

**PAULDING COUNTY COMMUNITY DEVELOPMENT
COMMERCIAL BUILDING APPROVAL SHEET**
(Also Required for Billboard, Pylon, and Monument Signs)

- TYPE: UNOCCUPIED SUITE TENANT FINISH SIGN/MONUMENT
 CLUBHOUSE POOL BUILDING SHELL
 NEW CONSTRUCTION REMODEL POOL PAVILLION
 CELL TOWER

BUSINESS NAME: _____

RETAIL DEVELOPMENT NAME: _____

LOCATION: _____ SQ.FT. _____

PROPOSED CONSTRUCTION / TYPE USE: _____

NEW ADDRESS: _____ CONTRACTOR: _____

_____ ADDRESS: _____

(Must obtain signature from GIS)

PHONE: _____

1. ZONING: _____
770-443-7601 (Zoning District) (Setbacks) (Approval Signature & Date)

2. GIS/ADDRESSING: _____
770-505-1365 (Approval Signature & Date)

3. COMMUNITY DEVELOPMENT: _____
770-443-7596 Development Department (Approval Signature & Date)
*Metal Buildings: _____
a) P.E. Building Certificate b) Engineered Foundation Drawings

4. ENVIRONMENTAL HEALTH: _____
770-443-7877 (Approval Signature & Date)
a) Septic Tank _____ b) Restaurant _____

5. TAX COMMISSIONER: _____
770-443-7581 (Approval Signature & Date)
a) Parcel No.: _____ b) Property Taxes Current / Paid _____

6. PAULDING COUNTY FIRE DEPARTMENT: _____
770-222-1160 ext 204 (Wayne Barron) County: _____ State: _____ (Approval Signature & Date)

7. GA / LOCAL DOT PERMIT (By Appt. Only): _____
770-387-3636 / 770-445-4759 (Erica Parish) (Approval Signature & Date)

8. WATER & SEWER METER FEES (By Appt. Only): _____
770-222-6850 (Erica Dunbar) (Approval Signature & Date)

9. BUILDING INSPECTIONS & PERMITS: _____
770-443-7571 (Approval Signature & Date)

**COMMERCIAL PERMITS
CERTIFICATE OF OCCUPANCY APPROVALS:
Signature & date from the following departments (#1-6)
must be obtained prior to scheduling a final inspection:**

1. DEPARTMENT OF TRANSPORTATION (By Appt Only): _____
Fees Paid: _____ Date: _____

2. PLANNING AND ZONING: _____
Fees Paid: _____ Date: _____

3. SITE IMPROVEMENTS: _____
Community Development / Development Division
Fees Paid: _____ Date: _____

4. ENVIRONMENTAL HEALTH: _____
Septic / Food Service Permit
Fees Paid: _____ Date: _____

5. WATER / SEWER DEPARTMENT: _____
Fees Paid: _____ Date: _____

6. FIRE INSPECTOR: _____
Fees Paid: _____ Date: _____
Note: If you have obtained the yellow Fire Marshal report, it must be turned into the Permit Office prior to scheduling the Final Inspection.

Once all 6 signatures are obtained, please present this sheet to Building Permits and Inspections to request your final inspection.

**PAULDING COUNTY COMMUNITY DEVELOPMENT
COMMERCIAL BUILDING PERMIT PROCEDURE
Administrative Building, 1st Floor, 240 Constitution Boulevard, Dallas, GA 30132
Office #770-443-7571 Inspections #770-505-1398**

PURPOSE: To ensure that the proper building standards are being utilized by obtaining the necessary signatures from each respective division. Upon completion of the application, the Permit Office (1st floor of the Community Development Bldg.) will issue the building permit (office hours 8:00 a.m. – 4:00 p.m.).

