



4385 PECAN STREET  
P.O. BOX 39  
LOGANVILLE, GA 30052  
PHONE 770-466-2633  
FAX 770-554-5556

# **COMMERCIAL CONSTRUCTION INFORMATION PACKET**

## **Building Plans**

Submit 4 sets of plans to the Planning & Development Department to be reviewed by the Fire Marshall, Planning and Development and WQC (Water Quality Control when applicable.) Plan review and Fire fees must be paid at time of submittal. Two CD's of approved plans in PDF format are required at time of permitting.

Once plans are approved, the building official will stamp as “*Reviewed for Generally Conformity to Building Construction Standards.*” One set shall be returned to the applicant and kept on the work site for inspection by the building official or authorized representative.

## **Construction Codes adopted by the City of Loganville:**

|  |   |
|--|---|
| International Building Code            | 2006 Edition                                  |
| International Fuel Gas Code            | 2006 Edition                                  |
| International Mechanical Code          | 2006 Edition                                  |
| International Plumbing Code            | 2006 Edition                                  |
| National Electric Code                 | 2011 Edition                                  |
| International Fire Code                | 2006 Edition                                  |
| International Energy Conservation Code | 2009 Edition                                  |
| International Residential Code         | 2006 Edition (excl. plumbing and electrical); |
| Life Safety Code                       | 2000 Edition NFPA 101                         |
| American Disabilities Act              | 1990 Edition                                  |
| International Existing Building Code   | 2006 Edition                                  |
| National Green Building Standards      | 2008 Edition                                  |

## **Required Documents for Commercial Building Permit Applications**

- Building permit application (see attached schedule for fees.)
- Subcontractor fees are paid by the applicant. Completed affidavits must be submitted before inspections are called in. (NO FAXES ACCEPTED; ORIGINAL SIGNATURES ARE REQUIRED)
  - Contractor No Fee Submit Affidavit with State, Business & Drivers License
  - Electrical \$50.00 Submit Affidavit with State, Business & Drivers License
  - Mechanical \$50.00 Submit Affidavit with State, Business & Drivers License
  - Plumbing \$50.00 Submit Affidavit with State, Business & Drivers License
- Builder's Pre-construction form
- Restaurants are required to contact the Health Department in the county the business is located (Walton/Gwinnett County)
- Hood Suppression Plans and Fire Sprinkler Plans must be submitted for approval.
- Two checks are required for payment of fees:
  - Check with the total of all water, sewer and capital recovery fees
  - Check with building permit fees
- Backflow clean-out for new construction and damage to ARM (Automatic Read Meters) form
- All Medical Offices require the installation of an RPZ Valve
- All commercial water meters require a testable backflow

- Commercial Erosion Control form
- Notice of Intent (Primary Permittee, Secondary Permittee or Tertiary Permittee)
- A deposit must be paid to Utility Billing prior to the installation of a water meter.

### **Permit Cards**

Permit cards must be posted and visible from the street during construction. BMP's (Best Management Practices) must remain in place until the landscape is complete.

### **Inspections**

Call Planning & Development at 770-466-2633 for inspections. A \$50.00 re-inspection fee will be charged if work is not complete when the inspector arrives. This fee must be paid before the re-inspection is scheduled.

### **Fire Hydrant Meters Required**

**Do not connect to a City Fire Hydrant without a permit. Citations will be issued if caught without a permit.** Meters are issued at the Planning & Development Department located at 4385 Pecan Street. A \$700.00 deposit is required. Meters must be brought to the Planning & Development office on the first of each month to be read. C.O.'s will not be issued until water usage is paid.

### **Sprinkler Meters (Irrigation)**

A separate meter may be purchased from the City of Loganville for lawn irrigation. This meter will calculate water usage only. Minimum fees apply each month and cover the first 2,000 gallons of water used. Additional fees are calculated after the first 2,000 gallons. WQC (Water Quality Control) will deliver and set the meter. The property owner is responsible for connecting the meter to the irrigation system.

### **Dumpsters**

All solid waste/garbage containers must be obtained through the City of Loganville. Call Utility Billing at 770-466-1165 for route information and to schedule a container.

### **Signs**

All signs are regulated by the City of Loganville's Sign Ordinance. The Sign Ordinance is located on Municode at [www.municode.com](http://www.municode.com) or can be obtained at the City of Loganville Planning & Development Department for a charge of .25 cents per page. Before an applicant purchases or installs any sign, contact the Planning & Development at 770-466-2633 for size and locations that are permitted and any applicable fees.

### **City Ordinances**

All Ordinances for the City can be viewed at [www.municode.com](http://www.municode.com) or a hard copy can be obtained from the City of Loganville Planning & Development Department for a charge of .25 cents per page.

