



## BUILDING PERMIT REQUIREMENTS FOR COMMERCIAL PROJECTS IN THE CITY OF WAYNESBORO

1. Contractors must have an **ACTIVE** State of Georgia License (RL or GC) for the work performed and a current **BUSINESS** license from within the State of Georgia.
2. Contractors must furnish evidence of adequate, and **UP-TO-DATE** general liability insurance coverage with The City of Waynesboro listed as the Certificate Holder.
3. Each sub-contractor must be listed with their license number, and must provide proof of general liability insurance before a permit can be issued.
4. Unless the person making the permit purchase is on the business license, we will have to have a company check or credit card. Only the individual (s) listed on the business license may purchase a permit.
5. Business owners, as required by Georgia law, must have a contractor to obtain the building permit.
6. Projects within the City limits require zoning approval from the Community Development Director, Trinetta Skinner at 706-554-8600 or [tskinner@waynesboroga.com](mailto:tskinner@waynesboroga.com).
7. If the work to be performed is within the **HISTORIC DISTRICT** and includes ANY exterior work, we will require a **CERTIFICATE of APPROPRIATENESS (COA)** from the Down Town Development Director, Don Lively at 706-554-8018 or [dlively@waynesboroga.com](mailto:dlively@waynesboroga.com).
8. Persons applying must submit a City of Waynesboro Affidavit of Public Benefit.
9. Building permits must be obtained **before** commencing work and displayed on the job site out of the weather. (Example Doc Box).
10. Contractors are required to submit **3 sets of drawings and 1 electronic set** for approval. Commercial plan review is 1-2 weeks. Once the plans are approved we will notify you when to pick them and the permit up.
11. All projects will require a dimensional drawing outlining the work and may require an Architect stamp.
12. Building signage requires a separate permit and fee. The sign contractor is required to submit 1 electronic set of drawings for approval.
13. Inspections must be called in **24 hours** in advance and be conducted prior to completion of work. Contractors must be present for the inspection.
14. A Storm Water review, if needed, is \$1,500.00 minimum.
15. Commercial permits \$300.00 and under are non-refundable.

These requirements are intended to notify property owners and contractors of general requirements and are not intended to supersede City Ordinances or laws of the State of Georgia. If you have any questions about construction projects or building permits in the City of Waynesboro, please contact the Planning and Development office at 706-554-8006 or John McDaniel at 706-871.8298 or [jmcdaniel@waynesboroga.com](mailto:jmcdaniel@waynesboroga.com).



City of Waynesboro  
Planning & Development  
Application for Building Permit

Name of Applicant: \_\_\_\_\_ Phone: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Name of Business / Owner \_\_\_\_\_

Job Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

Type of Work to Be Performed: \_\_\_\_\_

Are you the Contractor or the Owner? \_\_\_\_\_ Rental Property? Y N

Valuation of Work: \_\_\_\_\_ Date: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

License # \_\_\_\_\_ General Liability Insurance:  Yes  No

Electrical Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

License # \_\_\_\_\_ General Liability Insurance:  Yes  No

Mechanical Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

License # \_\_\_\_\_ General Liability Insurance:  Yes  No

Plumbing Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

Address \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_

License # \_\_\_\_\_ General Liability Insurance:  Yes  No

**To Be Completed by the Building Official:**

Date Completed Application Received: \_\_\_\_\_  **Approved**  **Disapproved**

**Conditions and Requirements of Approval:** \_\_\_\_\_

**Historic District** Yes \_\_\_\_\_ No \_\_\_\_\_

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• 628 Myrick Street • Waynesboro, GA 30830 • 706554-8006 Fax 706-554-8981 • www.waynesboroga.com

CITY OF WAYNESBORO  
AFFIDAVIT VERIFYING STATUS FOR CITY PUBLIC BENEFIT

By executing this affidavit under oath, as an applicant for an Occupational Tax Certificate as referenced in O.C.G.A. § 50-36-1, from the City of Waynesboro, the undersigned applicant verifies one of the following with respect to my application for a public benefit:

- 1) \_\_\_\_\_ I am a United States citizen.
- 2) \_\_\_\_\_ I am a legal permanent resident of the United States.
- 3) \_\_\_\_\_ I am a qualified alien or non-immigrant under the Federal Immigration and Nationality Act with an alien number issued by the Department of Homeland Security or other federal immigration agency.

My alien number issued by the Department of Homeland Security or other federal immigration agency is: \_\_\_\_\_.

The undersigned applicant also hereby verifies that he or she is 18 years of age or older and has provided at least one secure and verifiable document, as required by O.C.G.A. § 50-36-1(e)(1), with this affidavit.

The secure and verifiable document provided with this affidavit can best be classified as:  
\_\_\_\_\_.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § 16-10-20, and face criminal penalties as allowed by such criminal statute.

Executed in \_\_\_\_\_ (city), \_\_\_\_\_ (state).

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name of Applicant

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC  
My Commission Expires:



# City of Waynesboro Planning & Development Building Permit Fees

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## Building Permits and Inspections

General Building Permits including normal inspections for new construction, additions and renovations, carports, garages, and out buildings, churches, commercial roofing and sign projects. All projects are charged based on the value of the project listed below. Residential structures are valued based on a rate of \$75 per sf under roof.

- Less than \$1,000 when no inspection is Required No Fee
- \$1,000 and up \$100 for the first \$1,000 of project cost plus \$5 for each additional \$1,000
- Demolition Permit \$75.00
- Residential Roofing Permit \$75.00
- Commercial Roofing Permit General Building Permit Fee
- HVAC Equipment Change-out Permit \$75.00
- Electrical Inspection General Building Permit Fee
- Electrical Service Change-out Panel, Service cable or meter \$75.00
- Plumbing Repair Permit \$75.00
- Manufactured Home Permit General Building Permit Fee
- Re-Inspections for code violations \$50.00
- Pre- Planning Life Safety Inspections No Fee
- Life Safety or Fire Re-Inspections for Violations, third visit 30days \$50.00
- Life Safety or Fire Re-Inspections for Violations, fourth visit 30days \$150.00
- Stormwater Management Plan Review Actual cost of review by professional Consulting Engineer
- Sign Permit General Building Permit Fee
- Well Permit \$75.00
- Certificate of Occupancy Inspection, Not associated with and Occupational Tax Inspection \$75.00
- Miscellaneous Inspection \$75.00
- Additional Cost of Work Commenced without a permit Doubled Fee, Subject to Fine

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