



## Madison County Building & Zoning 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, 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) All Commercial Buildings.
- 2) Assembly, educational, and institutional occupancies.
- 3) Buildings and structures three stories or more high.
- 4) 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.