



320 N. Louisville Street
P.O. Box, 99
Harlem, GA 30814
Tel: (706) 556-0043
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Commercial Building Permit Process

*Please note that this is intended for new construction and is intended as a general guide. However, many of the same steps will need to be followed for remodeling and/or additions in commercial buildings. Please see the following pages for information on remodels, build-outs, and additions. Large sites may require modifications to the process, please consult with city staff.

1. Consult with Planning & Zoning staff on the zoning of the property, required setbacks, and any other development regulations that may be in place.
2. Building permits are **required** before work is to be started.
3. If not already completed, contractor and subcontractors must register with the City of Harlem prior to issuance of building permits.
4. Plans will need to be submitted to Columbia County Development Services prior to a building permit being issued. It is recommended that you contact Development Services prior to submitting plans to ensure that all information required is present. Requirements for plans submittal for existing and new buildings are on the following pages.
5. After approval by Development Services, bring stamped plans and plot plan showing location of new building on lot with front, side, and rear setbacks to Planning & Zoning.
6. Apply for a building permit with Planning & Zoning.
7. Pay for sewer and water taps, if applicable. Please call 706-556-3448 and speak with Leona Holley.
8. Install soil and erosion bmp's as needed. City of Harlem Public Works and Planning & Zoning departments will inspect.
9. If clearing and/or grading over 1 acre of land, a Notice of Intent will need to be filed. Otherwise, grade and/or clear the lot as needed.
10. Upon inspection and approval of soil and erosion and payment of all fees building permit will be issued.
11. City of Harlem will inspect sewer and water tap installation by plumber.
12. Columbia County Development Services responsible for all other inspections. Please call 706-868-3420 to schedule inspections and have your permit number ready.
13. Upon final inspection of the project, please call Planning & Zoning to be issued a Certificate of Occupancy.
14. New owner will need to open water, sewer, and trash collection account. Please contact Leona Holley at 706-556-3448 for more information.



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Fee Schedule for Commercial Construction

New Construction

Building: Calculated per gross area of building multiplied by square foot construction cost per 2006 IBC Square Foot Construction Costs table. Please see the table on the following sheet.

Plumbing: \$100.00 flat fee

Mechanical (HVAC): \$100.00 flat fee

Electrical: \$100.00 flat fee plus \$35 temporary pole

Low Voltage: \$100.00 flat fee

Gas Piping: \$100.00 flat fee

Sewer Inspection: \$25.00 flat fee (Provided by City of Harlem)

Additions & Renovations

Based on valuation of the work

- \$4,000 and less: \$50.00 minimum
- \$4,000.01 to \$25,000: \$50 for the first \$4000 plus \$6 for each additional thousand or fraction thereof
- \$25,000.01 to \$50,000: \$176 for the first \$25000 plus \$7 for each additional thousand or fraction thereof
- \$50,000.01 to \$100,000: \$351 for the first \$50000 plus \$8 for each additional thousand or fraction thereof
- \$100,000.01 and up: \$751 for the first \$100,000 plus \$4 for each additional thousand or fraction thereof

Electrical Temporary Service or Service Change: \$35

Demolition or Moving of Building or Structure

\$80 flat fee

Reinspection Fee

If it is necessary to make a reinspection for a required building, electrical, mechanical, or plumbing inspection because of improper or incomplete work, the contractor shall pay a reinspection fee of \$30.00

This checklist contains the standard information required on submittals for commercial construction projects, in regards to the Architectural/Building, Mechanical, Electrical, and Plumbing (MEP) portion of the plans. For more information please contact Mike Mallon at mmallon@columbiacountyga.gov or at (706) 312-7295. For questions in regards to Civil/Site plans please contact Kevin Fort at kfort@columbiacountyga.gov or at (706) 312-7196.

Plans must be sealed and stamped by a Georgia licensed Architect/Engineer; unless the project falls under the following categories:

- Any building classified as an *Agricultural* occupancy upon any farm for the use of farming
- Any building which is a single story building, not exceeding 5000 square feet in area, except the following occupancies (which ARE REQUIRED to be Stamped) :
 - *Assembly*
 - *Educational*
 - *Health Care*
 - *Correctional/Detention*
 - *Hotels/Apartments*
 - *Dormitories/Lodging/Multi-Family Housing*

All submittals for commercial building permits should be appropriately scaled and should provide the following:

1) Project Description:

- New Building
- New Shell Building
- Addition
- Remodel (verify existing occupancy)
- Tenant Up-fit

3) Architects/Engineers/MEP :

- Firms Names
- Addresses
- Phone Numbers
- E-mail Addresses

2) Owner/Applicant Information:

