effective January 1, 2007.

GA State Minimum International Building Code	2006 Edition
GA State Minimum International Gas Code	2006 Edition
GA State Minimum International Mechanical Code	2006 Edition
GA State Minimum International Plumbing Code	2006 Edition
GA State Minimum National Electrical Code	2008 Edition
GA State Minimum International Fire Prevention Code	2006 Edition
GA State Minimum International Energy Conservation Code	2009 Edition
GA Accessibility 120-3-20	1997 Edition
NFPA 101 Life Safety Code	2000 Edition

Walton County enforces all of the above mandatory codes with local amendments.

103.2 DRAWINGS AND SPECIFICATIONS

103.2.1 **Requirements:** When required by the Building Official, two or more copies of specifications, and of drawings drawn to scale with sufficient clarity and detail to indicate the nature and character of the work, shall accompany the application for a permit. Such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with this Code. Such information shall be specific, and this Code, including the technical codes, shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used as a substitute for specific information:

All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design.

103.2.2 **Additional Data:** The Building Official may require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of calculations. All drawings, specifications and accompanying data required by the Building Official and/or Georgia State Law to be prepared by an architect or engineer shall be affixed with their official seal or stamp and signature.

103.2.3 **Design Professional:** The design professional shall be an architect or engineer legally registered under the laws of the State of Georgia regulating the practice of architecture or engineering and shall affix his official seal or stamp and signature to said drawings, specifications and accompanying data within their "area of competence" and "field of expertise" for the following:

1. All occupancies of Group "A" - Assembly, "E" - Educational, and "I" - Institutional definition.
2. Building and structures three stories or more high.
3. Buildings and structures 5,000 sq. ft. or more in area or \$100,000 or more in building cost. For all other buildings or structures that do not require the designer to be legally registered under Georgia State Law, he shall certify on the drawings that such state registration is not required for this project with the reason for omission.
4. Plans for interior design work which encompasses more than 5,000 square feet in area or three (3) stories or more in height shall also require sealed or stamped plans by a Georgia Registered Architect or Engineer within their respective "area of competence" and "field of expertise".
5. All pre-engineered buildings must have foundation designed by an architect or engineer legally registered under the laws of the State of Georgia regulating the practice of architecture or engineering and shall affix his official seal or stamp and signature to said drawings, specifications and accompanying data within their "area of competence" and "field of expertise".
6. A cover page stating the job name and location, engineer or architect of record, with full business name, address, phone number, official seal or stamp and signature with certification that the plans submitted have been designed by applicable codes required by Walton County. The cover page shall also list any and all assisting engineers or architects that submit accompanying plans with full business name, address and contact numbers.

EXCEPTION: Group R3 buildings (one and two family dwellings), less than 5,000 square feet and three (3) stories or less in height shall not require a registered architect or engineer as designer.

103.2.4 **Structural And Fire Resistance Integrity:** Plans for all buildings shall indicate how required structural and fire resistive integrity shall be maintained where a penetration of a required fire resistant wall, floor or partition will be made for electrical, gas, energy conservation, mechanical, plumbing and communication conduits, pipes and systems and also indicate in sufficient detail how the fire and structural integrity shall be maintained where required fire resistant floors intersect the exterior walls.

103.2.5 **Site Drawings:** Drawing shall show the location of the proposed building or structure and of every existing building or structure on the site or lot. The department may also require a boundary line survey prepared by a qualified surveyor.

103.2.6 **Hazardous Occupancies:** The Building Official shall require the following:

1. **General Site Plan** - A general site plan drawn at a legible scale which shall include, but not be limited to, the location of all buildings, exterior storage facilities, permanent access ways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment and adjacent property uses. The exterior storage areas shall be identified with the hazard classes and the maximum quantities per hazard class of hazardous materials stored.
2. **Building Floor Plan** - A building floor plan drawn to a legible scale which shall include, but not be limited to, all hazardous materials storage facilities within the building and shall indicate rooms, doorways, corridors, exits, fire rated assemblies with their hourly rating, location of liquid tight rooms, and evacuation routes. Each hazardous materials storage facility shall be identified on the plan with the hazard classes and quantity range per hazard class of the hazardous materials stored.