**Schedule Of Fees  
Planning and Development  
Effective Date: August 18, 2011**

**Administration**

|                                  |   |   |
|----------------------------------|---|---|
| <b>Annexation</b>                | 300.00  |   |
| <b>De-Annexation</b>             | 300.00  |   |
| <b>Re-Zoning</b>                 | 500.00  |   |
| <b>Special Use</b>               | 500.00  |   |
| <b>Major Variance</b>            | 500.00  | First   |
|                                  | 100.00  | Each Additional at Same Time on Same Property |
| <b>Administrative Variance</b>   | 100.00  | Each  |
| <b>Zoning Certification</b>      | 25.00   | Each Property                                 |
| <b>Appeal/Waiver to Council</b>  | 200.00  |   |
| <b>Photocopies</b>               | 0.25  | Per Sheet of Paper                            |
| <b>Permit Card Replacement</b>   | 10.00   |   |
| <b>Unauthorized Work Penalty</b> | 3 x the Permit Fee                                |   |
| <b>Permit Renewal Lapse</b>      | 25 % of Original Permit Fee with a 100.00 Minimum |   |

**Re-Inspection**

|  |        |                                  |
|--|--------|----------------------------------|
| <b>1<sup>st</sup> and 2<sup>nd</sup></b> | 25.00  | Single Family                    |
|  | 50.00  | Multi-Family and Non-Residential |
| <b>3<sup>rd</sup> or More</b>            | 50.00  | Single Family                    |
|  | 100.00 | Multi-Family and Non-Residential |

**Certificate of Occupancy**

|                      |       |
|----------------------|-------|
| <b>Change In Use</b> | 50.00 |
| <b>Replacement</b>   | 15.00 |

**Residential Construction**

|                           |       |                                       |
|---------------------------|-------|---------------------------------------|
| <b>1 and 2 Family</b>     |       |                                       |
| <i>Plan Review</i>        | 25.00 |                                       |
| New Construction/Addition | 0.35  | Per Square Foot with a 100.00 Minimum |
| Remodel/Restore           | 0.25  | Per Square Foot with a 50.00 Minimum  |
| Re-Roof                   | 25.00 |                                       |
| Electrical                | 25.00 |                                       |
| Plumbing                  | 25.00 |                                       |
| HVAC                      | 25.00 |                                       |
| Gas                       | 25.00 |                                       |
| Low Voltage               | 25.00 |                                       |
| Accessory Building        | 0.15  | Per Square Foot with a 25.00 Minimum  |

**Residential Water and Sewer Connection Fees**

|                         |          |
|-------------------------|----------|
| <b>Sewer Connection</b> | 4,500.00 |
| <b>Water Connection</b> | 2,550.00 |
| <b>Irrigation Meter</b> | 500.00   |

**Commercial/Multi-Family/Institutional/Industrial**

|                            |   |
|----------------------------|---|
| Plan Review                | 50 % of Permit Fee                              |
| New Construction/Addition  | 0.007 x Declared Value With a Minimum of 250.00 |
| Remodel/Interior Finish    | 0.004 x Declared Value with a Minimum of 150.00 |
| Re-Roof                    | 50.00   |
| Electrical                 | 50.00   |
| Plumbing                   | 50.00   |
| HVAC                       | 50.00   |
| Gas                        | 50.00   |
| Low Voltage                | 50.00   |
| <b>Accessory Structure</b> | <b>0.30 x Square Feet with a 50.00 Minimum</b>  |

**Development/Land Disturbance**

|                                    |        |                                |
|------------------------------------|--------|--------------------------------|
| <b>Land Disturbance</b>            | 10.00  | Per Acre with a 100.00 Minimum |
| <b>Site Development Permit</b>     |        |                                |
| Single Family Residential          | 45.00  | Per Lot                        |
| Multi-Family Residential           | 25.00  | Per Unit                       |
| Commercial /Institutional          | 250.00 | Per Acre with a 250.00 Minimum |
| Industrial                         | 400.00 | Per Acre with a 400.00 Minimum |
| <b>NPDES</b>                       | 40.00  | Per Acre or More               |
| <b>Driveway</b>                    | 25.00  |                                |
| <b>Engineer Review<sup>1</sup></b> |        |                                |
| Single-Family Residential          | 575.00 | Plus 10.00 Per Lot             |
| Multi-Family Residential           | 575.00 | Plus 10.00 Per Unit            |
| Non-Residential < 1 Acre           | 575.00 |                                |
| Non- Residential 1 – 5 Acres       | 775.00 |                                |
| Non- Residential 5+ Acres          | 775.00 | Plus 25.00 Per Acre            |
| <b>City Review</b>                 | 400.00 |                                |
| <b>Final Plat Review</b>           |        |                                |
| Engineer                           | 475.00 |                                |
| City                               | 200.00 |                                |
| <b>Exemption Plat Review</b>       |        |                                |
| Residential                        | 10.00  | Per Lot                        |
| Non-Residential                    | 75.00  | Per Lot                        |
| <b>Permit Extension</b>            | 100.00 | Three (3) Months               |

<sup>1</sup> Includes 1<sup>st</sup> and 2<sup>nd</sup> Review; 3<sup>rd</sup> or More Review or Revision is 100.00 Each

