



**TROUP COUNTY
G E O R G I A
Community Development**

100 Ridley Avenue
LaGrange, GA 30240
Phone: (706) 883-1650
Fax: (706) 883-1653

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 the 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 Zoning Ordinance.

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.schneidercorp.com/Application.aspx?App=TroupCountyGA&Layer=Parcels&PageType=Search>).

Step 2: QDC Site Plan Approval (if applicable)

The purpose of the Quality Development Corridor Overlay District (QDC) is to provide for a superior environment along our transportation corridors through the application of an overlay district. This district is established to protect the public investment in our major highways and county roads. The location of the subject parcel of land will determine if the QDC ordinance regulations will apply to the proposed construction project. The QDC ordinance and the QDC application are 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://library.municode.com/ga/troup_county/codes/code_of_ordinances?nodeId=COOR_APXDQUDEOV)

(<http://www.troupcountyga.org/Content/Documents/planning/quality-development-corridor.pdf>).

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

(<http://www.troupcountyga.org/Content/Documents/building/gis/address-assignment-request-form.pdf>).

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 application for a Driveway Permit and/or Land Disturbance Permit is 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 (<http://www.troupcountyga.org/Content/Documents/building/permits-inspections/driveway-permits.pdf>).

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 Build-outs / 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. The building permit application form can be obtained at the Community Development Office, or online at the Troup County website (<http://www.troupcountyga.org/Content/Documents/building/permits-inspections/building-permit-application-form.pdf>).
 - 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 Build-outs / Renovations / Remodeling / Repairs / Electrical Services / etc.):
 - a) Submit a completed building permit application form. The building permit application form can be obtained at the Community Development Office, or online at the Troup County website (<http://www.troupcountyga.org/Content/Documents/building/permits-inspections/building-permit-application-form.pdf>).
 - 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.

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.