

**Required Documents**

Copy of Business License

Copy of State Trade License

Copy of Liability Insurance

FOR OFFICIAL USE ONLY-PERMIT #:

**RESIDENTIAL BUILDING PERMIT APPLICATION****PROJECT INFORMATION**

Project Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Building Number: \_\_\_\_\_ Apt/Ste #: \_\_\_\_\_

Scope of Work: \_\_\_\_\_

**Type of Work:** ☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Fire Damage ☐ Revision ☐ Exterior Work ☐ Driveway  
☐ Other: \_\_\_\_\_**Occupancy Type:** ☐ R1 ☐ R2 ☐ R3 ☐ R4 ☐ R5 ☐ R6 Cost of Construction: \$ \_\_\_\_\_**Construction Type:** ☐ IA ☐ IIA ☐ IIIA ☐ IB ☐ IIB ☐ IIIB ☐ IV ☐ VA ☐ VB

Total Square Footage (Include only areas pertaining to the scope of work. This should be a combined total of all of the items below):

**Finished Floor Area****Unfinished Area****Garage****Outdoor AreaSanitary Facilities**

Primary Structure: \_\_\_\_\_

Attic: \_\_\_\_\_

Deck: \_\_\_\_\_ Patio: \_\_\_\_\_

Finished Basement: \_\_\_\_\_

Basement: \_\_\_\_\_

Porch: \_\_\_\_\_

**Building Height****# Total Rooms****# Bathrooms****#Kitchens****#Bedrooms****Sanitary Facilities**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Septic ☐ Sewer**Setbacks****Impervious Area****Lot Size:** \_\_\_\_\_Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_ Square Feet: \_\_\_\_\_ Easment ☐ Yes ☐ No**PROPERTY OWNERS INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**APPLICANTS INFORMATION**Applicant: ☐ Property Owner ☐ Tenant Leasing Space ☐ Contractor ☐ Authorized Agent ☐ Architect/Engineer

Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**CONTRACTORS INFORMATION**

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Business Lic. # \_\_\_\_\_ State Lic. #: \_\_\_\_\_

Note: Only the Property Owner, Architect, Engineer, or General Contractor should sign this application.

EXCEPTION: An Authorized Agent may also sign, when an Authorized Permit Agent Form is completed on behalf of a State of Georgia licensed contractor. Before signing, please carefully read the statements below.

I do solemnly swear that the information on this application is true, and that no false or misleading statement is submitted herein to obtain a Building Permit or Certificate of Occupancy. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of any Building Permit or Certificate of Occupancy issued as a result of this application. I understand that I must comply with all City ordinances and regulations. I hereby agree to provide any clearance(s) and/or inspection report(s) required prior to the issuance of a Building Permit of Certificate of Occupancy.

I agree to exonerate, indemnify and save harmless the City from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the Building Permit issued as a result of this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### FOR OFFICE USE ONLY

Approved: ☐ Yes ☐ No Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Administrative: \$\_\_\_\_\_ Plan Review: \$\_\_\_\_\_ Site: \$\_\_\_\_\_ Permit: \$\_\_\_\_\_ Stop Work Penalty: \$\_\_\_\_\_ Total: \$\_\_\_\_\_

#### COMMERCE BUILDING FEES

Calculating Building Valuation	Unless otherwise stated, the valuation of new commercial or industrial construction will be based on the actual contract cost of the work, or calculated by using the latest construction cost data as published in the Building Safety Journal by the International Code Council (ICC). For interior completion only, the construction cost is valued at fifty percent (50%) of the calculated ICC building valuation.
Fee Payment	Fees are collected prior to issuance of permits.

Plan Review Fees	New single-family residential review	Additional 50% of permit fee
	Residential renovations/additions	Additional 50% of permit fee
	All commercial/industrial individual plan reviews	Additional 50% of permit fee

Residential Building	Heated square feet	\$0.20
	Unheated square feet	\$0.12

Permit Fee Table	Total Contract Valuation	Fee
	\$1,000 and less	Minimum fee of \$100
	\$1,001 to \$50,000	\$15.00 for first \$1,000 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000; minimum fee of \$100
	\$50,001 to \$100,000	\$260.00 for first \$50,000 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000
	\$100,001 to \$500,000	\$460.00 for first \$100,000 plus \$3.00 for each additional thousand or fraction thereof, to and including \$500,000
	\$500,001 and up	\$1,660 for first \$500,000 plus \$2.00 for each additional thousand or fraction thereof.
Trade Permits (Residential, Commercial, and Industrial)	Permit Fee	Use permit fee table- minimum \$100.00
Certificate of Occupancy or Completion (C/O or C/C)	New single-family detached, condo, or townhome	\$100.00
	New commercial	\$250.00
	New industrial	\$500.00
	New or renovated commercial tenant space	\$200.00
Land Disturbance Permit (LDP)	Issued for 1 acre or more of disturbance	\$80.00 per acre (\$40.00 paid to Environmental Protection Division, \$40.00 paid to City of Commerce)
Mobile Homes	Permits	\$250.00
	Installers	\$100.00
	CO	\$150.00
	Existing Site Inspection	\$100.00
	Moving Site Built Homes	\$150.00
	Inspection Mileage by Mile	\$0.50
Demolition	Residential	\$150.00
	Commercial	\$300.00
Signs	Commercial/Industrial	\$100.00
	Canopy/Awning	\$50.00
Other	Swimming Pools	\$250.00
	Deck/Porch	\$0.12 per square foot
	Sheds/Accessory Buildings	\$0.20 per square foot (heated)/ \$0.12 per square foot (unheated)
	Alterations	\$0.10 per square foot (heated)/ \$0.06 per square foot (unheated)
Temporary Electric Service	Temporary Pole	\$50.00
Underground Storage Tanks	0-500 Gallons	\$50.00
	501-8,000 Gallons	\$100.00
	8,001-20,000 Gallons	\$150.00

	Over 20,001	\$200.00
Flammable Liquid Pump	Permit Fee	\$20.00

Re-Inspections	For each added trip	\$75.00
Work done without permit	Fee	Two-Hundred (200%) of permit fee
Permit Extensions	Subsequent extensions	3-month extension- \$100.00 Additional extensions- permit extensions 50% of original fee
Transfer of permit/change of contractor	Fee	\$100.00
Replacement of permits, C/O, C/C, etc.	Fee	\$25.00
Temporary construction trailer (not including electrical permit)	Permit Fee	\$400.00