



**Commercial Building Submittal Application**  
Completely fill out the application and email the documents to  
[CommercialBuildingPlanReview@columbiacountyga.gov](mailto:CommercialBuildingPlanReview@columbiacountyga.gov)  
Incomplete applications and plans will be returned.

Applicable Codes: 2018 IBC • 2018 IMC • 2018 IPC • 2018 IFC • 2010 ADA • 2023 NEC • 2018 NFPA 101-Life Safety Code  
2015 IECC • All Codes Include Georgia Amendments

**1. The application must include:**

- a. **A Commercial Plans Review Checklist**
- b. **A complete digital copy of all construction documents sealed by a GA Registered Architect/Engineer (if required)**
  - i. Plans must be sealed by all design professionals if the building is, **a.** multi- story, **b.** single story exceeding 5,000 sq. ft., **c.** educational occupancy, **d.** institutional occupancy **e.** assembly occupancy
  - ii. Structural calculations including seismic class determination and seismic design category (include Geotechnical Report)
- c. **A Commercial Energy Efficiency Check (COM-check using Com-Check software).**
- d. **A separate digital copy of the approved site plan if new construction.**
- e. **A non-refundable plan review fee made payable to Columbia County.**
  - i. New construction / Addition - \$100 per 1,000 SQ FT or fraction thereof with cap of \$500
  - ii. Incidental Alteration - \$100 flat
  - iii. Minor Alteration - \$150 flat
  - iv. Major Alteration - \$ 350 flat
  - v. Upfit - \$350 flat
  - vi. Retaining Wall - \$200 flat
  - vii. Solar - \$250 flat
- f. **A non-refundable Fire Marshal review fee made payable to Columbia County.**
  - i. \$150.00 if 0-5,000 sq. ft. ii. \$0.03 per sq. ft. if 5,001 sq. ft. or greater. iii. \$0.09 sq. ft. for plans not designed by an Architect/Engineer.

2. Project Owner: \_\_\_\_\_ Project Owner Phone #: \_\_\_\_\_  
Owner E-mail address: \_\_\_\_\_ Project Name: \_\_\_\_\_

3. Project Address: \_\_\_\_\_

4. Project Valuation: \_\_\_\_\_ Total Square Footage: \_\_\_\_\_

5. Architect: \_\_\_\_\_ Phone #: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

Plans must have seal of all design professionals if building is:  
a. Over 5,000 square feet (any building)      b. Educational Occupancy (any size)  
c. Institutional Occupancy (any size)          d. Assembly Occupancy (any size)

**6. Engineers: (If not applicable indicate N/A on the line provided.)**

Structural: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Mechanical: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Electrical: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

7. Project Description: \_\_\_\_\_

8. Scope of Drawings: • Building  • Structural  • Plumbing  • Electrical  • HVAC  • Fire Sprinkler

9. Building Uses: New \_\_\_\_\_  
Existing \_\_\_\_\_

10. Type of Construction: (check all that apply )  
New: I-A  • I-B  • II-A  • II-B  • III-A  • III-B  • IV  • V-A  • V-B   
Existing: I-A  • I-B  • II-A  • II-B  • III-A  • III-B  • IV  • V-A  • V-B

11. Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

12. Applicant's Phone #: \_\_\_\_\_ 12b. Applicant's Email: \_\_\_\_\_

13. General Contractor: \_\_\_\_\_

A. General Contractor, State of Georgia License # \_\_\_\_\_

B. Residential-Light Commercial, State of Georgia License # \_\_\_\_\_

14. Contractor's Phone #: \_\_\_\_\_ 14b. Contractor's Email: \_\_\_\_\_

**Note:** Attached Building Permit Application **MUST** be completed & signed by the General Contractor. See also attached Requirements for Professional License, Insurances and Bond for contractors to obtain required permits for the project.

**Note:** The cost of construction permits for new buildings are calculated using the gross sq ft of the building and the 2018 ICC Construction Cost Table with a multiplier of .0064. (Please see attached.)  
The permit and plan review fee schedule for Columbia County, GA is available upon request.

**Note:** In order to obtain a permit, all contractors are required to be licensed by the State of Georgia and registered in Columbia County with an Occupational Tax / Business License. Please contact our Licensing Department – call 706-312-7171 or email [licensing@columbiacountyga.gov](mailto:licensing@columbiacountyga.gov) for assistance.



