



# TROUP COUNTY G E O R G I A

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## Commercial Development Guidebook

August 1st, 2025



Troup County is a great place to live, work and play. Troup County boasts a diverse economy and offers a wide variety of living options. Troup County Commissioners, management and staff have worked and listened to residents who have said there should be a balance between our agricultural and rural past along with opportunities for growth and success.

The Troup County Unified Development Ordinance is the result of many months of planning and public meetings where residents and professionals expressed opinions, desires and beliefs to propose policies. Taking all of these into consideration, the Board of Commissioners ultimately approved the standards outlined by the Unified Development Ordinance, and the zoning districts expressed on the Zoning Map. As a result, some land (and structure) uses are permitted 'by right' in the various zoning districts. Others may require approval as a Special Use Permit.

Permits are only issued after careful review and approval of all submitted applications, civil plans, construction plans, site plans, and other required documentation, based on the overall scope of work. All submittals are reviewed for compliance with current and applicable codes. These codes include but are not limited to the State of Georgia mandated Standard Building Codes, Fire Life Safety Codes, Georgia Accessibility Codes, and the Troup County Unified Development Ordinance.

## IN OUR GUIDEBOOK

[troupcountyga.gov](http://troupcountyga.gov)

*This guidebook along with links to all the required forms, a copy of the ordinance and other valuable information is available 24/7 online!*



Troup County's definition of commercial development is any manmade change to improved or unimproved real estate, including, but not limited to, construction or expansion of a building, structure, or use for the purpose of conducting business.



The step-by-step process to be compliant with the ordinance and commercial development standards



Contact information for all the key staff and departments who are here to help you through the process.



All the forms, policies, ordinances and other documents to make sure you are well informed about commercial development.

# Commercial Development Checklist

## **Before getting started, please review the questionnaire below:**

- \_\_\_ Are you, the applicant, a commercial / general contractor?
- \_\_\_ Have you verified the zoning district?
- \_\_\_ What is the overall scope of work? Is this a new development or expansion of a prior development?
- \_\_\_ Do you have a construction / civil plan?
- \_\_\_ Do you have a site plan?      \_\_\_ Do you have a landscaping plan?
- \_\_\_ Did you obtain a Septic Tank permit and Well permit?
- \_\_\_ Is an address assigned to the property or do you require one?
- \_\_\_ Did you obtain a Driveway Permit?
- \_\_\_ Did you obtain a Land Disturbance Permit?

\*\*\*\*\* All general contractors and/or subcontractors are required to be licensed in the State of Georgia, as required by O.C.G.A. Title 43.

Based on the overall Scope of Work, additional information and/or submittals (not listed above) may be required by the Building Official before a building permit is issued. Upon completion of the review process, a department staff member will contact the applicant if any additional information and/or submittals are required.



# Definitions

A complete copy of ordinances pertaining to Commercial Development is attached at the end of this document. Below is a list of terms used in the guidebook from the Unified Development Ordinance.

**Addition / Addition to an Existing Building.** Any walled and roofed expansion to the perimeter of a building in which the addition is connected by a common load-bearing wall other than a firewall. Any walled and roofed addition, which is connected by a firewall or is separated by an independent perimeter load-bearing wall, shall be considered "new construction"

**Alteration / Alteration of Building.** Includes, without limitation, any enlargement or diminution of a building or structure; the addition, relocation, demolition, repair, remodeling, or change in number of living units; the development of or change in open space; the development of or change in a sign by painting or otherwise; other change in a facility. Alteration may also include any addition to or reduction of a building or moving a building from one (1) location to another. This definition shall, however, exclude ordinary maintenance for which no building permit is required, and painting except as provided herein for signs.

**Building.** Any structure used for the habitation or assembly of humans or animals, or any structure used for the manufacturing, assembly, storage or sale of goods. The term "building" shall include any addition to an existing building in such manner as to increase its capacity for the habitation or assembly of humans or animals or for the manufacture, assembly, storage or sale of goods.

**Building Setback Line.** The distance as measured perpendicularly from either the front, side or rear property line to the principal building on the parcel.

**Building Code.** The Standard Building Code, Standard Gas Code, Standard Mechanical Code and Standard Plumbing Code, and National Electrical Code.

**Building Contractor.** Any person, firm, partnership, corporation or other entity engaging in, undertaking or carrying on any business consisting of or relating to building construction, repair, renovation or making improvements to real property including dwellings, homes, buildings, structures, or fixtures attached thereto.

**Construction.** The erection of a new building or the alteration of an existing building in connection with its repair or renovation or in connection with making an addition to an existing building, and shall include the replacement of a malfunctioning, unserviceable, or obsolete faucet, showerhead, toilet, or urinal in an existing building.

