



Building Permit Guidelines

Permit Applications must include at a minimum:

- Building plan - 2 copies (attach site plan with each copy)
- Site plan - 2 copies prepared by a registered surveyor. Site plan shall show location of structure and dimensional requirements.
- Contractors licenses
- Application and fees

Plan Submittals

DRAWINGS AND SPECIFICATIONS

REQUIREMENTS - - Two 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 the application for a permit. 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 the construction codes. Such information shall be specific, and the construction codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used, as a substitute for specific information. All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design.

DESIGN PROFESSIONAL - - The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to said drawings, specifications and accompanying data, for the following:

1. All Group A, E, and I occupancies.
2. Buildings or Structures three stories or more high.
3. Buildings and structures 5,000 sq. ft. or more in area.

For all other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered.

EXCEPTION- Single-family dwellings (R-3 occupancy), regardless of size, shall require neither a registered architect nor engineer, nor a certification that an architect or engineer is not required.

TITLE PAGE – The cover page of the architectural plans must include all necessary and critical data for completing a thorough plan review. This page must include all owners’ information, all contractors’ information, and all project information. The project information must include:

1. Scope (description) of work.
2. All applicable construction code editions.
3. Construction Type, Use, and Occupancy Classification.
4. Square footage of each floor and basement areas.
5. Number of floors.
6. Allowable occupant load and required number of exits.
7. Zoning classification.
8. Indicate whether building is sprinklered or non-sprinklered.
9. Original stamp, date and signature from the design professional.
10. Page index.

REVIEW TIME FRAME (review times may vary based on work load)

Residential – 2 to 5 days

Commercial – 7 to 10 day

Industrial – 7 to 10 days

CODES ADOPTED

It is the intent of the City of West Point to enforce the latest edition of the following Georgia State Minimum Standard Codes, as adopted and amended by the Georgia Department of Community Affairs:

- ✓ Georgia State Minimum Standard Building Code
- ✓ Georgia State Minimum Standard One and Two Family Dwelling Code
- ✓ Georgia State Minimum Standard Fire Code
- ✓ Georgia State Minimum Standard Plumbing Code
- ✓ Georgia State Minimum Standard Mechanical Code
- ✓ Georgia State Minimum Standard Gas Code
- ✓ Georgia State Minimum Standard Energy Code
- ✓ Georgia State Minimum Standard Electrical Code

CONTACT

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