

The Building Official is available for a preliminary walk through to determine what permits will be required prior to application being made. This meeting should be requested by the owner/operator or contractor.

All work shall be performed by licensed contractors with the State of Georgia. Owner/Operators are not allowed to "act" as the contractor when permitting structural, electrical, plumbing, HVAC, solar panel or low voltage work. Cosmetic work such as painting, minor maintenance, and floor covering replacement typically does not require a licensed contractor or permitting. Always check with the Building Department before beginning any work.

If a building or tenant space has been vacant for a period of six months or more a new certificate of occupancy must be issued. Changes in occupancy classification will require a certificate of occupancy. A certificate of occupancy is not required for buildings or tenant spaces that have **not** changed classification and have **not** been vacant for a period of six months.

Applications can be obtained from City Hall or online at www.socialcircle.com/zoningandpermits.

Restaurants in new and existing structures with an occupant load of 300 or more persons or 100 or more persons in buildings where alcoholic beverages are served fall under the jurisdiction of the State Fire Marshal.

Sealed and signed construction drawings must be submitted to the state for approval prior to the issuance of a permit from the City. The state reviews plans for Fire and Life Safety and does not negate the plan review of the building and mechanical systems by the City. One (1) set stamped by the state must be submitted along with the required applications for permits.

1. Complete the required applications and submit the following construction documents:
 - a. Contractors' state, driver's and business license. (General and all trades)
 - b. Completed letter of compliance.
 - c. Four (4) sets of construction drawings. At least a floor plan and life safety plan is required for existing buildings or tenant spaces. Depending on the scope of work, drawings may be required for plumbing, electrical and HVAC work. Restaurants are A-3 assembly occupancies and must be professionally drawn and bear the seal and handwritten signature of the responsible engineer and/or architect registered in the State of Georgia.
 - d. Letter of approval for food service from the Walton County Environmental Health Department.
2. Applications, drawings and documents will be reviewed within 15 business days of being received by the Building Official and if approved, fees will be assessed and the permit processed. A pre-construction meeting will be held with the Building Official and Fire Official at which time the fees will be collected and the permit issued. In the event that the applications, drawings and documents are not approved, all submitted documents will be returned for correction and the submittal process starts over.
3. Work may commence once the required permits have been issued. The contractor is responsible for requesting inspections and scheduling site visits with the Building Official. Inspections that are requested by 4:00pm will be performed the following day. All work must be complete and ready for inspection prior to requesting inspection. Incomplete work will result in a failed inspection and a \$75.00 re-inspection fee will be assessed and is payable prior to requesting re-inspection.
4. Required inspections will be discussed during the pre-construction meeting. The General Contractor will need to provide a production schedule with approximate dates of completion for the various works taking place and a completion date for the project as a whole.
5. A Certificate of Occupancy will be issued at the completion of the project. All inspections required by the State Fire Marshal and the Walton County Environmental Health Department shall be performed prior to scheduling a final inspection from the City. A copy All work shall be 100% complete and meet the applicable codes as required by the Building Official. Once the certificate has been obtained by the owner/operator, it shall be displayed in a prominent place and the building and/or tenant space may be occupied.

Certificate of Occupancy Flow Chart

