

## LICENSED DESIGNER/ARCHITECT/ENGINEER

Please note that residential and non-residential buildings 5,000 square feet or more require at least one complete set of Architectural Drawings that bear an original stamp, signature and date (Wet Seal) of a Georgia registered architect or registered engineer who prepared the plans. All additional plans may be a reproduction of the original set. This requirement includes any resubmittals, addendums or changes to the original plans.

## INITIAL PLAN REVIEW PROCESS

Permit Documents will be screened at the front desk when an application is submitted. Once the application and documents are deemed to be complete per the Submittal Checklist they will be routed to the applicable staff for their review. Basic reviews can take from five (5) up to ten (10) business days with more complex projects taking a longer amount of time. The initial Plan Review fee is \$125 as an estimated fee of the services provided.

## DENIED PERMITS

Permit Documents that are not able to be approved because of code compliance issues must be corrected and resubmitted for further review. The revised permit documents and a new Transmittal Form will need to be submitted for full review. The re-review of plans will require an additional fee of \$175.

## PERMIT ISSUANCE

The Issuance of the permit will be granted once city staff has determined that the permit documents are aligned with the applicable codes. The final steps in the process include

- Confirmation of the General Contractor's licensing information. If the contractor's information is not provided at the time of application it must be provided prior to issuance of the permit. This includes State Licensing, Local Business Licensing and the owner or qualifying agent information. The State of Georgia allows for an Authorized Agent to act on behalf of the owner or qualifying agent with the use of the applicable forms.
- Final Permit fees based on currently adopted ICC valuation tables and are calculated using the total Square Footage of all structures and their applicable uses. The overall value is then included in the adopted fee schedule and provided to the applicant when they are notified that the permit is ready to be issued.
- Once fees and licensing information is obtained the permit, permit card and approved Permit Documents will be provided to the applicant and inspections can be scheduled.

## RE-DESIGNED REVIEW

Plans that have been previously approved and altered due to field conditions or changes in the design will also require a re-review fee of \$175. The re-review of previously approved Construction Documents will be at the discretion of the Building Inspector and/or the Building Official.

## REPEATED PLANS

In larger subdivisions where the same building plans are proposed for use with alternate options the developer/owner can submit one application for each Model/House Plan Type for review and should include all options that might be possible for construction. These plans will undergo a normal plan review and will then remain on file for use in subsequent reviews of other applications. On the repeated permit application, the owner will need to provide similar permit documentation for each parcel, the name of the Model/House Plan Type on file with the previous permit number that the applicant wishes to use and a parcel specific Site Plan (House Location Plan). With this information an expedited process for the subsequent permits can be provided.