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Walton County Planning and Development Department

ENGINEER'S CERTIFICATE

AS-BUILT STORMWATER MANAGEMENT FACILITY

I, _____,

a registered professional engineer in the State of Georgia, hereby certify with my signature and seal, that the stormwater management facility (facilities) for the project known as

_____,

lying in Walton County, has (have) been constructed in conformance with the approved plans and specifications for Land Disturbance Permit # _____ and in accordance with Walton County standards and requirements.

This the _____ day of _____, _____.

Georgia Registration No. _____

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Walton County
Planning and Development

Local Government

Chapter 72 Section 36-72-4 Permit required for developing land on which cemetery located.

No known cemetery, burial ground, human remains, or burial object shall be knowingly disturbed by the owner or occupier of the land on which the cemetery or burial ground is located for the purposes of developing or changing the use of any part of such land unless a permit is first obtained from the governing authority of the municipal corporation or county wherein the cemetery or burial ground is located, which shall have authority to permit such activity except as provided in Code Section 36-72-14. (Code 1981, &36-72-4, enacted by Ga. L. 1991, p. 924, & 3.)

I _____ hereby acknowledge the receipt of copy of
(Print name) OCGA 36-72-4.

(Signature)

Map/Parcel Number or Address

WALTON COUNTY PLANNING AND DEVELOPMENT

FAX (770) 267-1407 INSPECTION REQUESTS 770-267-1485 Option#1

CONTRACTOR AFFIDAVIT

CONTRACTORS MUST BE REGISTERED IN WALTON COUNTY
PRIOR TO SUBMITTING AFFIDAVITS

Date: _____

Permit # _____ Address _____

Permit Name _____

Residential _____ Commercial _____

=====

ELECTRICAL:

Company/Contractor Name _____ Phone _____

Service size or Type of Installation _____

Signature _____ State License# _____

Please Print Name: _____

Walton County Contractor #CC _____

=====

PLUMBING:

Company/Contractor Name _____ Phone _____

Number of Fixtures:

Water Closets _____ Lavatory _____ Tub _____ Shower _____ Kitchen Sink _____ Dishwasher _____

Washing Machine _____ Water Heater _____ Laundry Sink _____ Floor Drain _____

Drinking Fountain _____ Service Sink _____ Urinal _____ Disposal _____ Sewer/Septic _____

Other _____

By this signature, I also certify that any sprinkler systems installed for One and Two Family Dwellings are in compliance with the current enforced edition of NFPA 13D

Signature _____ State License # _____

Please Print Name: _____

Walton County Contractor #CC _____

WALTON COUNTY PLANNING AND DEVELOPMENT

FAX (770) 267-1407 INSPECTION REQUESTS 770-267-1485 Option #1

CONTRACTOR AFFIDAVIT

CONTRACTORS MUST BE REGISTERED IN WALTON COUNTY
PRIOR TO SUBMITTING AFFIDAVITS

Date: _____

Permit # _____ Address _____

Permit Name _____

Residential _____ Commercial _____

=====

HEATING & AIR:

Company/Contractor Name _____ Phone _____

Type of System _____ Tonnage _____ # of Systems _____

Signature _____ State License # _____

Please Print name _____

Walton County Contractor #CC _____

=====

GAS:

Company/Contractor Name _____ Phone _____

Number of Items using Gas: Furnace _____ Water Heater _____ Stove _____ Dryer _____

Refrigerator _____ Other _____

Signature _____ State License # _____

Please Print Name _____

Walton County Contractor #CC _____

Commercial AFFIDAVIT
Compliance with the *Georgia State Energy Code*
International Energy Conservation Code (2009 Edition) with 2011 Georgia State Supplements and
Amendments for Commercial Buildings

WALTON COUNTY
DEPARTMENT OF BUILDING INSPECTIONS

NOTICE: This form shall be completed by permit applicant, signed and submitted to the Building Permit Department at the time a building permit is obtained from WALTON COUNTY, Georgia.

