



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)*

- Compliance with International Building Code, 2012 Edition, 2012 NEC
- 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#
- Physical address of property
- Gross floor area
- Location map of property
- Use of building type of occupancy
- 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:

In person: 958 Milstead Avenue, Conyers GA 30012 ◦ Monday through Friday, 8:00am to 5:00pm	
Mail: P.O. Box 289, Conyers GA 30012	Phone: 770 278-7100
Email: permits@rockdalecountyga.gov	Fax: 770 278-8940