NEWTON COUNTY
APPLICATION FOR
COMMERCIAL BUILDING PERMIT

APPLICANT'S CHECK LIST FOR A COMMERICAL BUILDING PERMIT

ITEM	REQUIRED ITEM	NUMBER OF COPIES	WHERE TO OBTAIN	CHECK √
1.	Application Form(s)	One (1) original signed	Development Services	
2.	Address	One (1)	Tax Assessors Office	
3.	Building Plans	Two (2) paper copies & (1) one (PDF)copy	Applicant	
4.	State License Contractor information	One (1)	Contractor	
5.	Fees	One (1)	Applicant	

REQUIRED ITEMS FOR COMMERCIAL BUILDING APPLICATIONS:

ITEM 1. APPLICATION FORM: Applications can be obtained at the Newton County Department of Development Services or online at https://www.newtoncountyga.gov/197/Applications-Permits

ITEM 2. ADDRESS: If an address has never been assigned to the property, you will need to contact the Newton County Tax Assessor's Office (678-625-1635) in order to obtain an address. Additionally, if the address shows as a "suite", you will need to provide us a letter from the Newton County Tax Assessor's Office showing the address is assigned correctly.

ITEM 3. BUILDING PLANS: Please provide 2 (two) hard copy full size sets and 1 (one) digital PDF set of building plans (and site plans if applicable). Plans must be drawn by a registered design professional.

ITEM 4. STATE LICENSE CONTRACTOR INFORMATION: Effective July 1, 2008, the State of Georgia requires residential and general contractors to obtain licensure. A copy of the state contractor's license, business license and copy of a Driver's License or State ID of the general contractor is required.

ITEM 5. FEES: Plan review fees are due at the time of submittal. Permit fees are calculated by job costs. Fees may be paid by check, money order or credit card. Cash and counterchecks will not be accepted.

With completed and approved plans, the building permit will be issued. Permits for Trades (ie. Electrical, Plumbing, HVAC) are issued separately – each contractor will need to provide a copy of their state license, business license and copy of a Driver's License or State ID.

HAVE A QUESTION NOT ANSWERED HERE? Please call 678-625-1650 for Building Permit Questions or you may email us at building@co.newton.ga.us

DEPARTMENT OF DEVELOPMENT SERVICES
NEWTON COUNTY, GEORGIA
APPLICATION FOR COMMERCIAL BUILDING PERMIT

NEWTON COUNTY, GEORGIA _____ PERMIT NUMBER _____
Application is hereby made according to the laws and ordinances of Newton County, Georgia, for a permit to erect, alter, and use a structure as described herein or shown on accompanying plans and specifications to be located as shown on accompanying plot plan, and if same is granted agree to conform to all laws and ordinances regulating same.

PRIMARY STRUCTURE □

PROJECT DETAILS: _____

PROJECT ADDRESS: _____

NEW _____ **EXISTING**_____, FIRE **DAMAGED** _____

RENTAL PROPERTY: _____ **OWNER OCCUPIED** _____

MAP & PARCEL: _____ **ZONING** _____ **OVERLAY:** _____

SUBDIVISON/COMMERCIAL DEVELOPMENT: _____

HEATED SQ FOOTAGE: _____ **UNHEATED SQ FOOTAGE:** _____

DISTANCE FROM PROPERTY LINE: FRONT: _____ **SIDE:** _____/_____ **REAR:** _____

BUILDING FRONTAGE: _____ **DEPTH:** _____ **# BATHS**_____**T OTAL # OF ROOMS:** _____

WATER PROVIDER: _____ **ESTIMATED COST OF PRJ:** _____

TYPE OF HEAT: _____ **POWER PROVIDER:** _____ _____

TYPE OF CONSTRUCTION: WOOD_____ **, METAL**_____**, MASONRY** _____

TYPE OF FOUNDATION: SLAB_____ **, CRAWL SPACE**_____**, BASEMENT**_____

INTERIOR FINISH: DRYWALL_____ **SHEETROCK** _____ **OTHER** _____

MATERIAL IN ROOF: _____, **EXTERIOR FINISH**_____

Associated Work? Electrical Low Voltage _____ **Mechanical**_____ **Plumbing**_____ **Grease Trap**____
(Separate permits are required for these)

Property Owner Information:

Name: _____

Address: _____

Telephone: _____ Email: _____

Applicant Information ***(if different than property owner)***

Name: _____

Address: _____

Telephone: _____ Email: _____

Contractor Information ***(State Contractors License must be provided)***

Contractor: _____

Address: _____

Telephone: _____ Email: _____

Please read the following carefully and initial:

_____ The issuance of this permit authorizes improvements of the real property designated herein, which improvements may subject such property to mechanics' and materialmens' liens pursuant to Part 3 of Article 8 of Chapter 14 of Title 44 of *The Official Code of Georgia Annotated,* in order to protect any interest in such property and to avoid encumbrances thereon, the owner or any person with an interest in such property should consider contacting an attorney or purchasing a consumers' guide to the lien laws which may be available at building supply home centers. (O.C.G.A. 8-2-26)

_____ This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or construction or work is suspended or abandoned for a period of six (6) months at any time after work is started.

_____ I, the undersigned, understand that for any projects on which a previous owner conducted the work, I am responsible for ensuring all work meets the applicable building and fire codes, even work that was done without a permit, prior to my acquiring the property and/or prior to my becoming the contractor of record. This applies to properties acquired through foreclosure, resale, inheritance, etc. Please see Sections 1.3.7 and 3.12 of the Newton County Permits Administrative Ordinance.

_____ Building plans for commercial permits are required for the purpose of verifying zoning standards and will not be reviewed for design or construction standards.

_____ In accordance with O.C.G.A. 48-5-264.1, please be advised that staff of the Newton County Tax Assessor's Office will be visiting your property to obtain information on the improvements authorized by this building permit. If you have any questions regarding a visit, please contact the Assessor's Office at (770) 784-2030.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

_____ _____/_____/_____

(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT) DATE

I hereby certify that this will be my own personal home. I certify that my immediate family or I will perform all work. I also certify that I have not purchased a building permit for a residence in the last two and one-half (2 1/2) years.

_____ _____/_____/_____

(SIGNATURE OF HOMEOWNER) DATE