Building Permit Number: _____ Date: _____

Subdivision: _____ Lot: _____

Job Site Address: _____ City: _____ State: _____ Zip: _____

Contractor/Builder: _____

The 2009 International Energy Conservation Code, published by the International Codes Council, when used in conjunction with the Georgia State Supplements and Amendments, shall constitute the official Georgia State Energy Code for Buildings. This Code establishes minimum regulations for energy-efficient design, erection, construction, and/or alteration of both 1 & 2 family dwellings and commercial buildings. For high-rise and non-residential structures, the International Energy Conservation Code with Georgia State Supplements and Amendments adopts by reference American Society of Heating, Refrigeration, and Air Conditioning Engineers (ANSI/ASHRAE/IESNA) Standard 90.1. The designer/builder shall comply with the minimum standards of this Georgia State Energy Code, which are applicable. Compliance with this Energy Code by designers and builders is mandatory. **All items shall be completely filled out. "See attached" is not acceptable, approved Energy Code Compliance Tables and Forms shall be listed by title.**

I do certify that the above permitted commercial structure shall be built in accordance with the minimum Energy Conservation requirements of the Georgia State Energy Code for Commercial Buildings using the following methods:

- ANSI/ASHRAE/IESNA Standard 90.1
- A completed COMCheck² attached to this form.
- International Energy Conservation Code Chapter 5

Percent openings² (windows & doors) _____; Window U-factor _____; Window SHGC (4) _____
Number of stories _____ Heating Efficiency % _____; Cooling Efficiency SEER/EER _____

List R-value for: Ceiling/Roof R- _____ Wall Cavity R- _____ Wall Continuous R- _____; Mass wall above grade R- _____
Floor over unconditioned space R- _____; Slab-on-grade _____ Y _____ N; Walls below grade NR

Any Comments:

Signature (Original) _____ Printed Name: _____

Company Name: _____ Address: _____ City _____ Zip _____

Date: _____ County Staff Signature: _____

Note 1: All semi-heated spaces shall have prior approval by the local jurisdiction before submitting for a permit.

Note 2: The permit applicant is responsible for take-off and data used in COMCheck, the Building Department does not verify take-off data.

WALTON COUNTY PLANNING AND DEVELOPMENT DEPARTMENT
303 S. HAMMOND DRIVE, SUITE 98, MONROE GA. 30655
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APPLICATION FOR COMMERCIAL/NON-RESIDENTIAL BUILDING PERMIT
(Please Print Legible)

Project Name: _____

Project Address: _____ City: _____ State: _____ Zip: _____

Map/Parcel # _____ Acreage: _____ Industrial Park: _____ Lot: _____

*****PLEASE LIST TYPE OF CONSTRUCTION: _____ AND USE GROUP: _____ ACCORDING TO THE ICC BUILDING VALUATION DATA SHEET*****

Description of Business: _____

Contractor: _____ Phone# _____

Contact Person: _____ Cell # _____ Fax # _____

Address: _____ City: _____ State: _____ Zip: _____

Contractor Business License #: _____ County of License: _____ Expiration: _____

Property Owner: _____ Phone # _____ Fax: _____

Address: _____ City: _____ State: _____ Zip: _____

Check One: New Construction _____ Addition _____ Shell _____ Interior Finish _____

Total Square Footage: _____ Number of Stories: _____ If two stories or more, Square Footage of Each Floor:

1st _____ 2nd _____ Building Height: _____ Building Width: _____ Building Length: _____

Please specify Type of Bldg Wood or Metal: _____ Type of Interior Wood or Metal: _____

Please specify Floor and/or Roof Truss: _____ Power Co: _____ Gas Co: _____

Water Co: _____ or Well: _____ Septic: _____ or Sewer Co: _____

APPLICANT, PLEASE READ AND SIGN THE FOLLOWING:

As the contractor, builder or authorized agent, I hereby apply for a permit to erect/alter and use the structure as described herein and/or shown on accompanying plans and specifications. If a plot plan is required said structure is to be located as shown on the plot plan. If the permit is granted, I shall construct it according to the laws of Walton County. I also understand that the structure authorized by the permit shall not be occupied or used until all inspection have been made and the Certificate of Occupancy/Completion has been approved by the Department of Planning and Development. Applicant must hold a valid business license for the type of construction to be permitted.

