CITY OF COMMERCE
DEMOLITION, REMOVAL OR RELOCATION PERMIT ORDINANCE

All applicable permit requirements, review procedures, and regulatory standards are established in Section 14-12 of the City of Commerce Code of Ordinances.

Key Requirements

- No demolition, removal, or relocation may proceed without first obtaining a permit.
- Applicants must provide evidence of the structure construction date and pay applicable fees.
- Structures constructed **50 years** or more before the application date must follow the procedures below.
    - ☐ Submit an application within the Planning Commission Meeting Deadline
    - ☐ The Planning Commission conducts a public hearing and forwards a recommendation to City Council.
    - ☐ City Council may approve, approve with conditions, deny, or postpone action on an application.

Historic Structure Review Process

Applications involving structures older than 50 years require public notice, posting of a property sign, notification of neighboring property owners, Planning Commission review, and City Council consideration.

Review Factors

Historic significance, architectural value, effect on surrounding properties, preservation options, applicant property rights, and potential hardship are considered during review.

Enforcement
Violations may be prosecuted in Municipal Court and subject to penalties provided in the City Code.

Please sign below acknowledging that you have read, understand, and agree to comply with the regulations, requirements, and standards set forth in Section 14-12 of the City of Commerce Code of Ordinances governing the demolition, removal, and relocation of structures.

Applicant Name (Printed): _____
Applicant Signature: _____
Property Address: _____
Date: _____

Required Documents

Copy of Business License _____
Copy of State Trade License _____
Copy of Insurance _____

FOR OFFICIAL USE ONLY-PERMIT #:

DEMOLITION PERMIT APPLICATION

REQUIRED DOCUMENTS

☐ No asbestos found- attached survey by a Georgia licensed asbestos inspector and inspector's license

☐ Asbestos remediated- attached EPD Certificate of Completion

☐ No rodent infestation- attached letter from a licensed pest control company dated within the last 30 days

☐ Original threshold elevation: __ft as measured and certified by a licensed survey or engineer- attach certification

☐ Documentation stating age of structure. _____

PROJECT INFORMATION

Project Address: _____ Zip: _____

Building Number: _____ Apt/Ste #: _____

Age of Structure: _____

Type of Structure: ☐ Residential ☐ Accessory Structure ☐ Commercial ☐ Industrial

Scope of Work: _____

Occupancy Classification: _____ 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	Building Height	Sanitary Facilities
_____	_____	_____	☐ Septic ☐ Sewer

Setbacks

Front:_____ Rear: _____ Left: _____ Right: _____

Impervious Area

Square Feet: _____

Lot Size: _____

Easement 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: _____

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 Penality:	**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 (<50 Yrs)	$150.00
	Commercial(<50 Yrs)	$300.00
	Residential (50+ Yrs)	$250.00
	Commercial (50+ Yrs)	$500.00
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