

**Lincoln County**  
**Commercial Building Plan Review/Permit Application**  
**All Information Must Be Complete**

Application must include: (Commercial Plan Reviews may take 30 days or longer depending on scope of the project.)  
2 complete sets of plans —2 Complete Site Plans **Approved** by Planning and Zoning—Septic Tank Permit/  
Paid Sewer Tap Fee—Recorded Plat of Property

---

1. Property/Project Owner \_\_\_\_\_ Phone # \_\_\_\_\_

2. Project/Property Location \_\_\_\_\_

3. Map # \_\_\_\_\_ Parcel # \_\_\_\_\_

4. Architect \_\_\_\_\_ Phone # \_\_\_\_\_

- Plans must have seal of design professional (Architect/Engineer) if building is:
  1. Over 5000 square feet or three or more stories (any building)
  2. Educational Occupancy (any size)
  3. Institutional Occupancy (any size)
  4. Assembly Occupancy (any size)
- Application cannot be accepted for review if Plans are not sealed.

5. General Contractor \_\_\_\_\_ Phone # \_\_\_\_\_

6. Electrical Contractor \_\_\_\_\_ State Card # \_\_\_\_\_

7. Plumbing Contractor \_\_\_\_\_ State Card # \_\_\_\_\_

8. Mechanical Contractor \_\_\_\_\_ State Card # \_\_\_\_\_

All General, Electrical, Mechanical, and Plumbing Contractors shall register and file with the Lincoln County Planning and Zoning Department at a minimum: certificate of public liability insurance of not less than \$100,000.00/\$50,000.00, a license and permit bond not less than \$1000.00, and a copy of a current occupation tax certificate from not less than one legal political subdivision located within the State of Georgia. In addition all contractors must provide proof of compliance with any applicable state licensing requirements (state card).

---

9. Project Description \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

10. Proposed Building Use: New \_\_\_\_\_

Existing: \_\_\_\_\_

11. Scope of Plans: Building \_\_\_ Plumbing \_\_\_ Electrical \_\_\_ HVAC \_\_\_ Fire Sprinkler \_\_\_ Site \_\_\_  
(check all that apply)

12. Total Square Footage Building \_\_\_\_\_

13. Project Valuation: \_\_\_\_\_

14. Applicants Name \_\_\_\_\_ Phone # \_\_\_\_\_

15. Date Submitted \_\_\_\_\_ Received By \_\_\_\_\_

## CODE OF LINCOLN COUNTY

### Sec. 18-82. Form.

Each application for a permit with the required fees, shall be filed with the director, or a form furnished for the purpose, and shall contain a general description of the proposed work, its location, the proposed occupancy of all parts of the building and such other information as may be required by the director.

Reference:

(Ord. No. 14, § 4-2, 10-16-2003)

### Sec. 18-83. Drawings and specifications.

(a) When required by the director, two or more copies of specifications, and of drawings drawn to scale with sufficient clarity and detail to indicate the nature and character of the work, shall accompany every application. Such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with these provisions.

(b) The director may require details, computations, stress diagrams, and other data necessary to describe the construction and basis of calculations and they shall bear the signature of the person responsible for the design.

(c) All drawings, specifications, and accompanying data shall bear the name and address of the designer. In the case of buildings or structures of group E - educational, group I - institutional, and group A - assembly occupancy, and all structures or buildings three stories or more in height or 3,000 square feet in area, except one-family or two-family dwellings, such designer shall be an architect or engineer legally registered under the laws of the state regulating the practice of architecture, or engineering and shall affix his official seal to such drawings, specifications and accompanying data.

(d) Plans for buildings and structures that require approval of the state fire marshal must have same affixed.

(Ord. No. 14, § 4-3, 10-16-2003)