- Owners Name
- Owners Mailing Address
- Contact Person (Owner or Owners Rep.)
- Phone Number
- E-mail Address

4) Project Location:

- Address
- Suite Number
- Lot Number
- Parcel Number

Three complete sets of plans (4 if it is food related), and one site plans are to be submitted for a plan review. A \$250 dollar non-refundable plan review fee, which will be credited to the building permit fee, must accompany the plans that are submitted (the fee is only \$100 if the project value is under \$36,000). The permit fees are to be paid at the time of permit issuance, after review and approval of the plans. The Fire Marshal fees are as such; \$100 for the first 5,000 sq ft, \$200 for the next 5,000 sq ft to 10,000 sq ft, and over 10,000 sq ft it is \$.02 per sq ft. There is a \$100 permit fee for low voltage wiring (such as Fire Alarms...). The permit fees are based on Columbia County Fee Schedule, contact Stacy Barger on at 706-312-7205 or e-mail her at sbarger@columbiacountyga.gov; you can also go to our web site WWW.columbiacountyga.gov to view the fee schedule.

Commercial Building Permit Submittal Checklist:

- Show the streets and alleys
- Indicate the north direction
- Show the parking spaces (standard and accessible), and provide parking calculations
- Show the location of the electric services entrance section(s) (if applicable)
- Provide accessible routes including ramps as required
- Provide project scope to include manufacturing description (if applicable) and complete description of business operations
- Provide MSDS reports for storage and manufacturing operations
- Identify existing structures (if applicable)

General Code Data:

- Provide a Code Analysis (to include the following):
 - a) Occupancy type & Occupant load
 - b) Separated use or non-separated use
 - c) Type of construction
 - d) Square footage
 - e) Allowable area calculation
 - f) Sprinklers (yes or no)
 - g) Fire Alarms (yes or no)
 - h) Emergency Lighting (yes or no)
 - i) Number of exits required
 - j) Actual exits provided
 - k) Number of floors in the building
 - l) List Governing Codes

Architectural Plans (Mike Mallon; mmallon@columbiacountyga.gov)

- Provide complete architectural floor plans, roof plans, and reflected ceiling plans:
 - 1) Show complete floor layout including equipment and furniture
 - 2) Identify the use of each room
 - 3) Identify the complete exiting system, including the occupant load of each room.
 - 4) Provide a wall schedule to identify walls to be demolished, new/existing, bearing/non bearing
 - 5) Provide dimensions of rooms, corridors, doors, etc...
 - 6) State the occupancy classification of adjoining suites
 - 7) Additions/ Add-ons (Must be separated from the existing structure to the new structure by a two (2) fire wall – per the Life Safety Code)
 - 8) Fire Walls, Fire Barrier Walls... must all be labeled per the Life Safety Code.
- Provide Energy Code requirements (IECC 2009) for the building envelope and related details(ComCheck)
- Identify the rated assemblies (if applicable) and provide the UL number of the product, also provide information on any spray-applied fire proofing systems and intumescent paint coating systems
- Show accessibility information (restroom, elevators, accessible routes, etc...)
- Provide four sides building elevations
- Provide general architectural details
- Provide cross-sectional views
- Provide wall details (top and bottom connection details with approved anchors)
- Provide window schedule, door schedule, and hardware schedule
- Provide floor, ceiling, and wall finish schedule (with flame spread & smoke development numbers)

Mechanical Plan: (Mike Mallon; mmallon@columbiacountyga.gov)

- Complete Mechanical floor plan for the entire project (layout, ductwork, AC units, AHU, diffusers...)
- Mechanical Energy Conservation Code compliance (ComCheck)
- Mechanical equipment listings, specifications, and weight (HVAC schedules)
- Outside Air ventilation calculations
- Air-balance schedule (Heat Gain/loss report...)
- HVAC duct detector auto shutoffs, audible/visual alarms and trouble lights (if applicable)
- Restroom exhaust ventilation systems
- Hazardous exhaust ventilation systems (if applicable)
- Make-up air openings – sizes and locations (if applicable)
- Combustible air openings – sizes and locations (if applicable)
- Identify any Special Inspection items

Plumbing Plan: (Mike Mallon; mmallon@columbiacountyga.gov)