### Commercial Plans Submittal Checklist

Y N N/A

- General Contractor must be a State of Georgia licensed General Contractor
- Water and Sewer tap fees must be paid (Water Department 706-868-6928).
- Septic tank and well permit (Health Department 706-868-3330).
- Submittal for a Pool (must also contact the Health Department for approval - 706-868-3330).
- Submittal for a Restaurant / Hotel (must also contact the Health Department for approval - 706-868-3330).
- Plan review fees (Building) paid at the time of submittal.
  - i. New construction / Addition - \$100 per 1,000 SQ FT or fraction thereof with cap of \$500
  - ii. Incidental Alteration - \$100 flat
  - iii. Minor Alteration - \$150 flat
  - iv. Major Alteration - \$ 350 flat
  - v. Upfit - \$350 flat
  - vi. Retaining Wall - \$200 flat
  - vii. Solar - \$250 flat
- Plan review fees (Fire Marshal) paid at the time of submittal.
  - o \$150.00 if 0-5,000 sq. ft., \$.03 per sq. ft. if 5,001 sq. ft. and larger
  - o If the plans are not designed by an Architect or Engineer, the review fee will be \$.09 per sq. ft.
- Completed Architectural Plan Review Application.
- Street addressing (Contact Columbia County GA G.I.S. Dept. for correct address 706-868-4225).
- Value of work (complete cost of project)
- Electrician, Plumber, Mechanical and other subcontractors to be licensed by the State of Georgia and in Columbia County, Ga with a business license.
- One set of approved civil site plans included with architectural plans if new structure.
- One complete set of digital drawings emailed to [CommercialBuildingPlanReview@columbiacountyga.gov](mailto:CommercialBuildingPlanReview@columbiacountyga.gov).
  - o Architect's stamp required for any multi-story structure or building, assembly, educational, institutional, residential R-1 and R-2. Architect's stamp required for single story buildings and structures with floor area greater than 5,000 square feet (O.C.G.A. 43-4-14, GA Board of Architects Rule 50-2A-.01).
  - o Engineer's stamp required for structural, mechanical, electrical, and plumbing drawings when the total project cost is \$100,000.00 or greater. (O.C.G.A. 43-15-24, GA board of Professional Engineers Rule 180-12-.02).
- Project information – All projects are subject to the minimum requirements below if applicable. Drawings are to be scaled for review. Scope of work and Code Summary using the Code Reference Guide and Applicable Codes
- Building plans
  - o Floor plans (Room identification, occupant loads, exits, egress, door swings, door hardware schedule, etc.)
  - o Elevations (N, S, E, W, grade, outside landings, steps, handrails, ramps etc.)
  - o Layout of Floor and Ceiling joists, Wall Details
  - o ADA (Americans with Disabilities Act)
- Foundation plans
  - o Soil boring report IBC 1803.1
  - o Piers
  - o Slab (foundation to include plumbing)
- Mechanical plans
  - o HVAC Calculations, Equipment layout, and duct locations etc.
  - o Gas pipe sizing
  - o Specifications for all equipment, including Electrical MOP/MCA.
  - o Kitchen hood drawings
- Plumbing plans
  - o DFU calculations
  - o Diagrams and/or isometrics
- Electrical plans
  - o Service riser diagram (bonding, grounding details)
  - o Wiring diagram, wiring schedules, lighting and power layouts
  - o Panel schedule and load calculations

Y N N/A

COMCHECKS

o Building envelope, Mechanical, Interior and Exterior lighting.

Fire Suppression

o Fire sprinkler drawings

o Fire alarm drawings

o Hood fire suppression drawings

Does your contractor have a Business License in Columbia County? If no, please contact our Licensing Department – call 706-312-7171 or email [licensing@columbiacountyga.gov](mailto:licensing@columbiacountyga.gov) for assistance.

Additional information may be required to complete review. All projects are subject to field inspection.

Applicant Name (Print) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

**NOTE:** Plans cannot be entered into review until the completed Commercial Permit Application, Commercial Plans Submittal Checklist and Plan Review Fees have been paid.

**NOTE:** Inspection request(s) should be emailed in by 4:30pm for next day inspections - Inspections requested after 4:30pm will be scheduled for the second business day. Email our inspections team to schedule inspections. [Inspections@columbiacountyga.gov](mailto:Inspections@columbiacountyga.gov). Include project name, permit #, application # and address in the subject line. Be sure to review your Orange Permit Card for the correct name of the inspection you are requesting.

Development Services  
Requirements for  
Professional License,  
Insurances, and Bond



---

General Contractor

State license (if not an individual, must provide company and qualifying agent license)

General liability, \$100,000 minimum

Workers compensation

Surety bond \$20,000

Residential Contractor

State license (if not an individual, must provide company and qualifying agent license)

General liability, \$100,000 minimum

Workers compensation

Surety bond \$15,000

Specialty Contractor (by Columbia County Code: pool installation, landscaping, yard sprinkler installation, and roofing)

Workers compensation

Surety bond \$5,000

Electrician, Plumbing, and Mechanical Contractor

State license (mechanical contractors who are not an individual must provide business registration for conditioned air companies approved by Georgia Construction Industry Licensing Board)

General liability, \$100,000 minimum

Surety bond \$1,000

Building Inspector

Certificate from a national certifying agency for building inspectors

Workers compensation

The certificate holder for all certificates of insurance and bond letters should read:

Columbia County, Georgia

Development Services

630 Ronald Reagan Drive

Evans, GA 30809

Fax: 706-868-3381

Email: [permits@columbiacountyga.gov](mailto:permits@columbiacountyga.gov)

Workers compensation for the professions above is required, regardless of the number of employees.