**Demolition.** Demolition means the complete removal of structure or a scope of construction (alteration, addition, renovation or reconstruction) of a structure where only the foundation of the original structure remains.

**Development.** Any manmade change to improved or unimproved real estate, including, but not limited to, construction or expansion of a building, structure, or use; any change in use of land, a building, or structure; the connection of any building or structure to a public utility buildings or other structures; or

mining, dredging, filling, grading, paving, excavating, drilling operations, and storage of materials or equipment.

**Developer.** Any person, corporation or other legal entity that acts in their/its own behalf or as an agent of any owner of property and engages in alteration of land or vegetation in preparation of construction activity on a parcel of land.

**Dwellings, Buildings, or Structures.** Any building or structure or part thereof used and occupied for human habitation or commercial, industrial, or business uses, or intended to be so used, and includes any outhouses, improvements, and appurtenances belonging thereto or usually enjoyed therewith and also includes any building or structure of any design.



# Why are there regulations for commercial development?

Troup County is experiencing larger, more intensive, and more widespread growth throughout the County which includes a substantial increase commercial and residential development; and

Troup County finds that the ordered regulation of a new development is necessary to protect public health, safety, welfare and property values of the citizens of Troup County and to lessen the negative impact upon permanent residents, as well as other visitors to unincorporated Troup County.

## What is Development?

**Development.** Any manmade change to improved or unimproved real estate, including, but not limited to, construction or expansion of a building, structure, or use; any change in use of land, a building, or structure; the connection of any building or structure to a public utility buildings or other structures; or mining, dredging, filling, grading, paving, excavating, drilling operations, and storage of materials or equipment.



## Types of Commercial Development?

- (1) New Commercial / Industrial / Institutional Building Structures & New Structural Additions.
- (2) Interior Buildouts / Renovations / Remodeling / Repairs / Electrical Services / etc. or equipment.

# Take Three Steps



1

The first step is to visit or contact the Community Development Department to discuss the new development. A meeting will be scheduled to discuss the development. The developer / contractor will need to provide a concept plan of the development at the time of said meeting.

Submit two (2) full sets of civil engineering site plans showing proposed location of new building structures on the subject parcel of land relative to all property lines and all other existing improvements on the property. Submit two (2) full sets of landscaping plans with maintenance agreement. Stamped and signed by a State of Georgia licensed Engineer.

2

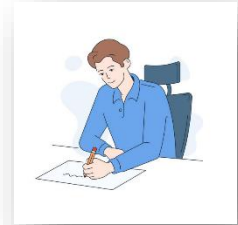
3

Submit completed permit applications form via the online portal: <https://permitting.schneidergis.com> or in person. Attach the following documents: two (2) full sets of the construction drawings / blueprints of the new construction stamped and signed by a State of Georgia licensed architect / engineer; two (2) full sets of Fire Life Safety Plans; a copy of the Septic Tank & Well Permit; and a copy of the Driveway & Land Disturbance (may require a Notice of Intent) permit.



# Get Started!

## Troup County



### Site Plan

#### **Community Development (Review Committee)**

100 Ridley Avenue, LaGrange, GA, 1st Floor Phone: (706) 883-1650  
Hours: Monday-Friday, 8am—5p, to be reviewed by  
Community Development, Roads & Engineering, Fire Marshal,  
Troup County Health Dept

### Civil Engineering

#### **Roads & Engineering Department - \$350**

100 Sam Walker Dr., LaGrange, GA Phone: (706) 883-1713  
Hours: Monday-Friday, 8am—5p,

### Building Permit Application

#### **Community Development (Building Official)**

100 Ridley Avenue, LaGrange, GA 1st Floor Phone: (706) 883-1650  
Hours: Monday-Friday, 8am—5pm

### Fire Marshal

#### **Fire Marshal**

100 Ridley Avenue, LaGrange, GA, 1st Floor Phone: (706) 957-4293  
Hours: Monday-Friday, 8am—5pm

### Complete Permitting Process

#### **Community Development**

100 Ridley Avenue, LaGrange, GA, 1st Floor Phone: (706) 883-1650  
Hours: Monday-Friday, 8am—5pm

After the Community Development staff has reviewed and approved the submitted application (including all other submitted items) for completeness and Code compliance, then Permits may be issued.

