



Madison County Building and Zoning 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 5000 sq ft of land. (Reviewed by Planning and Zoning)
- **Letter or Permit for Septic System** from **Health Department.**
- **Name of licensed builder and verification of registration prior to permit issuance.**
- **Building plans** 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) Plans review fee is \$100.
- 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