# *PAULDING COUNTY COMMUNITY DEVELOPMENT*

## *NON-RESIDENTIAL & MULTIFAMILY BUILDING PERMIT APPROVAL SHEET*

***(Also Required for Billboard, Pylon, and Monument Signs)***

***Submit applications to PlanReview@Paulding.gov***

**TYPE:**

| | | |
|---|---|---|
| ❑ UNOCCUPIED SUITE | ❑ TENANT FINISH | ❑ SIGN/MONUMENT |
| ❑ CLUBHOUSE | ❑ POOL | ❑ SIGN/WALL |
| ❑ BUILDING SHELL | ❑ NEW CONST. | ❑ REMODEL |
| ❑ POOL PAVILLION | ❑ RETAINING WALL | |

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**CELL TOWER:** ❑ NEW ❑ CO-LOCATION ❑ UPGRADES

BUSINESS & RETAIL CTR. NAME: _____

LOCATION / ADDRESS: _____

PROPOSED CONSTRUCTION / TYPE USE: _____ SQ. FT.: _____

CONTRACTOR: _____

ADDRESS: _____

EMAIL: _____ PHONE: _____

1. PLANNING & ZONING: _____
   770-443-7601 zoning@paulding.gov (Zoning District) (Setbacks) (Approval Signature & Date)

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

3. TAX COMMISIONER: _____
   770-443-7581 taxcomm@paulding.gov (Approval Signature & Date)
   Parcel no. _____ b)Prop. Tax Current/ Paid _____

4. ENVIRONMENTAL HEALTH: _____
   770-443-7877 kathron.jones@dph.ga.gov (Approval Signature & Date)
   a) Septic Tank _____ b) Restaurant _____

5. GA/LOCAL DOT PERMIT: _____
   770-445-4759 DOTPreConstructionEngineers@paulding.gov (Approval Signature & Date)

6. WATER & SEWER METER FEES: _____
   678-224-4086 Jodie.Few@paulding.gov (Approval Signature & Date)

7. PAULDING COUNTY FIRE DEPARTMENT: _____
   678-383-3423 or 678-383-3426 fireinspections@paulding.gov (Approval Signature & Date)

8. (a) PAULDING COUNTY DEVELOPMENT DIVISION: _____
   770-443-7571 shay.wells@paulding.gov (Approval Signature & Date)

   (b) HIRAM EROSION CONTROL / STORMWATER: _____
   770-943-3726 Ext. 2004 (Approval Signature & Date)

9. BUILDING & PERMITTING: _____
   770-443-7571 tim.biles@paulding.gov , dedra.pack@paulding.gov (Approval Signature & Date)

## *PAULDING COUNTY COMMUNITY DEVELOPMENT*
## *NON-RESIDENTIAL & MULTIFAMILY BUILDING PERMIT*
## *CERTIFICATE OF OCCUPANCY APPROVALS*

**Signature & date from the following departments (#1-5) and Fire Marshal report (#6) must be obtained prior to scheduling a final inspection.**

1. DEPARTMENT OF TRANSPORTATION:_____

   Fees Paid:_____ Date:_____

2. PLANNING & ZONING: _____

   Fees Paid:_____ Date:_____

3. (a) PAULDING COUNTY SITE IMPROVEMENTS: _____

   Community Development / Development Division

   Date:_____

   Fees Paid:_____

   (b) CITY OF HIRAM SITE IMPROVEMENTS: _____

   To print a copy of the Storm Water Maintenance Agreement (SWMA), click the link below:
   https://cms2.revize.com/revize/hiram/departments/public_works/stormwater_pollution.php
   And to schedule an appointment for a storm water inspection – Email cmcgrady@hiram-ga.gov

   Fees Paid:_____ Date:_____

4. ENVIRONMENTAL HEALTH: _____

   Septic / Food Service Permit

   Fees Paid:_____ Date:_____

5. WATER SYSTEM:_____

   Fees Paid:_____ Date:_____

6. FIRE INSPECTOR: Fire Marshal report must be attached with this sheet and submitted to the Permit Office prior to scheduling the Final Inspection.

**Once all 5 signatures and the Fire Marshal report are obtained, please present with one copy of the approved plans in digital format (PDF) on CD/DVD to the Building & Permitting Division to request final inspection.**

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# *PAULDING COUNTY COMMUNITY DEVELOPMENT*
# *NON-RESIDENTIAL & MULTIFAMILY BUILDING PERMIT PROCEDURE*

**Administration 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 plan review process and submittal of a completed application, the Building & Permitting Division Office (1st floor of the Administration Building) will issue the building permit (office hours 8:00 a.m. – 5:00 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 #3

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

PAULDING COUNTY FIRE DEPT. (Inspection Division)
165 North Johnston Street, Dallas, GA, 30132
678-383-3426, Signature #7 (#6 on Certificate of Occupancy)

DEVELOPMENT DIVISION (Formerly Engineering)
Administration Building, 1st Floor
770-443-7571, Signature #8a (#3(a) on Certificate of Occupancy)

DEPARTMENT OF TRANSPORTATION
Administration Building, 1st Floor
770-443-7568, Signature #5 (#1on Certificate of Occupancy)

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

WATER SYSTEM
Engineering Division, 3844 Atlanta Hwy, Hiram, GA 30141
770-222-6850 Signature #6 (#5 on Certificate of Occupancy)

CITY OF HIRAM ESC/STORMWATER
Hiram City Hall, 217 Main St, Hiram, GA 30141
770-943-3726 ext. 2004, Signature #8(b) (#3(b) on Certificate of Occupancy)

## NON-RESIDENTIAL & MULTIFAMILY BUILDING PLAN REVIEW

Before issuance of a building permit for construction of a non-residential or multifamily building project in Paulding County, plans must be submitted, reviewed, and approved. The purpose of the review is to ensure all requirements for construction are being met. Contact Building & Permitting Division for further details of plan review process and associated fees.

## SIGNS

- Planning & Zoning Division Sign Review Application must be approved prior to applying for a building permit for a sign.
- Permit is required for billboard, pylon, and monument/wall signs only, but all signs must conform to Article XII – SIGNS 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 architectural drawings as required for plan review that are signed and sealed by a licensed Georgia engineer (MUST INCLUDE FOOTINGS / ANCHOR DETAIL).
- Must be designed to the current wind load standards if freestanding.

## RETAINING WALLS

- Retaining walls over four feet high must be engineered and permitted.
- Retaining walls over six feet high require certification from an engineer that the wall was constructed in accordance with the approved construction plans.