# FAQs



## Frequently Asked Questions...

### What properties are eligible for Commercial Development?

All commercial properties are allowed to be used for commercial purposes. Symbols used in the table have the following meanings:

P = Permitted as a Principal use;

A = Permitted as an Accessory Use – See sec. B.7.3;

SUP = Permitted subject to obtaining a Special Use Permit – See sec. B.12.7;

Y = Supplemental Provisions = Uses that have additional regulations in article B.7

Supplemental.

See Permitted Use Table in the Unified Development Ordinance (Sec. B.6.1)	LC	HC	LI	HI
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### Where can I find the ordinances governing Commercial Development?

The ordinances can be found at the end of this guidebook.

### Who is the Responsible Person?

Each developer / contractor is the responsible party for said development.

### What about neighbor complaints?

Citizens can contact the Troup County Community Development Office at (706) 883-1650, Monday through Friday. All complaints will be documented, and contact will be made with the designated Contact Person to help resolve the concern. If the complaint is not resolved, the owner may be issued a notice of violation, a citation, or may have the business license and the special use permit revoked by the Board of Commissioners.

# COMPLIANCE



## **Commercial Building Permit (Steps & Procedures)**

Building codes are designed to ensure safe building techniques. These important standards help protect your family from safety risks and ensure the overall safety, health and general welfare of all Troup County citizens. Troup County issues Building Permits to uphold these standards of structural strength and stability, means of egress, adequate light and ventilation, safety to life and property from fire and other hazards, incidental to the design, construction, alteration, repair, removal or demolition of buildings and/or structures.

Building permits are only issued after careful review and approval of all submitted applications, construction plans, site plans, and other required documentation, based on the overall scope of work. All submittals are reviewed for compliance with current and applicable codes. These codes include but are not limited to the State of Georgia mandated Standard Building Codes, Fire Life Safety Codes, Georgia Accessibility Codes, and the Troup County Unified Ordinance.

**Required applications are available at the Community Development office or downloaded from the Troup County website under Building & Licensing:**

**[https://troupcountyga.gov/Building/Permits Inspections](https://troupcountyga.gov/Building/Permits%20Inspections).**

**Applications can be submitted directly to the office or submitted via the online portal:**

**<https://permitting.schneidergis.com>.**

**Please follow the Steps & Procedures listed below for a Commercial Building Permit:**

### **Step 1: Zoning District Verification (if applicable)**

The zoning district of a parcel of land determines what type of construction is permitted and the regulations for constructing any new commercial / industrial / institutional building structures on said parcel. Some parcels of land may require a Rezoning approval and/or a Special Use Permit approval, before a building permit may be issued. In addition, the zoning district may also determine certain construction design standards that must be met for any new commercial / industrial / institutional building structures on said parcel. This information is available from the Community Development Office located at 100 Ridley Avenue, Suite #1300, LaGrange, Troup County Government Center, or online at the Troup County website <https://qpublic.net/ga/troup/>

### **Step 2: Site Plan Approval (if applicable)**

Site plan indicating such information as may be needed to present an accurate record of the existing conditions and proposed uses including, but not limited to, property lines, rights-of-way, easements, structures, soil conditions, terrain and parking areas.

A construction drawing shall be submitted when required by the Community Development Director, and, where applicable, a plan meeting the requirements of the County soil erosion and sedimentation control regulations shall be submitted. (see ordinance at the end of this guide)

### **Step 3: Septic Tank Permit & Well Permit (if applicable)**

Septic Tank Permits and/or Well Permits are obtained from the Troup County Environmental Health Department. They are located at 900 Dallis Street, LaGrange, or call (706) 298-3702.

This step must be completed before most building permits may be issued for a proposed building construction project.

**Step 4: Address Assignment (if applicable)**

If the subject parcel of land does not have a current address number, then the application for an Address Assignment can be obtained from the Community Development Office located at 100 Ridley Avenue, Suite #1300, LaGrange, Troup County Government Center, or online at the Troup County website. Address numbers are only assigned to a parcel of land as part of the building permit application process and the subject parcel of land must have a current address number before the building permit may be issued.

**Step 5: Driveway Permit & Land Disturbance Permit (if applicable)**

The applicant shall submit two (2) sets of civil engineering drawings / site plans for Troup County Roads & Engineering (706-883-1713) review and approval, before these permits may be issued. Then, Troup County Roads & Engineering (706-883-1713) must inspect, approve, and sign-off on the final driveway installation and land disturbance work before a building permit may be issued.