*****I understand that before any inspections are made that erosion control measures shall be installed and properly maintained daily and subcontractor affidavits shall be submitted and on file*****

Applicant (Please print): _____ Phone # _____

Company: _____ Fax # _____

Applicant's Signature: _____ Date _____

OFFICE USE ONLY

Building Plan Review Approved: _____ Health Dept: _____

Zoning: _____ Approved: _____ Site Plan Review Approved: _____ DOT Approval: _____

CHECK LIST FOR SUBMITTAL OF BUILDING PLANS

Date _____

Building Location _____

Building Description _____

Building Occupancy _____

(Check applicable number)

<u>Documentation Submitted</u>	<u>Sealed by Registered Architect or Engineer</u>	
1. ____ Cover Page	____ Yes	____ No
2. ____ Site Plan/s	____ Yes	____ No
3. ____ Architectural Plan/s	____ Yes	____ No
4. ____ Mechanical Plan/s	____ Yes	____ No
5. ____ Hood Suppression Plan	____ Yes	____ No
6. ____ Plumbing Plan/s	____ Yes	____ No
7. ____ Fire Sprinkler Plans	____ Yes	____ No
8. ____ Electrical Plan/s	____ Yes	____ No
9. ____ Fire Alarm	____ Yes	____ No
10. ____ Structural Plan/s-Foundation Plans	____ Yes	____ No
11. ____ General Specifications	____ Yes	____ No
12. ____ Structural Calculations	____ Yes	____ No
13. ____ Soil Report	____ Yes	____ No
14. ____ Related Existing Building Plan/s	____ Yes	____ No

All above Documents must comply with the Walton County Construction Code Section 103.2

Instructions

- A. A complete plan review (all Standard Codes) requires the submittal of all applicable documents listed above.
- B. A registered professional architect or engineer must seal each sheet of documents 2-10, if required.

FOR BUILDING DEPARTMENT USE ONLY

Codes Enforced: Enter Appropriate Dates Below

<u>Standard Codes</u>	<u>Edition</u>	<u>Amendment</u>
____ Accessibility	_____	_____
____ Building	_____	_____
____ Gas	_____	_____
____ Mechanical	_____	_____
____ Plumbing	_____	_____
____ Electrical	_____	_____
____ Energy Conservation	_____	_____

Remarks: _____

COMMERCIAL PERMIT FEE CALCULATION SHEET

Building Permit Number _____ File Number _____

Building permit fee and plan review charged according to ICC Building Valuation Data

Use Group: _____ Type of Const: _____ # of floors _____ Total sq ft _____

PERMIT FEE: TYPE OF CONST AMOUNT \$ _____ X SQ FT _____ =
VALUATION \$ _____ -(20% FOR SHELL ONLY) \$ _____ = \$ _____
/1000 = _____ X \$3.00 = \$ _____
BUILDING PERMIT FEE

Review Fee: Valuation \$ _____ /1000 = \$ _____ X \$ _____ (See Building
Review Fee Schedule below = \$ _____

Interior Only Fee:

Use Group: _____ Type of Const: _____ # of floors _____ Total sq ft _____
Type of const amount \$ _____ X sq ft _____ /1000 = _____ X \$3.00 =
\$ _____ Interior Permit Fee

Total Fees Due:

Building Permit Fee \$ _____ + Plan Review Fee \$ _____ + Impact Fee \$ _____ =
\$ _____ Total Permit Cost

Building Review Fee Schedule

- Valuation \$.0 - \$250,000 \$250.00
- Valuation \$250,001 - \$500,000 \$1.25 per 1000 sq ft
- Valuation \$500,001 - \$5,000,000 \$.80 per 1000 sq ft
- Valuation \$5,000,001 + \$.55 per 1000 sq ft