



# Madison County Building Inspections Department

**(706) 795-6350**

## **Commercial Permit Information**

**Commercial buildings** must meet minimum requirements as stated in the **Madison County Zoning Ordinance** and in the **Georgia State Minimum Standard Codes for Construction** as adopted and amended by the Georgia Department of Community Affairs.

**Application for Building Permit** must include the following information:

- Recorded Plat of the property. (Get this from the **Clerk of Court's Office** in the Courthouse.)
- Site Plan showing location and dimensions of buildings and other pertinent features on the property.
- **Madison County Post development Storm Water Management Ordinance.** If disturbing more than 5000sqft of land the must be applied. (Reviewed by Planning and Zoning)
- Must have letter of approval from Planning and Zoning Department.
- **Letter or Permit for Septic System** from **Health Department.**
- **Building plans** (Check with Building Inspection to see if plans will be required) All plans must be complete and be stamped by a licensed Engineer. Plans must be submitted to the Building Inspection department along with the review fee. The review process usually takes 5-7 days at which point a permit can be issued. (See plans review for more information)
- An **Access Letter** is required from the state Department of Transportation for all new driveways accessing from a State Highway. Contact the Department of Transportation at **(706) 384-7269** for more information.
- **Existing Buildings-** Change in use of an existing building requires certification of occupancy for the new use. A floor plan and description of the new use should accompany the application.  
**Even if no structural or mechanical alterations to the building are proposed, any change of use or occupancy classification must be permitted by this department and a Certificate of Occupancy for the proposed use issued prior to occupying the building.**
- Building inspectors are in the office and available to answer questions at the following times:  
**Monday – Friday 8:00 AM to 9:30 AM**