**Step 6: Commercial Building Permits**

There are two types of commercial building permits: (1) New Commercial / Industrial / Institutional Building Structures & New Structural Additions and (2) Interior Buildouts / Renovations / Remodeling / Repairs / Electrical Services / etc. Listed below are the required submittals for each type of commercial building permit:

1. New Commercial / Industrial / Institutional Building Structures & New Structural Additions:
  - a) Submit an APPROVED QDC Site Plan (if applicable).
  - b) Submit a completed building permit application form.
  - c) Submit two (2) full sets of civil engineering drawings / site plans showing the proposed location of the new building structures on the subject parcel of land relative to all property lines and all other existing improvements on the property for Troup County Roads & Engineering review and approval.
  - d) Submit two (2) full sets of construction drawings / blueprints of the new construction project with a Code summary. The construction drawings / blueprints shall be stamped and signed by a State of Georgia licensed Architect and/or Engineer.
  - e) Submit two (2) full sets of Fire Life Safety Plans, Egress Plans, Automatic Sprinkler System Plans, Fire Suppression Plans, Fire Alarm Plans, and Site Plans for Troup County Fire Marshal review and approval. The plans shall be stamped and signed by a State of Georgia licensed Architect and/or Engineer.
  - f) Submit two (2) full sets of Landscape Plans per the Troup County Zoning Ordinance (if applicable).
  - g) Submit a copy of the Septic Tank Permit & Well Permit (if applicable).

- h) Submit a copy of the Driveway Permit & Land Disturbance Permit (if applicable).
  - After the Community Development staff has reviewed and approved the submitted application (including all other submitted items) for completeness and Code compliance, then the Building Permit may be issued.
2. All other Commercial Building Permits (Interior Buildouts / Renovations / Remodeling / Repairs / Electrical Services / etc.):
- a) Submit a completed building permit application form.
  - b) Submit two (2) full sets of construction drawings / blueprints of the construction project with a Code summary and/or a written description of the overall Scope of Work for the construction project. The construction drawings / blueprints shall be stamped and signed by a State of Georgia licensed Architect and/or Engineer.
  - c) Submit two (2) full sets of Fire Life Safety Plans, Egress Plans, Automatic Sprinkler System Plans, Fire Suppression Plans, Fire Alarm Plans, and Site Plans for Troup County Fire Marshal review and approval. The plans shall be stamped and signed by a State of Georgia licensed Architect and/or Engineer.
  - d) Submit a copy of the Septic Tank Permit & Well Permit (if applicable).
  - e) Submit a copy of the Driveway Permit & Land Disturbance Permit (if applicable).
  - After the Community Development staff has reviewed and approved the submitted application (including all other submitted items) for completeness and Code compliance then the Building Permit may be issued.

**All general contractors and/or subcontractors are required to be licensed in the State of Georgia, as required by O.C.G.A. Title 43.**

**Based on the overall Scope of Work, additional information and/or submittals (not listed above) may be required by the Senior Building Official before a building permit is issued. Upon completion of the review process, a department staff member will contact the applicant if any additional information and/or submittals are required.**



## Sections of the Ordinance pertaining to Commercial Development

### Sec. B.4.1. Zoning Space Dimensions.

The following Space Dimensions Table states the space dimensions required for each zoning district, except that the dimensional requirements for SD-MH zoning districts shall be established by the provisions of sec. B.7.9:

**Space Dimensions Table**

SPACE DIMENSIONS	AG	AG-R	SU-R	LR	SU-VL <sup>5</sup>	UR-VL <sub>3,5</sub>	LC	HC	LI	HI
Maximum Building Coverage (% of individual lot area)	N/A	N/A	N/A	N/A	N/A	60%	60%	70%	70%	70%
Maximum Impervious Coverage	N/A	N/A	N/A	N/A	N/A	70%	70%	80%	80%	80%
District area (min) <sup>1</sup>	5 acres	2 acres	1.5 acres	2 acres	25 acres	50 acres	1 acre	5 acres	25 acres	25 acres
Individual lot area (min) <sup>1</sup>	5 acres <sup>2</sup>	2 acres <sup>2</sup>	1.5 acres <sup>2</sup>	2 acres <sup>2</sup>	1 acre	5,000 sq ft	1 acre	1 acre	1 acre	1 acre
Public water requirement <sup>4</sup> (Well or Public Water)	Well	Well	Well	Well	Public Water	Public Water	Well	Public Water	Public Water	Public Water
Public sewer requirement <sup>4</sup> (Septic or Decentralized Sewer)	Septic	Septic	Septic	Septic	Septic	Dec. Sewer	Septic	Dec. Sewer	Dec. Sewer	Dec. Sewer
Lot width at setback line (minimum, feet) <sup>7</sup>	220	150	150	175	100	60	100	100	100	100
Building height (maximum, feet) <sup>7</sup>	40	40	40	40	40	85	40	40	40	40
Side yard (minimum, feet) <sup>7,8</sup>	50	30	20	20	20	5	20	20	20	20
Road/Street side yard (minimum, feet) <sup>7,8</sup>	50	40	40	50	20	10	40	40	40	40
Rear yard (minimum, feet) <sup>6,7,8</sup>	50	40	40	50	40	30	40	40	40	40
Front yard, Arterial (minimum, feet) <sup>7</sup>	145	125	120	130	120	100	100	200	125	120
Front yard, Collector (minimum, feet) <sup>7</sup>	125	100	100	120	100	50	80	150	100	100
Front yard, Local (minimum, feet) <sup>7</sup>	100	90	90	100	90	25	80	150	100	100

