McIntosh County Building & Zoning
912-437-6603
P.O. Box 2694 • 100 Madison Street
Darien, GA 31305

In order to obtain a permit for construction of a Commercial Building we must have the following documents:

Failure to obtain a permit before beginning construction will result in your being fined a double fee.

1. Copy of your **Septic Permit Approval**. *
2. Copy of your **Water Tap-In Receipt or Will-Serve letter**.
3. **Approval from Road Dept.** on your new or existing driveway. **
4. A copy of your **approved Plat**.
5. A copy of your **Elevation Certificate** (if in a Flood Zone).
6. A copy of **current Deed** (showing ownership).
7. A **plot plan/site plan** which MUST include ALL structures currently on the property and their sizes, septic tank and drain field locations, and all proposed structures/additions and their sizes: as well as measurements/setbacks from all property lines.
8. **Two (2) complete sets of plans**, including a footing and wall detail.
9. **One complete set of plans**, including a footing and wall detail on a **jump/thumb drive**.
10. **A copy of the business & state licenses for your General Contractor, Electrician, Plumber, & HVAC contractors**, as well as a copy of the **Concrete contractor's business license**.
11. **Building application page**, **Contractors' page**, and **Affidavit sheets** all completed and signed/initialed.

Important Phone Numbers

McIntosh County Building Department – **(912) 437-6603**
*Environmental Health Department (for septic permit) – **(912) 832-5473**
McIntosh County Road Department – **(912) 832-5220

Last Name/Business: _____

STAFF check ONLY	HOMEOWNER check

QUICK CHECK:
Do you have ALL of the following??

Review for your building permit CANNOT/ will not begin until ALL documentation is received, with all forms completed and signed.

STAFF USE ONLY:
All documents included and READY FOR REVIEW:

Staff Initials: _____

Date: _____

___ ___ Application Sheet completed

___ ___ Contractors' page completed

___ ___ Subcontractors' page completed

___ ___ Affidavit sheets (2) initialed, signed & dated

___ ___ Copy of Septic Tank Permit

___ ___ Water Tap-In Receipt/Will-Serve letter or other proof of water. Water provider: _____

****NOTE** Commercial Businesses within 500 feet of county water must hook up to county water.**

___ ___ Driveway culvert status: ___ No culvert required
___ Existing culvert meets Building code
___ Culvert will be installed to code
(Letter from McIntosh County Road Dept. attached?)

___ ___ Copy of approved/recorded plat

___ ___ *Elevation Certificate,* ***if property is in a Flood Zone.***

___ ___ Copy of plot plan/site plan which MUST include ALL structures currently on the property and their sizes, setbacks/measurements from all property lines, septic and drain field locations, and any proposed structures and their sizes.

___ ___ Two (2) complete sets of plans with a footing and wall detail ***AND***

___ ___ one (1) jump drive (digitized copy)

___ ___ Copy of General Contractor's State license

___ ___ Copy of Electrician's State license

___ ___ Copy of Plumber's State license

___ ___ Copy of HVAC contractor's State license

___ ___ Copy of Concrete Contractor's Business license

McIntosh County Building Department
P.O. Box 2694 ◆ 100 Madison Street
Darien, Georgia 31305
(912) 437-6603

Commercial Building Permit Application

****All fields throughout this application are REQUIRED to be completed and ALL signature lines must be signed/initialed appropriately *BEFORE the review process can begin*****

Owner/Applicant: _____

Property Address: _____

Mailing Address: _____

Telephone #: _____ Email: _____

Contact Name & Telephone #: _____

Contractor: *General: _____

*Electrician: _____

*Plumbing: _____

*HVAC: _____

Description of work to be done: _____

_____

Map & Parcel # _____ **Lot #** _____ **Zoning:** _____ **Flood Zone:** _____

Total Building Height: _____ No. of Stories: _____ **Total acreage:** _____

No. of Bathrooms: _____ No. of Toilets: _____

Square Feet: Heated: _____ Garage/Storage: _____ Porch/Carport_____

***Total square footage under roof_____**

Last Name/Business: _____

****NOTE****
ANY detached structure (i.e., Accessory Buildings or Swimming Pools)?
_____ Yes _____ No

*If yes, additional permits **MAY** be required.*

Overall Structure: Width_____ Depth_____

Heating Type: _____

A/C Type: _____

Ventilation: _____

Roof Type: _____

Engineered Trusses _____ Stick Building _____

Foundation: _____

Interior Walls: _____

Exterior Walls: _____

No. of Fireplaces: _____

FOR OFFICE USE ONLY
Director's Approval:
Date:_____
_____
Inspector's Approval:
Date:_____

Please attach the following:

___ Water Tap-in Receipt or Will-Serve letter
___ Septic Tank Permit
___ Driveway Culvert Status: ___No Culvert required
___ Existing culvert meets Building Code
___ Culvert will be installed to Code.

