



INSTRUCTIONS FOR OBTAINING A **COMMERCIAL** BUILDING PERMIT

To obtain a building permit you must provide the following:

1. A site plan (**3 copies**) that includes a copy of the plat map which shows any existing structures. Clearly defines the new structure or addition from any existing structure. Any new structure must meet all current setback requirements.
2. A floor plan (**3 copies**) including interior layouts, door locations, designated use rooms, dimensions of building interior space. A typical exterior wall section, foundation, floor, wall, and roof framing design (if required) and materials to be used.
3. An approved county fire service stamp or cover letter of approval for submitted plans.
4. An approved county septic disposal permit.
5. After presenting the required materials, your plans and application will be reviewed, if needed plans will also be reviewed for all required trades.
6. If all inspectors approve your plans and application you will be issued a building permit. Permit fees will vary according to construction. **All electrical, plumbing and hvac work will require a separate permit.**
7. Most building permits will require a footing, framing, and final inspection. **A final building, electrical, plumbing, hvac, Health department and fire service inspection is mandatory prior to occupancy.**
8. An inspection card and proper street address must be posted at the construction site at all times to receive an inspection. A copy of the approved plans are required to remain on site during construction.

**All inspections require a 24-hour notice.
Call (770) 963-4002**