- (1) District area and individual lot size. District area is the minimum land area required to establish the zoning district in an area. Individual lot size is the minimum lot area required for individual lots within the zoning district.
- (2) Non-residential uses in UR-VL zoning districts. Non-residential uses in the UR-VL zoning district shall be limited as follows:
  - (a) Non-residential uses shall be limited to a total of 20 percent of all of the floor area provided within the individual zoning district.

## **Article B.5. Civic Design**

### **Sec. B.5.6. Outdoor lighting**

## **ARTICLE B.6. PERMITTED AND PROHIBITED USES**

### **Sec. B.6.1. Table of permitted and prohibited uses.**

- (1) The following regulations shall apply to uses in all zoning districts.
  - (a) General use regulations. No building, structure or land, or parts thereof, shall hereafter be used or occupied, and no building or structure or part thereof shall be erected, constructed, reconstructed, moved or altered, except in conformity with the regulations of the UDO.
  - (b) Permitted uses.
    - (i) The following table states the permitted principal and accessory uses authorized within each zoning district. Symbols used in the table have the following meanings:

P = Permitted as a Principal use;  
A = Permitted as an Accessory Use – See sec. B.7.3;  
SUP = Permitted subject to obtaining a Special Use Permit – See sec. B.12.7;  
Y = Supplemental Provisions = Uses that have additional regulations in article B.7 Supplemental.
    - (ii) The Community Development Director is authorized to prepare a written interpretation determining whether a proposed use not specifically listed in this table is so similar in nature to a permitted use that it is also intended to be permitted in the same zoning district(s). Such determination by the Community Development Director may consider factors such as: NAICS definitions of uses, the common usage of two (2) or more terms to describe the same land uses; the similarity in the scale and intensity of the uses; and the similarity in the impacts of comparable uses in terms of traffic, noise, light, parking requirements, customers, hours of operation, impacts on the environment, and impacts on abutting properties.
    - (iii) Any use not listed in the table as permitted within a district and not determined by the Community Development Director to be similar in nature to a listed use, is prohibited within that district. The Community Development Director may also reference [www.naics.com](http://www.naics.com) for purposes of interpreting the uses listed in the permitted use table.



## **Sec. B.7.7 Industrial Uses**

## **Sec. B.7.8 Public / Institutional Uses**

## **Sec. B.8.4 Bicycling Parking**

## **Sec. B.8.6 Parking Lot Standards**

## **Sec. B.8.8 Stacking spaces for drive through**

## **Article B.10 Signs**

### **Sec. C.2.1. Building permit and mobile home permit.**

(1) Contents of application; plan; approval; lapse.

- (a) Each application for a building permit or mobile home permit shall be accompanied by a site plan indicating such information as may be needed to present an accurate record of the existing conditions and proposed uses including, but not limited to, property lines, rights-of-way, easements, structures, soil conditions, terrain and parking areas.
- (b) A construction drawing shall be submitted when required by the Community Development Director, and, where applicable, a plan meeting the requirements of the County soil erosion and sedimentation control regulations shall be submitted.
- (c) Before issuing a building permit or mobile home permit, the Community Development Director shall forward copies of the application to the health department, the Community Development Director, and other departments for which approval is necessary. Upon favorable approval of all concerned, the Community Development Director may issue a permit. Permits shall become invalid if construction is not begun within six (6) months of the date of issuance.

### **Sec. C.2.3. Application for permits for all work governed by construction codes**

- (1) When required. Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the construction codes, or to cause any such work to be done, shall first make application to the Community Development Director and obtain the required permit for the work.
- (2) Additional data. The Community Development Director may require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of calculations. All drawings, specifications and accompanying data required by the Community Development Director to be prepared by an architect or engineer shall be affixed with their official seal.

- (3) Design professional. The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to such drawings, specifications, and accompanying data, for the following:
- (a) All group A, E, and I occupancies.
  - (b) Buildings and structures three (3) stories or more high.
  - (c) Buildings and structures 5000 square feet ( $465 \text{ m}^2$ ) or more in area.