Continuation/Renewal certificates are required yearly.

OFFICE USE ONLY		
___ IN PERSON ___ EMAIL ___ ONLINE  APPLICATION # _____  LDP APPLICATION # _____	RECEIVED DATE: _____  ENTERED DATE: _____  REVIEWED DATE: _____	BY: _____  BY: _____  BY: _____

<b>1. PROJECT ADDRESS:</b> _____			
<b>2. LEGAL DESCRIPTION - LOT:</b> _____	<b>BLOCK:</b> _____	<b>MAP/PARCEL:</b> _____	<b>SUBDIVISION:</b> _____
<b>3. APPLICANT NAME:</b> _____		CONTRACTOR <input type="checkbox"/>	AUTHORIZED AGENT <input type="checkbox"/>
		HOMEOWNER <input type="checkbox"/>	
<b>4. EMAIL:</b> _____	<b>5. CONTACT # :</b> _____		
<b>6. COST OF WORK:</b> _____	<b>7. CHANGING FOOTPRINT OF STRUCTURE?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>		
<b>8. DESCRIBE WORK:</b> _____ _____			

PROPERTY OWNER				
NAME: _____				
CONTACT NUMBER: _____ CONTACT EMAIL: _____				
ADDRESS: _____				
TRADES REQUIRED	TYPE OF PERMIT	ADDITIONAL INFORMATION	CONTACT PERSON	PERMIT INFO
	___ NSF ___ TWNHM ___ MH ___ POOL ___ ACCESSORY BLDG ___ ALTERATION ___ OTHER	TOTAL SQ FT: UNDER ROOF _____  WATER TYPE _____  SEWER TYPE _____	<b>BUILDER / GENERAL CONTRACTOR</b>	CID # _____  PERMIT FEE: _____  PERMIT # _____
<b>ELECTRICAL</b>  <input type="checkbox"/> YES  <input type="checkbox"/> NO	___ SERVICE CHANGE ___ GENERATOR ___ SOLAR ___ HOUSE / TRADE ___ TEMP POLE ___ STANDALONE	IF SUB / TRADE – BLDG PERMIT # _____  # AMPS: _____	<b>ELECTRICIAN</b>	CID # _____  PERMIT FEE: _____  PERMIT # _____
<b>PLUMBING</b>  <input type="checkbox"/> YES  <input type="checkbox"/> NO	___ GAS ___ SUB / TRADE ___ STANDALONE	IF SUB / TRADE – BLDG PERMIT # _____	<b>PLUMBER</b>	CID # _____  PERMIT FEE: _____  PERMIT # _____
<b>MECHANICAL</b>  <input type="checkbox"/> YES  <input type="checkbox"/> NO	___ GAS ___ SUB / TRADE ___ STANDALONE	IF SUB / TRADE – BLDG PERMIT # _____	<b>MECHANICAL</b>	CID # _____  PERMIT FEE: _____  PERMIT # _____
<b>IRRIG/SPRKL</b>  <input type="checkbox"/> YES  <input type="checkbox"/> NO	___ SUB / TRADE ___ STANDALONE	IF SUB / TRADE – BLDG PERMIT # _____	<b>IRRIGATION SPRINKLER</b>	CID # _____  PERMIT FEE: _____  PERMIT # _____

\* THE ISSUANCE OF THIS PERMIT AUTHORIZES IMPROVEMENTS OF THE REAL PROPERTY DESIGNATED HEREIN WHICH IMPROVEMENTS MAY SUBJECT SUCH PROPERTY TO MECHANICS' AND MATERIALMENS' LIENS PURSUANT TO PART 3 OF ARTICLE 8 OF CHAPTER 14 OF TITLE 44 OF THE OFFICIAL CODE OF GEORGIA ANNOTATED. IN ORDER TO PROECT ANY INTEREST IN SUCH PROPERTY AND TO AVOID ENCUMBRANCES THEREON, THE OWNER OR ANY PERSON WITH AN INTEREST IN SUCH PROPERTY SHOULD CONSIDER CONTACTING AN ATTORNEY OR PURCHASING A CONSUMER'S GUIDE TO THE LIEN LAWS WHICH MAY BE AVAILABLE AT BUILDING SUPPLY HOME CENTERS.

