



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

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B 2020-_____

COMMERCIAL PERMIT APPLICATION: CITY OF EATONTON PUTNAM COUNTY

Property Address: _____ District: _____ Total Acreage _____

Map: _____ Parcel _____ Zoning Class: _____ Flood Zone _____ Fire District _____ School District _____

OWNER: _____ Phone: _____ - _____ - _____

Address _____ City _____ State _____ Zip _____

Owner Email: _____

BUILDER/CONTRACTOR: _____

Address _____ City _____ State _____ Zip _____

Phone: _____ - _____ - _____ State Licensed #: _____

Contractor Email: _____

TYPE OF WORK: New: _____ Addition: _____ Repair: _____ Demolish: _____ Other: _____

Use of Structure: _____

Building Size: _____ Square Feet _____ - _____ - _____ - _____

Stories _____ Height _____ Units _____ Basement _____ Crawl Space _____ Slab _____

Materials: _____ Exterior: _____ Arterial/State Road Yes: _____ No: _____

Electric Provider: _____ Gas Provider: _____

Value of Construction: \$ _____

SETBACKS: Front _____ Rear _____ Lake Side _____ Left _____ Right _____

All existing buildings/structures on property (also show/ on plat) _____

In addition, please up load the EPWSA application o the web page.

Documentation Received:

Plat _____ Plans _____ Well/Other _____ EPWSA _____ Septic _____ Site Plan _____ Land Disturbance _____

COMMERCIAL OCCUPANCY USE: _____

Approvals Required: Fire Marshall _____ Zoning _____ Health Dept _____ Land Disturbance: _____

Signature of Licensed Contractor _____ Print Name _____ Date _____

Signature of Owner/Authorized Agent _____ Print Name _____ Date _____

- WORK MUST BE COMMENCED WITHIN 6/MONTHS OF ISSUANCE AND NOT BE ABANDONED IN EXCESS OF 6/MONTHS
- IF PLANS ARE ALTERED OR ADDITIONAL WORK IS DONE, AN AMENDED PERMIT MUST BE PURCHASED.
- EROSION CONTROL MANAGEMENT MUST BE PRACTICED AT ALL TIMES.
- THE ISSUANCE OF THIS PERMIT DOES NOT ALLOW OR IMPLY THE RIGHT TO VIOLATE ANY CODE OR ORDINANCES ADOPTED BY THE CITY OF EATONTON OR PUTNAM COUNTY.

CONTRACTOR/OWNER SHALL REMAIN RESPONSIBLE FOR CODE COMPLIANCE

OFFICE USE ONLY:

Land Disturbance Approved: _____ Site Plan Approved: _____ Zoning Approved: _____

Plans Reviewed by: _____ Occupancy Use: _____ Type Construction: _____

PERMIT FEES: \$ _____ TOTAL: \$ _____

Permit Approved by _____ Date _____

Comments: _____

PLEASE CALL 811 BEFORE YOU DIG.



COMMERCIAL PLAN SUBMITTAL

“CHECKLIST FOR ACCEPTANCE OF PLANS FOR REVIEW”

Plans, specifications and calculations submitted to the Putnam County Development or Building Official must be of sufficient nature to clearly show the project in its entirety with emphasis on the following:

1. Structural Integrity
2. Safety
3. Commercial Building Code Compliance
5. Energy Compliance
6. Completeness

The minimum required drawings will depend greatly upon the size, nature and complexity of the project. However, the following is the required minimum standard before the Putnam County Development or Building Official shall begin the plan review process. Small or less complex projects such as small additions, remodels or stand alone may not require all of the following components for plan submittal and / or for a permit.

GENERAL REQUIREMENTS

Plans, calculations and accompanying documents must be presented in a clear, legible and organized manner conducive for plan review. Where several sheets are submitted, they should be numbered and a Table of Contents provided for reference. All plans, specifications and calculations prepared by a licensed professional shall be wet stamped, signed, and dated.

Plans shall be black on white maximum size of 36" wide x 24" high and contain **no added "changes" in ink or pencil.**

CHECKLIST FORM

Plan submittals shall include, but not necessarily be limited, to the following. Please read each required submittal and identify if these requirements have been satisfied. If these requirements have been satisfied, check “YES”. If requirements are “Not Applicable” (NA); state the reason

Please note that the Putnam County building inspector will be verifying that each of the appropriate checklist items are satisfied as each inspection occurs.

If **ANY** of the following checklist requirements (Categories I – VI) are **NOT** provided at time of submittal, the plans are to be returned to the Applicant while in the office. The Applicant will receive a “Commercial Review Checklist” to be used as guidance when re-submitting.