For all other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered.

### **Sec. B.5.3. Building architecture for all commercial and industrial corridor areas.**

- (1) Commercial and industrial buildings shall be of masonry construction or its equivalent on the front and side exterior walls. Quality materials and superior construction is recommended on the rear exterior wall. In the event the rear of the building is located on a public or private road or street then the rear exterior wall shall comply with the same requirements as the front and sides.
- (2) The primary exterior finish material shall be one (1) of the following: Brick, brick veneer, stone, stone veneer, cultured stone, wood, pre-cast or field poured concrete tilt panels with texture and architectural detailing, split-face concrete block, masonry units and stucco on lath with architectural detailing, or masonry units with exterior insulated finish system (EIFS) applied. Approval may be given by the Board of Zoning Appeals and Planning Commission to other high-quality materials and architectural facades that promote a specific theme.
- (3) Vinyl may be incorporated around the soffit, gables, eaves and window area for trim detailing application.
- (4) Material such as asbestos siding, galvanized sheet metal, highly reflective aluminum, cinder block, and unfinished concrete are not allowed as primary exterior finish material. Consideration may be given to products that have a masonry appearance for architectural detailing, decorative trim and in other areas approved by the Board of Zoning Appeals and Planning Commission.
- (5) All structural supports (i.e., columns) for vehicular canopies shall be covered in one (1) or more of the same materials as the building facades. Colors and textures of exterior building structures must be harmonious and compatible with the colors of other buildings within the property. All other types of construction not covered in the above must have the written approval of the Board of Zoning Appeals and Planning Commission.
- (6) Exposed roof materials shall be standard shingles, architectural asphalt shingles, wooden shingles, standing seam metal roof or lap seam metal roofing panel, terra cotta and slate shingles.
- (7) Attached awnings, either metal or fabric, shall be in a complimentary color to the main wall color. All trim and decorative bands shall be harmonious with wall color although they are selected for accent.

- (8) A facade shall meet the intent of this section and shall not be in disrepair. If a facade is determined to be in disrepair, the building shall be brought up to safe and esthetically acceptable appearance as determined by the Board of Zoning Appeals and Planning Commission. If the facade is determined not to be consistent with the intent of this district, then the facade shall be required to meet the district standards for new buildings.
- (9) Fees and bonds. A 12-month landscape maintenance bond in an amount equal to 100 percent of the cost of the required plant materials shall be submitted to ensure the survival of all required plantings or if no bond is submitted and plantings do not survive for the first year, the owner of the property shall be in violation of this provision and subject to penalties as stated in chapter 1, section 1-19 of the County Code.
- (10) Drive-through service windows, drive-in facilities, drives and surface parking facilities shall not only be permitted in UR-VL districts when located within 200 feet of thoroughfares designated as arterial or collector streets.

### **Sec. B.7.6. Commercial Uses**

### **Sec. B.7.7 Industrial Uses**

### **Sec. B.8.2. Minimum number of parking spaces required.**

- (1) For any use not listed, the Community Development Director shall determine the proper requirements by classifying the proposed use among the uses specified herein as to assure equal treatment. In making any such determination, the Community Development Director shall follow the principles set forth in the statement of purpose for Appendix B of this UDO.
- (2) Excess parking spaces in CR, UR-VL, LC, HC, LI and HI districts. Any parking not included within a parking structure that is greater than 200 percent of the minimum number of off-street parking spaces required by type of permitted use shall be "Grasscrete" or "Grasspave" or other pervious paving or grass paving systems as approved by the Community Development Director.
- (3) The following table states the minimum number of off-street parking spaces required by use.
- (4)

**Minimum Parking Table**

Use	Parking Ratio
Single-family dwellings, detached	1 space per unit
Single-family dwellings, attached	1 space per unit
Townhome dwellings	1 space per unit
Two-family dwellings	1 space per unit
Manufactured home dwellings	1 space per unit
Multi-family dwellings (1 bedroom)	1 space per unit

Multi-family dwellings (2+ bedrooms)	1.5 spaces per unit
Group living residential uses	1 space per 2 bedrooms
Places of worship	1 space per each 8 seats in the sanctuary or meeting room where seating is fixed or 1 space per 50 square feet of gross floor area of sanctuary or meeting room where seating is not fixed
Schools, public or private, elementary and middle	2 spaces per classroom, plus 1 space per each 8 seats in auditorium or assembly area where seating is fixed or 1 space per 50 square feet of gross floor area of auditorium or assembly area where seating is not fixed
Hotels, motels	1 space per guestroom
Conference and meeting facilities, place of lodging	1 space per 40 square feet of floor area of largest assembly room where seating is not fixed
Fraternity and sorority houses	1 space per bed
Industrial and agricultural uses	2 spaces per 1,000 square feet of floor area
Offices	4 spaces per 1,000 square feet of floor area
Hospitals	2.5 spaces per hospital bed
All other uses	1 space per 300 square feet of floor area

### **Sec. B.9.1. Provision of off-street loading.**

(1) This section shall apply to all activities related to loading and unloading.