**Commercial Sewer Connection Fees**

|                                |          |                                |
|--------------------------------|----------|--------------------------------|
| <b>Retail Space</b>            | 500.00   | Per 1,000 Square Feet Plus "A" |
| <b>Office Space</b>            | 625.00   | Per 1,000 Square Feet Plus "A" |
| <b>Restaurant</b>              | 220.00   | Per Seat Plus "A"              |
| <b>Beauty/Barber Shop</b>      | 1,200.00 | Per Wet Chair Plus "A"         |
| <b>Car Wash</b>                | 700.00   | Per Bay Plus "A"               |
| <b>Laundry/Laundromat</b>      | 1,400.00 | Per Machine Plus "A"           |
| <b>Church/Theater</b>          | 25.00    | Per Seat Plus "A"              |
| <b>School/Daycare Center</b>   | 45.00    | Per Student Plus "A"           |
| <br>                           |          |                                |
| <b>Warehouse</b>               | 125.00   | Per 1,000 Square Feet Plus "A" |
| <b>Motel/Hotel</b>             | 350.00   | Per Unit Plus "A"              |
| <b>Hospital/Nursing Home</b>   | 450.00   | Per Bed Plus "A"               |
| <b>Personal Care/Dormitory</b> | 450.00   | Per Bed Plus "A"               |
| <b>Industrial</b>              | 6.00     | Per Gallon per Day             |
| <b>Gas Station</b>             | 1,000.00 | Per Pump Plus "A"              |
| <br>                           |          |                                |
| <b>Minimum Commercial Fee</b>  | 3,500.00 | Plus "A"                       |

**"A" = Meter Fee**

|                    |          |
|--------------------|----------|
| ¾ and 1 Inch Meter | 1,200.00 |
| 2 Inch Meter       | 1,500.00 |
| 4 Inch Meter       | 3,600.00 |
| 6 Inch Meter       | 5,000.00 |

**Commercial Water and Fire Sprinkler Connection Fees**

|                    |           |
|--------------------|-----------|
| ¾ and 1 Inch Meter | 3,200.00  |
| 2 Inch Meter       | 4,800.00  |
| 3 Inch Meter       | 12,000.00 |
| 4 Inch Meter       | 15,000.00 |
| 6 Inch Meter       | 20,000.00 |
| Irrigation Meter   | 500.00    |

**Other Permits**

|                                       |        |   |
|---------------------------------------|--------|---|
| <b>Manufactured Home</b>              | 150.00 |   |
| <br>                                  |        |   |
| <b>Temporary Construction Trailer</b> | 150.00 |   |
| <br>                                  |        |   |
| <b>Pool</b>                           |        |   |
| Above Ground                          | 50.00  |   |
| In Ground                             | 150.00 |   |
| <br>                                  |        |   |
| <b>Porch/Deck/Ramp</b>                |        |   |
| Open                                  | 0.10   | Per Square Foot with a Minimum of 25.00 |
| Enclosed                              | 0.25   | Per Square Foot with a Minimum of 25.00 |
| <br>                                  |        |   |
| <b>Demolition</b>                     | 0.05   | Per Square Foot with a Minimum of 50.00 |

**Signs**

|                       |        |   |
|-----------------------|--------|---|
| Banner                | 25.00  |   |
| 1 - 75 Square Feet    | 125.00 | * |
| 76 – 100 Square Feet  | 275.00 | * |
| 101 – 150 Square Feet | 425.00 | * |
| 151 – 200 Square Feet | 575.00 | * |
| Free Standing Sign 2  | 75.00  |   |

\* All Lighted Signs Require a 50.00 Electrical Permit

## CAPITAL RECOVERY FEE

By Meter Size for Each System

| <b>Water Meter Size</b> | <b>BME Factor</b> | <b>Water System</b> | <b>Sewer System</b> | <b>Water &amp; Sewer</b> |
|-------------------------|-------------------|---------------------|---------------------|--------------------------|
| 3/4 Inch                | 1.000             | \$1,216.09          | \$1,712.27          | \$2,928.36               |
| 1 Inch                  | 1.667             | \$2,026.82          | \$2,853.79          | \$4,880.61               |
| 1 1/2 Inch              | 3.333             | \$4,053.63          | \$5,707.57          | \$9,761.20               |
| 2 Inch                  | 5.333             | \$6,485.81          | \$9,132.12          | \$15,617.93              |
| 3 Inch                  | 10.000            | \$12,160.90         | \$17,122.72         | \$29,283.62              |
| 4 Inch                  | 20.000            | \$24,321.79         | \$34,245.44         | \$58,567.23              |
| 6 Inch                  | 33.333            | \$40,536.32         | \$57,075.74         | \$97,612.06              |
| 8 Inch                  | 53.333            | \$64,858.11         | \$91,321.18         | \$156,179.29             |
| 10 Inch                 | 76.667            | \$93,233.53         | \$131,274.19        | \$224,507.72             |