ROCKDALE COUNTY PLANNING AND DEVELOPMENT
COMMERCIAL BUILDING PERMIT
New Buildings and Structural

SUBMIT:

On or before Friday:

☐ Five (5) hard copy sets of STRUCTURAL / ARCHITECTURAL PLANS & digital set
  Plans (including MEP’s) require seal by an architect or engineer.

☐ Five (5) copies of the SITE / PARKING PLAN for exterior improvements (n/a if under an LDP)

☐ Review fee

☐ Permit application

STRUCTURAL AND ARCHITECTURAL PLANS:

Must include the following: (Check when complete)

☐ Manufacturer Specifications on building(s) and equipment
☐ Owner name, address, phone number, email address
☐ Name and phone number of 24-hour contact for project
☐ Tax Parcel ID#  ☐ Location map of property
☐ Physical address of property  ☐ Use of building type of occupancy
☐ Gross floor area  ☐ Zoning of property and conditions, if applicable

The department reserves the right to request additional information.

The plans will be distributed to the appropriate parties, including (but not limited to):

• Building Official
• Rockdale County Fire Department
• Rockdale Water Resources
• Environmental Health Department
• Zoning

Comments will be ready for pick-up two (2) weeks later on Friday.

The permit will be issued when:

• Architectural / Structural plans approved by all reviewing departments
• Site inspector releases site (applicable if LDP was required)
• Proof of water meter
• Proof of sewer / septic
• Fees paid

Department of Planning and Development contact information:

<table>
<thead>
<tr>
<th>In person: 958 Milstead Avenue, Conyers GA 30012</th>
<th>Monday through Friday, 8:00am to 5:00pm</th>
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<tbody>
<tr>
<td>Mail: P.O. Box 289, Conyers GA 30012</td>
<td>Phone: 770 278-7100</td>
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<tr>
<td>Email: <a href="mailto:permits@rockdalecountyga.gov">permits@rockdalecountyga.gov</a></td>
<td>Fax: 770 278-8940</td>
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Updated 12/2014

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