- (a) Loading activities within 150 feet of zoning districts that allow residential uses shall only be permitted Monday through Friday from 7:00 a.m.—10:00 p.m. and on Saturdays from 9:00 a.m.—9:00 p.m.
- (b) In no case shall loading activities hinder or obstruct the free movement of vehicles, cyclists and pedestrians over a road, street, sidewalk, alley, or interrupt parking lot circulation.
- (c) All off-street loading activities and access shall be provided with an asphalt or concrete surface.
- (d) Loading structures and bays associated with loading areas shall be either screened or placed upon a site in a manner that prohibits visibility of such areas from view from a public right-of-way.
- (e) Loading spaces.
  - (i) When required, one (1) or more off-street loading space shall be provided on the same or adjoining premises with the facility it serves, either inside or outside a building or structure.
  - (ii) A loading space shall have minimum dimensions of 12 feet wide and 35 feet deep.
  - (iii) The loading space shall maintain overhead clearance of 14 feet.

(iv) All off-street loading spaces shall have access from an alley, or if there is no alley, from a road or street.

(f) Minimum loading space requirements for non-residential uses:

### **Loading Table**

Gross Floor Area	Required Loading Spaces
0 – 49,000 square feet	1
49,000 – 100,000 square feet	2
100,000 – 160,000 square feet	3
160,000 – 240,000 square feet	4
240,000 – 320,000 square feet	5
320,000 – 400,000 square feet	6
Each 90,000 above 400,000 square feet	1

(2) Within the commercial and industrial corridor areas:

- (a) No loading or unloading of material shall take place in any front or side yard of any parcel, which fronts on the highway right-of-way.
- (b) Buildings will be designed providing service entrances and loading areas at the rear.
- (c) Should the building orientation angle to the primary road or street allow the loading area to be visible from the primary road or street, then the loading and unloading area shall be screened from the primary road or street.

### **Sec. C.2.3. Application for permits for all work governed by construction codes**

(1) When required. Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the construction codes, or to cause any such work to be done, shall first make application to the Community Development Director and obtain the required permit for the work.

Exception. Permits shall not be required for the following mechanical work:

- (a) Any portable heating appliance;
- (b) Any portable ventilation equipment;
- (c) Any portable cooling unit;
- (d) Any steam, hot or chilled water piping within any heating or cooling equipment regulated by the construction codes;
- (e) Replacements of any part which does not alter its approval or make it unsafe;
- (f) Any portable evaporative cooler;

- (g) Any self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of one (1) horsepower (746 w) or less.
- (2) Work authorized. A building, electrical, gas, mechanical or plumbing permit shall carry with it the right to construct or install the work, provided that the same are shown on the drawings and set forth in the specifications filed with the application for the permit. Where these are not shown on the drawings and covered by the specifications submitted with the application, separate permits shall be required.
- (3) Minor repairs. Ordinary minor repairs may be made with the approval of the Community Development Director without a permit, provided that such repairs shall not violate any of the provisions of the construction codes.
- (4) Information required. Each application for a permit, with the required fee, shall be filed with the Community Development Director on a form furnished for that purpose, and shall contain a general description of the proposed work and its location. The application shall be signed by the owner or authorized agent. The building permit application shall indicate the proposed occupancy of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure, and shall contain such other information as may be required by the Community Development Director.
- (5) Time limitations. An application for a permit for any proposed work shall be deemed to have been abandoned six (6) months after the date of filing for the permit, unless before then a permit has been issued. One (1) or more extensions of time for periods of not more than 90 days each may be allowed by the Community Development Director for the application, provided that the extension is requested in writing and justifiable cause is demonstrated.

#### **Sec. C.2.4. Drawings and specifications.**

- (4) Requirements. When required by the Community Development Director, two (2) or more copies of specifications and of drawings, drawn to scale with sufficient clarity and detail to indicate the nature and character of the work, shall accompany the application for a permit. Such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with the construction codes. Such information shall be specific, and the construction codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used, as a substitute for specific information. All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design.
- (5) Additional data. The Community Development Director may require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of calculations. All drawings, specifications and accompanying data required by the Community Development Director to be prepared by an architect or engineer shall be affixed with their official seal.
- (6) Design professional. The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to such drawings, specifications, and accompanying data, for the following:
  - (d) All group A, E, and I occupancies.