- Complete on-site water and sewer plans (include floor & roof drain plans)
- Plumbing fixture schedules
- Plumbing fixture specifications
- Drain, Waste, and Venting (DWV) sizing and isometrics drawing
- Back-flow Devices and Expansion Tanks... as required (types, sizes, and locations)
- For Grease Traps, Grease Inceptors, ... contact Scott Daniel at sdaniel@columbiacountyga.gov
- Provide Gas Piping sizing calculations and isometrics (if applicable)
 - a) Provide a scaled site plan clearly denoting project location and gas meter location
 - b) Provide a floor/roof plan documenting all appliance types and locations (include BTU's input ratings of each appliance, total BTU's of the entire system, the location of all regulators, the longest run, and a one-line sizing diagram of all gas lines – including branch pipe lengths & sizes)
 - c) State the IFGC Table number used to size the piping system
 - d) Find out & identify the working gas pressure, pressure drop... from the applicable gas company
 - e) Identify all gas piping material and locations (i.e.: underground, building wall, roof...)
 - f) Specify gas piping support method and spacing
 - g) Address gas venting and combustion air

Electrical Drawings: (Vickie Guay; vguay@columbiacountyga.gov)

- Provide a symbol schedule of all symbols and abbreviations used
- Provide complete electrical site plans showing utility transformer(s) and Service Entrance Sections (SES) location(s) and all exterior lighting (and any other wiring)
- Provide a one-line drawing of the complete electrical system showing:
 - a) System voltage, phase configuration, and available fault current
 - b) All subpanels and feeders with conductor sizes and types

- c) Fault current calculations from SES (main panel) to lowest rated over current protection device
- d) Ampere rating of all over current protection devices
- e) Grounding/Bonding details
- Provide a Lighting Plan (include fixture types and wattage)
- Provide a Power Plan (include receptacle, switches, outlets layout). Identify if new, existing, relocated
- Provide nameplate ratings of all appliances, motors, elevators, and all HVAC equipment
- Provide a schedule for each panel (include voltage, phase configuration, interrupting rating, and ampere rating of all over current protection devices)
- Load calculations for the SES and other panels
- Provide Comchecks for Lighting & Power equipment

Structural Drawings: (Mike Mallon; mmallon@columbiacountyga.gov)

- **Provide General Structural Notes:**
 - a) Design Loads (Dead loads & Live Loads per CHP 16 IBC)
 - b) Wind Design Data (min 90 MPH ; 3 Second Gust)
 - c) Seismic Design data (CHP 16 IBC)
 - d) Special Loads (if applicable)
 - e) Identify all Special Inspection and Structural Observation requirements (all Special Inspectors MUST be pre-approved by the Columbia County Building Official) - contact Mike Mallon at (706) 312-7295 or at mmallon@columbiacountyga.gov for more information.
 - f) Submit a Soil Boring Report (Geotechnical Information) to include the soils class and the allowable bearing pressure per section 1804.2 of the IBC.
- **Foundation Plans:**
 - a) Indicate Shear Wall and Hold Down locations (if applicable)
 - b) Anchor Bolts (size, location, and details)
 - c) Footing/Piers (sizes, depth, reinforcement, rebar clearances)
- **Floor /Roof/Wall Framing Plan:**
 - a) Indicate Shear Wall and Hold Down locations (nailing patterns / reinforcement locations)
 - b) Framing Layout (include sizes, spacing, spans, bearings)
 - c) Cross Sectional Details (if applicable)
- **Structural Details:**
 - a) Need all Structural Drawings to comply with the current International Building Code and applicable Standards per the IBC & Georgia Amendments
 - b) Footing / Foundation - need engineered plans – to include the Soil Boring Report – to determine the size/location, etc of the footing/foundation.
 - c) Calculations (Calcs from PE, Structural Engineer, Architect) on how to Design the Footing/Foundation system, walls, roofing, etc.
- Submit a Geotechnical Report (sealed by geotechnical Engineer of Record)
- Prefabricated Metal Building (Provide separate Manufacture construction drawings and calculations that are sealed (STAMPED) by a Georgia Licensed Engineer for the steel building)
- Retaining Walls (need engineered plans)

Life Safety Drawings: (Brian Clark; Bclark@columbiacountyga.gov)

- Comply with the 2000 edition of NFPA 101 (Life Safety Code)
- Ramps shall have a minimum slope of 1 in 12 and a maximum rise of 30" and maximum length of 30'ft between landings
- Where exits (stairways) connect 4 or more stories they shall be protected by not less than 2 hour Fire Barrier Walls (1 hour if 3 stories or less)
- Need to have 2 hour fire barrier walls to separate all EXISTING & NEW construction (section 8.2.2.3 of the 2000 edition of the Life Safety Code; NFPA 101)
- Submit a Code Review Analysis per NFPA 101 the 2000 edition (which is required per DCA instead of CHP 10 of 2006 IBC):
 - a) Classification of occupancy & hazard of content (ordinary, high)
 - b) Capacity of Means of Egress (per CHP 7.3.3.1; 2000 LSC)
 - c) Number of Exits required
 - d) Travel Distance to exit (include max dead-end corridor & common path of travel distance)
 - e) Illumination of Means of Egress
 - f) Emergency Lights
 - g) Marking of Means of Egress
 - h) Extinguishing requirements
 - i) Protection of vertical exits
- Fire Alarm plans per the 2002 edition of NFPA 72 (need manufacturer, model, specification sheets, drawings shall include items from Annex A, NICET II minimum)
- Sprinkler plans per the 2002 edition of NFPA 13 and NFPA 14 (include GA Certification of Competency)
- Draft-stopping details where necessary
- Fire-rated walls, floor/ceiling assemblies, and wall penetration details (UL listing)
- Where applicable, need information on Commercial Cooking Hood & Suppression System (2004 edition of NFPA 96)
- Fire door and exit door hardware (include panic hardware, latches, locks, self-closing devices)

