



ROCKDALE COUNTY PLANNING AND DEVELOPMENT

P.O. Box 289/958 Milstead Avenue, Conyers, GA 30012

Phone: 770-278-7100

Email: businesslicense@rockdalecounty.org

COMMERCIAL BUILDING PERMIT APPLICATION

Application Submittal/Supporting Documents:

See Document Requirements Matrix (attached)

Note Site Plan Requirements

Reviews:

Zoning Approval

Plans Review (structural, mechanical, electrical & plumbing)

Site Plan and Supporting documents

Permit Issuance:

Construction mobilized and Initiated

Inspections:

Inspections called-in sequentially

Certificate of Occupancy:

Issued when applicable codes have been met and all inspections approved.

Site Plan Requirements:

Site Plan is required for all commercial construction. The following list will be required for all commercial site plans:

- Show graphic scale and north arrow and reference applicable subdivision final plat Book/Page
- Submit paper & PDF file of site plan with boundary line survey sealed by a design professional
- Show building address, lot number, S/D name, phase/unit number, land lot/district/parcel.
- Show lot size, impervious area, driveway location, proposed structure foot print and square feet.
- Delineate 75-foot undisturbed buffers of state waters from wretched point of vegetation.
- Reference all zoning variances and Conditions obtained from Rockdale County.
- Reference elevations and percentages of exterior materials types used.
- Show adjoining structures with zoning and ownership information.
- Show setback lines, disturbed /undisturbed buffers, easements septic filed and reserves.
- Show location, size, species of all existing trees 6" and greater, identify all specimen trees.
- Show tree protection fencing and indicate preserved and removed trees.
- Show entire critical root zones of all trees included in preservation calculation.
- Show required Landscaping.