
**PAULDING COUNTY COMMUNITY DEVELOPMENT
NON-RESIDENTIAL & MULTIFAMILY BUILDING PERMIT
CERTIFICATE OF OCCUPANCY APPROVALS**

**Signature & date from the following departments (#1-5) and Fire Marshal report (#6)
must be obtained prior to scheduling a final inspection.**

1. DEPARTMENT OF TRANSPORTATION: _____

Fees Paid: _____ Date: _____

2. PLANNING & ZONING: _____

Fees Paid: _____ Date: _____

3. SITE IMPROVEMENTS: _____

Community Development / Development Division

Fees Paid: _____ Date: _____

4. ENVIRONMENTAL HEALTH: _____

Septic / Food Service Permit

Fees Paid: _____ Date: _____

5. WATER SYSTEM: _____

Fees Paid: _____ Date: _____

6. FIRE INSPECTOR: Fire Marshal report must be attached with this sheet and submitted to the Permit Office prior to scheduling the Final Inspection.

Once all 5 signatures and the Fire Marshal report are obtained, please present with one copy of the approved plans in digital format (PDF) on CD/DVD to the Building & Permitting Division to request final inspection.

**PAULDING COUNTY COMMUNITY DEVELOPMENT
NON-RESIDENTIAL & MULTIFAMILY BUILDING PERMIT PROCEDURE**

Administration Building, 1st Floor, 240 Constitution Boulevard, Dallas, GA 30132

Office #770-443-7571 * Inspections #770-505-1398 * commdevpermits@paulding.gov * www.paulding.gov

PURPOSE: To ensure that the proper building standards are being utilized by obtaining the necessary signatures from each respective division. Upon completion of the plan review process and submittal of a completed application, the Building & Permitting Division Office (1st floor of the Administration Building) will issue the building permit (office hours 8:00 a.m. – 5:00 p.m.).

COMMUNITY DEVELOPMENT (Planning & Zoning)
Administration Building, 2nd Floor
770-443-7601, Signature #1 (#2 on Certificate of Occupancy)

TAX COMMISSIONERS DEPARTMENT
Administration Building, 3rd Floor
770-443-7581, Signature #5

GIS/ADDRESSING DEPARTMENT
Administration Building, 3rd Floor
770-505-1365, Signature #2

PAULDING COUNTY FIRE DEPT. (Inspection Division)
165 North Johnston Street, Dallas, GA, 30132
678-383-3426, Signature #6 (#6 on Certificate of Occupancy)

DEVELOPMENT DIVISION (Formerly Engineering)
Administration Building, 1st Floor
770-443-7571, Signature #3 (#3 on Certificate of Occupancy)

DEPARTMENT OF TRANSPORTATION
Administration Building, 1st Floor
770-443-7568, Signature #7 (#1 on Certificate of Occupancy)

STATE ENVIRONMENTAL HEALTH DEPARTMENT
Administration Building, 1st Floor
770-443-7877, Signature #4 (#4 on Certificate of Occupancy)

WATER SYSTEM
Engineering Division, Administration Building, 2nd Floor
770-222-6850 Signature #8 (#5 on Certificate of Occupancy)

NON-RESIDENTIAL & MULTIFAMILY BUILDING PLAN REVIEW

Before issuance of a building permit for construction of a non-residential or multifamily building project in Paulding County, plans must be submitted, reviewed, and approved. The purpose of the review is to ensure all requirements for construction are being met. Contact Building & Permitting Division for further details of plan review process and associated fees.

SIGNS

- Planning & Zoning Division Sign Review Application must be approved prior to applying for a building permit for a sign.
- Permit is required for billboard, pylon, and monument/wall signs only, but all signs must conform to Article XII – SIGNS of the Paulding County Zoning Ordinance.
- Depending on the type of sign, most signatures will not be needed from the commercial building approval sheet. Staff in the Community Development Department (Administration Building, 2nd Floor) will make the determination after reviewing the plans.
- For all signs, applicant must provide architectural drawings as required for plan review that are signed and sealed by a licensed Georgia engineer (MUST INCLUDE FOOTINGS / ANCHOR DETAIL).
- Must be designed to the current wind load standards if freestanding.

RETAINING WALLS

- Retaining walls over four feet high must be engineered and permitted.
- Retaining walls over six feet high require certification from an engineer that the wall was constructed in accordance with the approved construction plans.