The following are the current and adopted Building Codes for Columbia County, Georgia:

- | | | |
|--------------|--------------|-----------------------------------|
| 1) 2006 IBC | 5) 2006 IMC | 8) 2000 NFPA 101 (LSC) |
| 2) 2011 NEC | 6) 2006 IFGC | 9) 2010 ADA Standards |
| 3) 2009 IECC | 7) 2006 IPC | 10) 2004 NFPA 96, 2002 NFPA 13/14 |
| 4) 2006 IFC | | |

****Note: All Codes (listed above) must also comply with all Georgia State Amendments – per DCA and the State Amendments per the State Fire Marshal's Office ****

Plan Requirements for existing buildings (strip centers or stand alone buildings) when Interior up-fits, build-outs, remodels, and small additions are to be done: (buildings 5,000 sqft and less)

Note: Some plans may require an Architect; such as buildings over 5000 sqft, multi-storied bldgs, all Assemblies, Institutions, Hotels ,Motels

(This list is meant to be a helpful tool; more information, drawings, and specs may be required depending on the project)

- 1) A code analysis is required; which includes;
 - a) Project name
 - b) Project address
 - c) Occupancy classification (per LSC)
 - d) Calculated occupancy load (per LSC)
 - e) Type of construction of the building (per IBC)
 - f) Is the building sprinkled or not sprinkled
 - g) Square footage of space
 - h) List the codes that will be complied with (Columbia County utilizes the 2006 IBC, 2006 IPC, 2006 IMC, 2006 IFGC, 2008 NEC, 2004 NFPL 96, 2000 LSC, 2009 IECC, all with GA amendments)
 - i) Need to know the existing occupancy classifications of the neighboring tenant; and need to know what type separation walls are between the tenants (1 hr, 2 hr, etc...)
 - j) If new walls are to be installed then submit details of how the walls will be built (wood, metal, spacing of studs, etc...) If they are load bearing walls then they MUST have a grade beam, a beam, or another load bearing wall underneath it.
 - k) Need to know the previous use of the space (the last occupancy classification)
- 2) An Existing Floor Plan (only needed if the existing floor plan is to be changed). Note: Existing Fire Walls/Demising walls may be in need of repair.
- 3) A Demolition Plan (only needed if the existing floor plan is to be changed)
- 4) Need various Floor Plans; which should include:
 - a) The New Floor plan ; which is the layout of the space with the dimensions (to scale) to include all rooms in the space and identify the use of each room. All exits shall be marked.
 - b) If mechanical equipment is to be changed out then Mechanical plans must be submitted; to include the locations of air handlers, condensers, roof top units, layout of the ductwork, diffusers, grills, and condensate drain lines; include the duct sizes and type of insulation. Details of all the new equipment must also be submitted; to include but not limited to: general notes, unit schedules, fan schedules, and air distribution schedules. Size all equipment according to the load. All commercial projects require outside (fresh air) air.
 - c) A layout of the Plumbing equipment (restrooms, sinks, mop sinks, floor drains, etc...). If new plumbing is to be installed then a detailed plumbing plan is to be submitted; include a plumbing riser diagram, plumbing legend, plumbing fixtures and equipment, fire stopping, domestic water system plans, sanitary waste and vent system plans, and a hot water heater detail. Must have an ADA restroom(s), and a drinking fountain.
 - d) A layout of the Electrical equipment; include: the system voltage, phase configuration, all panels, sub panels and feeders with conductor sizes and types, ampere rating of all over-current devices, a schedule for each panel, a power floor plan showing receptacles, switches, outlets, etc. (identify if new, existing, relocated), provide nameplate ratings of all motors, elevators, AC units, and equipment.

Note: If it is a very small project; the mechanical floor plan, plumbing floor plan and the electrical floor plan can all be incorporated on to the general floor plan (one page plan).