\* THE ISSUANCE OR GRANTING OF A PERMIT SHALL NOT BE CONSTRUED TO BE A PERMIT FOR, OR AN APPROVAL OF, ANY VIOLATION OF ANY OF THE PROVISIONS OF THE ADOPTED CODES OR OF ANY OTHER ORDINANCE OF THIS JURISDICTION. PERMITS PRESUMING TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF THE ADOPTED CODES OR OTHER ORDINANCES OF THIS JURISDICTION SHALL NOT BE VALID. THE ISSUANCE OF A PERMIT BASED ON CONSTRUCTION DOCUMENTS AND OTHER DATA SHALL NOT PREVENT THE BUILDING OFFICIAL FROM REQUIRING THE CORRECTION OF ERRORS IN THE CONSTRUCTION DOCUMENTS AND OTHER DATA. THE BUILDING OFFICIAL IS AUTHORIZED TO PREVENT OCCUPANCY OR USE OF A STRUCTURE WHERE IN VIOLATION OF THE ADOPTED CODES OR ANY OTHER ORDINANCES OF THIS JURISDICTION. THE BUILDING OFFICIAL IS AUTHORIZED TO SUSPEND OR REVOKE A PERMIT ISSUED UNDER THE PROVISIONS OF THE ADOPTED CODES WHEREVER THE PERMIT IS ISSUED IN ERROR OR ON THE BASIS OF INCORRECT, INACCURATE OR INCOMPLETE INFORMATION, OR IN VIOLATION OF ANY ORDINANCE OR REGULATION OR ANY OF THE PROVISIONS OF THE ADOPTED CODES.

\* A MEMBER OF THE COLUMBIA COUNTY TAX ASSESSORS STAFF MAY VISIT YOUR PROPERTY TO CARRY OUT THE DUTY OF MAKING AN APPRAISAL OF THE FAIR MARKET VALUE OF TAXABLE PROPERTY PURSUANT TO PART 1 OF ARTICLE 5 OF CHAPTER 5 OF TITLE 48 OF THE OFFICIAL CODE OF GEORGIA ANNOTATED. FOR ADDITIONAL INFORMATION CONTACT 706-312-7474.

\* THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMNCED WITHIN 180 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

\* COLUMBIA COUNTY RESERVES THE RIGHT TO REVOKE ANY PERMIT DETERMINED TO CONTAIN FALSIFIED INFORMATION OR ISSUED IN ERROR.

\* NOTICE TO CONTRACTORS: ANY CONTRACTOR CONSTRUCTING RESIDENCES OR ANY OTHER TYPE OF CONSTRUCTION IN THE ABOVE STATED SUBDIVISION WILL BE HELD ACCOUNTABLE AND RESPONSIBLE FOR ANY DAMAGES BY REASONS OF SAID CONSTRUCTION TO CURBS, GUTTERS, MAN HOLES, CATCH BASINS, WATER MAINS, ETC.

\* INSPECTION REQUESTS SHOULD BE MADE THROUGH EMAIL TO: [INSPECTIONS@COLUMBIACOUNTYGA.GOV](mailto:INSPECTIONS@COLUMBIACOUNTYGA.GOV). ALL REQUESTS RECEIVED BY 4:30 WILL BE SCHEDULED FOR THE NEXT BUISNESS DAY. ANY REQUESTS RECEIVED AFTER 4:30 PM WILL BE SCHEDULED FOR THE SECOND BUSINESS DAY. A FEE WILL BE CHARGED FOR THE FIRST FAILED INSPECTION AND EACH SUBSEQUENT RE-INSPECTION. ANY OUTSTANDING FEES MUST BE SETTLED PRIOR TO THE RELEASE OF A CERTIFICATE OF OCCUPANCY/COMPLETION FOR ALL CONTRACTOR HELD PERMITS AND PRIOR TO THE RE-INSPECTION BEING PERFORMED FOR ANY HOMEOWNER HELD PERMITS.

\* I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO COMPLY WITH ALL LOCAL, STATE AND FEDERAL LAWS AND THAT THE ISSUANCE OF THIS PERMIT IS NOT DEEMED AN AFFIRMATION BY COLUMBIA COUNTY OF SUCH COMPLIANCE. I CERTIFY THE INFORMATION PROVIDED IS TRUE AND ACCURATE AND CONTAINS NO FALSE OR FRAUDULENT INFORMATION.

\* I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. I UNDERSTAND THAT THE GRANTING OF A PERMIT DOES NOT WAIVE THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. I AGREE TO REQUEST ALL INSPECTIONS REQUIRED BY COLUMBIA COUNTY.

---

SIGNATURE OF APPLICANT / CONTRACTOR / AUTHORIZED AGENT / OWNER

DATE

---

PRINT NAME