(This application must include a letter from McIntosh County Public Works/Road Dept. regarding culvert.)

___ Copy of Plat *and Elevation Certificate, if required*
___ Copy of current Deed (showing ownership)
___ Plot Plan which MUST include ALL structures, current and proposed, on the property & their sizes, setbacks/measurements from all property lines, septic and drain field locations.
___ (2) complete sets of Plans, including a footing & wall detail, electrical and plumbing diagrams **and** (1) one
___ Jump Drive (digitized copy). Plans must also show maximum height of roof line from grade at ground.
___ Copy of State Licenses for General Contractor, Electrician, Plumber & HVAC Contractors.
___ Copy of Concrete Contractor's business license.

(Water)

____ Community _____ Private _____County_____

Water provider_____

****NOTE****

Commercial Businesses within 500 ft of county water <u>must</u> hook up to county water.

Last Name: _____ **PERMIT #**_____

(for Office use only)

List of Subcontractors to work on this job

General Contractor: _____

Contact #: _____

Electrical Contractor: _____

Contact #: _____

Plumbing Contractor: _____

Contact #: _____

Heating & Air Contractor: _____

Contact #: _____

Framer: _____

Contact #: _____

Concrete Contractor: _____

Insulation Contractor: _____

(Changes in Sub-Contractors)

If for any reason the sub-contractors are changed or replaced, I as the general contractor, understand that I have 48 hours to inform, and present all required paperwork to the Building and Zoning Office. **FAILURE TO COMPLY WITH THE ABOVE REQUIREMENT COULD RESULT IN CRIMINAL PROSECUTION.**

_____

Printed Name of General Contractor

_____ _____

Date **Signature Required**

The issuance of this permit authorizes improvements of the real property designated herein which improvements may subject such property to mechanic's and materialmen t s 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 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 consumer's guide to the lien laws which may be available at building supply home centers.

_____ _____

Date **Signature Required**

Last Name: _____

Affidavit Page 1

COMMERCIAL CONSTRUCTION Permit Application

I understand that I, as the landowner/homeowner, am responsible for approvals from any subdivision Property Owner's Association for covenant requirements.

Land/Homeowner: **____ NOT APPLICABLE / No POA/HOA**

_____ _____

Date **Signature Required**

For Buildings being built in Flood Zone Areas

The regulation to build at or above the required flood elevation has been explained to me. I **understand** that areas below the required elevation may only be used for the parking of vehicles, building access (staircase or floodproofed elevators) and limited storage for equipment necessary for lawn or building maintenance. I further understand that should I violate any of these regulations I may be required to remove the enclosure, that my insurance carrier may be **notified** and that further remedy may be sought through the courts.

An elevation certificate is required upon completion of the slab before continuing up with the walls.

____ NOT APPLICABLE / Property not in Flood Zone

_____ _____

Date **Signature required**

I have been explained and understand the regulations pursuant to the State of Georgia Water Quality Control Act, Title 1 2 Chapter 5- that **NO CONSTRUCTION** may occur within **25 feet of the marsh, 50 feet on waters** designated as "trout streams", as delineated by the Georgia Department of Natural Resources. These setbacks are considered permanent buffers and shall remain in its natural and undisturbed state.

____ NOT APPLICABLE / Not a waterfront lot

_____ _____

Date **Signature required**

Last Name: _____

Permit #_____
(for office use only)

Affidavit Page 2

Commercial Permit Application

Burning or Burying of any construction/demolition material is a violation of State Law.

_____ Initial

Please call for inspections. Allow at least 24 hours advance notice (by 12pm previous day).
_____ Initial

If an inspection fails, or if an inspection is called in and not ready when the inspector shows up on site, a Re-inspection Fee will be charged and must be paid before the inspector can re-visit the site:

1st: $35^{00}

2nd: $50^{00}

3rd: $65^{00} _____ Initial

I hereby certify that I have read and examined this permit application 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. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local laws regulating construction or the performance of construction. This permit becomes null and void if work or construction authorized is not commenced within six (6) months or if construction is suspended or abandoned for a period of six (6) months at any time after work is commenced.

_____ _____

Owner/Taxpayer or Agent's Signature Date