The following checklist provides general guidance to the development community for acceptance or denial of plans at time of submittal.

I. ANY of the following Groups will require the seal of an architect registered in the State of Georgia:

Groups A, E, and I occupancies defined as follows by the International Building Code:

- Group Assembly occupancy includes, the gathering together of persons for purposes such as civic, social, or religious functions as for recreation, food or drink consumption, or awaiting transportation.
- Group Educational occupancy includes the use of a building or structure, by six or more persons at any one time for educational purposes through the twelfth grade.
- Group Institutional occupancy includes, the use of a building or structure, in which people having physical limitations because of health or age are harbored for medical treatment or other care or treatment, or in which people are detained for penal or correctional purposes.
- Buildings and structures three stories or more high.
- Buildings and structures 5,000 square feet or more in area.

YES

NA

BRIEFLY STATE REASON IF NOT APPLICABLE: _____

II. SITE PLAN

- Hand drawn sketches not permitted
- Building setbacks to be shown
- All state waters shown
- E&SC details and footprint of BMP's
- Required distances between buildings on site shown
- Retaining walls shown w/ details (width/height/length/foundation system) for all walls > 10 ft in height as measured from the top of the footing – subsurface investigation report may be required if structural engineer deems it appropriate
- Road Public? If yes,, right-of-way dimension to be shown
- Road width shown (public or private)
- Driveway width shown for SF plan

YES NA

BRIEFLY STATE REASON IF NOT APPLICABLE: _____

III. ELEVATIONS

- Building height shown
- Window and door layout
- Exterior & interior finishes

YES NA

BRIEFLY STATE REASON IF NOT APPLICABLE: _____

IV. FOUNDATION PLAN

- Foundation design meets IBC Code – footings & grade beams (staff asks Applicant if plans meet IBC Code)
- “Special Inspections” note included on the plans if required (staff asks Applicant if Inspections are included in the plans if required)

YES NA

BRIEFLY STATE REASON IF NOT APPLICABLE: _____

V. FRAMING

- Engineer letter for engineered beams (staff asks Applicant if engineered beams are included in the project)

YES

NA

BRIEFLY STATE REASON IF NOT APPLICABLE: _____

VI. FLOOR PLAN LAYOUTS

- Plans must be stamped by Registered Architect
- Square footage to be shown
- Occupant load to be shown
- Building type to be shown

YES

NA

BRIEFLY STATE REASON IF NOT APPLICABLE: _____

**COMMERCIAL BUILDING PERMIT
RESPONSIBLE PARTY AFFIDAVIT**

PERMIT NUMBER: _____

I hereby certify that I am responsible for ensuring that all work to be performed under this permit shall be done in accordance with all commercial state and local codes and ordinances applicable to the type of commercial work identified in the permit application, but not limited to ensuring that:

- No land disturbing activities to occur with 25 feet of a stream buffer unless such activity is permitted according to a state EPD variance, buffers applicable to Georgia Power Lake buffer requirements (Lake Sinclair and Oconee) or other local or state protected waterways.
- Construction within 200 feet of the lake shall require an erosion control plan prepared by a design professional
- A land disturbance permit is required when disturbing one acre or more
- Mud and debris "tracked" onto public roads must be removed immediately.
- When permitted work includes land disturbance activities, E&SC BMP's will be installed before commencement and will be maintained throughout the duration of land disturbance activities.

Failure to comply with applicable codes and ordinances can result in the issuance of Notice of Violation (NOV), Stop Work Order (SWO), Citation, and/or fines.

I CERTIFY THAT I AM THE OWNER [____] CONTRACTOR [____]

Title of Authorized Officer, Contractor or Owner

Printed Name of Authorized Officer, Contractor or Owner

Signature of Authorized Officer, Contractor or Owner

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 201__

Notary Public
My Commission Expires:

FORMAL PLAN REVIEW
INFORMATIONAL PURPOSES ONLY

(IF AFOREMENTIONED CHECKLIST ITEMS ARE MET)

When plans are submitted and accepted for formal development and building review by front desk staff, the following areas will be evaluated by county review staff:

BUILDING REQUIREMENTS

Architectural

- General Review
- Exterior Shell
- Fire Protection
- Interior Finish

Mechanical review

Plumbing review

Electrical review

Structural review

SITE PLAN REQUIREMENTS (commercial buildings or single or multi-family subdivision development)

- Stormwater
- Planning
- Zoning
- Public Right-of-Way vs. private infrastructure improvements
- Civil Engineering
- General development
- Tree Policy and Ordinance

ENVIRONMENTAL HEALTH

FIRE DEPARTMENT