- (e) Buildings and structures three (3) stories or more high.
- (f) Buildings and structures 5000 square feet (465 m<sup>2</sup>) or more in area.

For all other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered.

- (7) Exception. Single-family dwellings, regardless of size, shall require neither a registered architect nor engineer, nor a certification that an architect or engineer is not required.
- (8) Structural and fire resistance integrity. Plans for all buildings shall indicate how required structural and fire resistance integrity will be maintained where a penetration of a required fire resistance wall, floor or partition will be made for electrical, gas, mechanical, plumbing, signal and communication conduits, pipes and systems and also indicate in sufficient detail how the fire integrity will be maintained where required fire resistance floors intersect the exterior walls.
- (9) Site drawings. Drawings shall show the location of the proposed building or structure and of every existing building or structure on the site or lot. The Community Development Director may require a boundary line survey prepared by a qualified surveyor.
- (10) Hazardous occupancies. The Community Development Director may require the following:
  - (a) General site plan. A general site plan drawn at a legible scale which shall include, but not be limited to, the location of all buildings, exterior storage facilities, permanent accessways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment and adjacent property uses. The exterior storage areas shall be identified with the hazard classes and the maximum quantities per hazard class of hazardous materials stored.
  - (b) Building floor plan. A building floor plan drawn to a legible scale, which shall include, but not be limited to, all hazardous materials storage facilities within the building and shall indicate rooms, doorways, corridors, exits, fire rated assemblies with their hourly rating, location of liquid tight rooms, and evacuation routes. Each hazardous materials storage facility shall be identified on the plan with the hazard classes and quantity range per hazard class or the hazardous materials stored.

### **Sec. C.2.7. Contractor responsibilities.**

It shall be the duty of every contractor who shall make contracts for the installation or repairs of building, structure, electrical, gas, mechanical, sprinkler or plumbing systems, for which a permit is required, to comply with state and local rules and regulations concerning licensing which the applicable governing authority may have adopted. In such case that the state requires a contractor to have obtained a state license before they are permitted to perform work, the contractor shall supply the local government with their license number before receiving a permit for work to be performed.

### **See Article C.5. Fire Prevention and Protection**

## **ARTICLE C.9. TREE PRESERVATION**

### Sec. C.9.1. Vehicle use area plantings.

Any vehicle use area designed or intended as a parking lot to accommodate five (5) cars or more for any purpose, or to accommodate the parking of any number of light trucks or vans, which is located adjacent to any residential or office zoning district or located adjacent to a public road or street, must provide a buffer adjoining such district or visual screening from such road or street in accordance with the requirements of this section. Landscaped planting areas are also required throughout the parking lot under the requirements of this section.

### Sec. C.9.8. Buffers; where required.

A buffer meeting or exceeding the following widths shall be required between any single family, multi-family, manufactured home park and nonresidential use along a side or rear lot line that abuts a less intense land use, as follows:

**Table 9.1: Situations Where Buffer Required**

BUFFERS AND SETBACKS			
Commercial Zoning	Single or Two-Family Dwelling uses	Multi-Family Dwellings / Manufactured Home Park uses	Drain field encroachment within buffer – setback requirements
LC (to include CRV Parks)	30 feet	25 feet	0
HC	50 feet	25 feet	25 feet
LI	100 feet	25 feet	50 feet
HI	200 feet	25 feet	50 feet
Multi-Family / Manufactured Home Parks	30 feet	0	0
Public Institution	Will be determined by staff		
Sanitary / Landfill	200 feet from property line; 500 feet from occupied dwelling and the dwellings' operational private, domestic water supply well. *(4)	200 feet from property line; 500 feet from occupied dwelling and the dwellings' operational private, domestic water supply well. *(4)	50 feet

- (1) A buffer must be provided between any multi-family residential use and any agricultural zoning district or single-family or two-family use or zoning district;
- (2) A buffer must be provided between any office, institutional or commercial use and any agricultural zoning district or any single-family, two-family or multi-family use; and
- (3) A buffer must be provided between any industrial use and any AG, SU-R, SU-VL, UR-VL, or LR zoning district.



- (4) The five hundred (500) foot buffer may be reduced if the current owner of the dwelling provides written waiver consenting to waste disposal boundary being closer than five hundred (500) feet.

## NOTES

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