



Madison County Building Inspections Department

(706) 795-6350

Commercial Plans Review Requirements

- A letter of site plan approval must be submitted from Planning and Zoning. See Planning and Zoning for site plan requirements.
 - Permits for **commercial structures larger than 5000sqft in area, assembly, educational, and institutional** buildings will not be issued until plans, drawn to scale and of sufficient detail to determine code compliance, have been submitted for review. (One complete set as shown below.)
 - Plans for buildings as listed below must bear the stamp of a state licensed design professional.
 - 1) Assembly, educational, and institutional occupancies.
 - 2) Buildings and structures three stories or more high.
 - 3) Buildings and structures 5000 square feet or more in area.
- *Exception: Single family dwellings, regardless of size.**
- A set of plans should include:
 - 1) Building floor plan and elevations.
 - 2) Plans for each trade's work involved in construction.
 - 3) Name, address, and telephone number of a contact person associated with the proposed work.
 - Department staff will review plans submitted within 10 working days of submittal. Notification of plans approval and/or requests for further information will be made in writing, by phone call, or both.
 - After approval the permit application can go forward.