



OGLETHORPE COUNTY BUILDING INSPECTIONS DEPARTMENT

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COMMERICAL PERMIT INFORMATION

One complete set of plans required to be drawn to scale and of sufficient detail to determine code compliance on the following structures:

- Assembly, educational and institutional occupancies
- Buildings and structures three stories high or more
- Buildings and structures 5000 square feet or more in area (Exception is single family dwelling).

The set of plans must have:

- The stamp of a state licensed design professionals
- Building floor plan and elevations
- Plans for each trade's work involved in the construction
- Name, address and telephone number of a contact person associated with the proposed work.

The following documents will be required when submitting the plans for review:

- Recorded plat of the property. (You can get this at the Clerk of Court's office)
- Septic permit (if applicable) from the Health Department 706.743.7201
- Pre-permit approval from the Planning Department. Please check with the Planning Department on whether a site plan will be required.
- 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.

Commercial buildings must meet the minimum requirements as stated in the Oglethorpe County Zoning Ordinance and in the George State Minimum Standard Codes for Construction as adopted and amended by the Georgia Department of Community Affairs.

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 issued prior to occupying the building.

The builder must be licensed and registered with Oglethorpe County prior to permit Issuance.