COMMUNITY DEVELOPMENT (Planning / Zoning)
Administration Building, 2nd Floor
770-443-7601, Signature #1 (#2 on Certificate of Occupancy)

TAX COMMISSIONERS DEPARTMENT
Administration Building, 3rd Floor
770-443-7581, Signature #5

GIS/ADDRESSING DEPARTMENT
Administration Building, 3rd Floor
770-505-1365, Signature #2

FIRE MARSHAL'S OFFICE, Dept of Public Safety
535 Seaboard Ave., Hiram, GA, 30141
770-222-1160, Signature #6 (#6 on Certificate of Occupancy)

DEVELOPMENT DEPARTMENT (Formerly Engineering)
Administration Building, 1st Floor
770-443-7596, Signature #3 (#3 on Certificate of Occupancy)

DEPARTMENT OF TRANSPORTATION
Administration Building, 1st Floor
770-443-7568, Signature #7 (#1 on Certificate of Occupancy)

STATE ENVIRONMENTAL HEALTH DEPARTMENT
Administration Building, 1st Floor
770-443-7877, Signature #4 (#4 on Certificate of Occupancy)

PAULDING COUNTY WATER AND SEWER SYSTEM
Administration Building, 1st Floor
770-505-6850, Signature #8 (#5 on Certificate of Occupancy)

ARCHITECTURAL REVIEW PROCEDURE FOR COMMERCIAL BUILDING PERMITS

- Applicant must provide five (5) sets of signed and sealed architectural drawings to the Development Division (Administration Building, 1st Floor).
- Plans must comply with the Georgia State Minimum Standards Codes (see attached sheet).
- Coordinator will distribute the architectural drawings to the Development & Inspections Division, and Fire Marshal's Office.
- Upon completion of the application process, applicant will be provided comments as necessary to be addressed.

SIGNS

- Permit is required for billboard, pylon, and monument signs only, but all signs must conform to Article XII - titled SIGNS; and Article XIII - titled HIGHWAY CORRIDOR OVERLAY, of the Paulding County Zoning Ordinance.
- Depending on the type of sign, most signatures will not be needed from the commercial building approval sheet. Staff in the Community Development Department (Administration Building, 2nd Floor) will make the determination after reviewing the plans.
- For all signs, applicant must provide five (5) copies of the architectural drawings that are signed and sealed by a licensed Georgia engineer (MUST INCLUDE FOOTINGS / ANCHOR DETAIL).
- For signs that exceed the maximum square footage but are allowed based upon lot frontage, a site plan of the property must be provided to verify the maximum sign area.
- A staff site analysis is mandatory on all billboard permits; therefore, the application cannot be processed immediately.
- Must be designed to the current wind load standards if freestanding.

GEORGIA STATE MINIMUM STANDARD CODES
January 1, 2009

DEPARTMENT OF COMMUNITY AFFAIRS (www.dca.state.ga.us):

October 1, 1991 the Uniform Codes Act became effective in Georgia. The Act made the following eight (8) construction codes mandatory as the Georgia State Minimum Standard Codes. Listed below are the code editions in effect as of January 1, 2009.

Standard Building Code / International Building Code	2006 Edition
Standard Gas Code / International Fuel Gas Code	2006 Edition
Standard Mechanical Code / International Mechanical Code	2006 Edition
Standard Plumbing Code / International Plumbing Code	2006 Edition
National Electrical Code	2008 Edition
Standard Fire Prevention Code / International Fire Code	2006 Edition
International Energy Conservation Code	2006 Edition
International Residential Code	2006 Edition

All of the above codes have Georgia amendments.

On January 1, 2007 the following code editions became effective:

International Property Maintenance Code	2006 Edition
International Existing Building Code	2003 Edition

Both of these codes have Georgia amendments.

INSURANCE AND SAFETY FIRE COMMISSIONER
January 1, 2007

STATE FIRE MARSHAL'S OFFICE (www.gainsurance.org):

On January 1, 2007 the following code editions became effective:

Life Safety Code / NFPA – 101	2000 Edition
1997 Volume of National Fire Codes	
120-3-3 Rules and Regulations of the Office of the Safety Fire Commissioner	
amendments to all the NFPA Codes	

Rules and Regulations 120-3-3 amended January 1, 2000 (amendments to all NFPA Codes)

The Current Georgia Accessibility Code Rules & Regulations 120-3-20 effective date June 25, 1997

The Georgia Accessibility Code is the combination of the Americans with Disabilities Act – Accessibility Guidelines – ADAAG with American National Standard Institute, ANSI A117.1 1986 edition as well as State Fire Marshal's amendments.