NEWTON COUNTY

APPLICATION PACKAGE
FOR
COMMERCIAL BUILDING PERMIT

(February 2016)
# Newton County
## Applicant Check Sheet for Commercial Building Permit

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**ITEM 1. APPLICATION FORM:** Applications can be obtained at the Newton County Department of Development Services. Applications must be completely filled out in order to process your request.

**ITEM 2. ADDRESS:** If an address has never been assigned to the property, you will need to contact the Newton County Tax Assessor's Office (678-625-1635) in order to obtain an address. Additionally, if the address shows as a "suite," you will need to provide us a letter from the Newton County Tax Assessor's Office showing the address assigned to you.

**ITEM 3. BUILDING PLANS:** Please provide three sets of building plans (and, site plans if applicable). Plans should be a minimum of 11x17 and drawn by a registered design professional. **A disk containing the drawings is also required.**

**ITEM 4. IMPACT FEE LETTER:** Please contact Joy Honeycutt, Impact Fee Coordinator, to obtain an impact fee assessment letter. She may be reached at either (678-625-1659) or jhoneycutt@co.newton.ga.us. Please have all information concerning the project available (i.e. use of building; prior use of building; square footage; costs).

**ITEM 5. STATE CONTRACTORS LICENSE:** Effective July 1, 2008, the State of Georgia requires residential and general contractors to obtain licensure. A copy of the state contractor's license must accompany the permit application.

**ITEM 6. FEES:** Plan review fees are due at the time of submittal. Permit fees are calculated by job costs. Other fees (i.e., impact fees) are collected when at the time of issuance. Fees may be paid by check, money order or credit. Cash and counterchecks will not be accepted.

With completed and approved plans, the building permit will be issued. Permits for trades (i.e., electrical, plumbing, HVAC) are issued separately – each contractor will need to provide a copy of their state and business licenses when permitting.

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Newton County Department of Development Services  
1113 Usher Street, Covington Georgia 30014  
678-625-1659
DEPARTMENT OF DEVELOPMENT SERVICES
NEWTON COUNTY, GEORGIA
APPLICATION FOR BUILDING PERMIT

NEWTON CO., GEORGIA: __________________________  PERMIT NO. __________________________
Application is hereby made according to the laws and ordinances of Newton County, Georgia, for a permit to erect, alter, and use a structure as described herein or shown on accompanying plans and specifications to be located as shown on accompanying plot plan, and if same is granted agree to conform to all laws and ordinances regulating same.

PRIMARY STRUCTURE ☐  ACCESSORY STRUCTURE ☐  ADDITION/REMODEL ☐  REPAIR ☐  COMMERCIAL ☐  POOL ☐

PROJECT DETAILS: ___________________________________  RENTAL PROPERTY ______________

PROJECT ADDRESS: ___________________________________  MAP & PARCEL ______________

SUBDIVISION: ___________________________________  LOT NUMBER: ______________

HEATED SQUARE FOOTAGE: ______  UNHEATED SQUARE FOOTAGE: ______  GARAGE: ____________

DISTANCE FROM FRONT PROPERTY LINE: ______  SIDE PROPERTY LINE: ______  REAR PROPERTY LINE: ______

BUILDING FRONTAGE: ______  DEPTH: ______  # OF BEDROOMS: ______  # OF BATHS: ______

TOTAL # OF ROOMS: ______  SOURCE OF WATER: ______________  ESTIMATED COST OF PRJ: ______________

TYPE OF HEAT: __________________________  POWER PROVIDER: __________________________

TYPE OF CONSTRUCTION: __________________________  TYPE OF FOUNDATION: __________________________

INTERIOR FINISH: __________________________  MATERIAL IN ROOF: __________________________

Property Owner Information:

Name: _______________________________________
Address: _____________________________________
Telephone: __________________________  Email: __________________________

Applicant Information (If different than property owner)

Name: _______________________________________
Address: _____________________________________
Telephone: __________________________  Email: __________________________

Contractor Information  (State Contractors License must be provided)

Contractor: _____________________________________
Address: _____________________________________
Telephone: __________________________  Email: __________________________
Please read the following carefully and initial:

The issuance of this permit authorizes improvements of the real property designated herein, which improvements may subject such property to mechanics' and materialmen's liens pursuant to Part 3 of Article 8 of Chapter 14 of Title 44 of The Official Code of Georgia Annotated, in order to protect 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 consumers' guide to the lien laws which may be available at building supply home centers. (O.C.G.A. 8-2-26)

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or construction or work is suspended or abandoned for a period of six (6) months at any time after work is started.

I, the undersigned, understand that for any projects on which a previous owner conducted the work, I am responsible for ensuring all work meets the applicable building and fire codes, even work that was done without a permit, prior to my acquiring the property and/or prior to my becoming the contractor of record. This applies to properties acquired through foreclosure, resale, inheritance, etc. Please see Sections 1.3.7 and 3.12 of the Newton County Permits Administrative Ordinance.

Building plans for residential permits are required for the purpose of verifying zoning standards and will not be reviewed for design or construction standards.

In accordance with O.C.G.A. 48-5-264.1, please be advised that staff of the Newton County Tax Assessor’s Office will be visiting your property to obtain information on the improvements authorized by this building permit. If you have any questions regarding a visit, please contact the Assessor’s Office at (770) 784-2030.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)                      (DATE)

I hereby certify that this will be my own personal home. I certify that my immediate family or I will perform all work. I also certify that I have not purchased a building permit for a residence in the last two and one-half (2 1/2) years.

(SIGNATURE OF HOMEOWNER)                      (DATE)
IMPACT FEES

Prior to the issuance of a business license or building permit from Newton County, it is necessary to determine whether you are required to pay impact fees, pursuant to the Newton County Development Impact Fee Ordinance. Impact fees are a one-time fee on development. Development is defined to include any construction or expansion of a building, structure or use; any change in use of land, a building or structure; or, the connection of any building or structure to a public utility. In Newton County, fees assessed on commercial development pay for local road improvements, while fees assessed on residential development pay for both local road improvements as well as specified community projects, such as libraries and parks.

Newton County’s Impact Fee program began in 2005. Therefore, buildings that were constructed prior to the effective date of the impact fee ordinance are ‘grandfathered’ in for their initial use. After that, a fee may be assessed based on changes to the building or the use of the building. To determine whether an impact fee will be assessed, the Impact Fee Coordinator first determines the applicable land use category for the use of the facility based on the information given at the time of the application. An impact fee for the use is then assessed based on the established fee schedule. Credits may be given for reuse of an existing building to “pay down” the impact fee assessed on the new use (business type).

In order to get your impact fee assessment, please provide the following information by calling Joy Honeycutt at 678-625-1659 or emailing jhoneycutt@co.newton.com.ga.us:

- Name and contact information
- Business name (if applicable)
- Type of business (if applicable)
- Physical address/location of the business or new construction
- Square footage of the facility
- Landlord’s name and contact information (if applicable)

All payments are made at the Newton County Department of Development Services.

Further questions can be directed to Joy Honeycutt at 678-625-1659 or jhoneycutt@co.newton.com.ga.us.