

TOWN OF BRASELTON
PLANNING AND DEVELOPMENT DEPARTMENT

**BUILDING PERMIT REQUIREMENTS FOR COMMERCIAL
CONSTRUCTION**

The following documents must be submitted to obtain building permit for a new commercial building or commercial space alteration/renovation. A permit will not be issued without all the proper documents submitted.

1. **Architectural Plans**- Specific plan information may vary depending on the specific scope of the project. You may contact the Planning and Development Department for specific requirements.
2. **Complete Building Permit Application** – Each Building Permit application should be complete before processing. This shall include the address for the site, lot number, subdivision name, the County the site is located in, contact information for both the owner and general contractor, general contractor license number, square footage, type of use and construction (i.e. new structure, or alteration, or accessory structure). *ANY PROPERTIES FOR WHICH A PERMIT IS APPLIED FOR MUST HAVE A 911 ADDRESS.
3. **Signature from the General Contractor Qualifying Agent** – If a person other than the General Contractor Qualifying Agent signs the building permit application, then an Authorized Agent Form must be submitted.
4. **Trade Permit applications (i.e. electrical, plumbing, fuel gas, mechanical)** – Trade permit applications MUST be turned in with the initial building permit application. No work for electrical, plumbing, mechanical, fuel gas, or plumbing shall occur without the applicable trade permit. All trade information shall be provided on a single Trade Permit application.
5. **Subcontractor Certification Form (to be turned in for trade permits)** - ALL TRADE PERMITS MUST BE ACCOMPANIED BY A SUB-CONTRACTOR CERTIFICATION FORM WITH AN ORIGINAL SIGNATURE. The Town will not accept a copied or faxed signature. TRADE PERMITS WILL NOT BE PROCESSED WITHOUT THIS FORM.
6. **County Fire Marshal Approval** – Before a permit can be issued, documentation showing approval from the County Fire Marshal must be provided. For Jackson County, the approval shall come from the West Jackson Fire Department.

7. **County Health Department Approval** – This shall only apply to restaurants or other businesses engaged in food preparation. This shall also only apply to buildings served by septic tank.
8. **Verification and Payment of Approved Sewer Capacity (sewer taps)** – Applies only to new building construction and not alterations/interior finishes. Any questions concerning the Sewer Capacity process can be directed towards the Town Engineer at spayne@braselton.net .
9. **Water & Sewer Service Application** - Payment for water meters must be paid at the time a building permit is picked up.
10. **Notice of Intent** (NPDES Permit – Georgia Environmental Protection Division) – This doesn't apply to alterations/interior finish projects.