

Chapter 42—Other Permits and Applications

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§42.010 Purpose and Intent

The purpose of this Chapter is to provide guidance to applicants related to development procedures in the City of Newnan beyond the scope of this Ordinance. Such processes have an interdependency with the provisions of this Ordinance and shall be followed as governed by the provisions of this chapter and the applicable codes or ordinances that apply to each process specifically.

§42.020 Jurisdiction and Authority

The authority to grant administrative approvals as provided by this Chapter has been conferred to staff agencies by official action of the City Council of the City of Newnan, Georgia.

§42.030 Definitions Referenced

The definitions of certain terms referenced in this Chapter are set forth in Chapter 3, "Definitions", of this Ordinance, as amended.

§42.040 Residential Development Procedures

The following procedures shall be followed when developing residential property:

1. Zoning Determination

The applicant shall consult with the Planning and Zoning Department to determine if the property in question is zoned properly for the intended use and if the site meets all of the dimensional and other criteria necessary to establish the proposed use on that particular site. At a minimum, the applicant should determine at this stage:

- a. Whether a variance will be required. If so, application should be made at this time and approval secured prior to any other action pursued.
- b. If conditional use approval is required. If so, application should be made at this time and approval secured prior to any other action pursued.
- c. If a special exception is required. If so, application should be made at this time and approval secured prior to any other action pursued.
- d. Whether any other special requirements related to the particular use are applicable. If so, the applicant should be made aware of these requirements before other action pursued.

2. Subdivision of Land (If Necessary)

The applicant should consult with the Planning and Zoning Department if subdivision of a property is desired. The provisions of the City's Development Regulations shall apply to all land subdivision.

3. Site Development Plans Review

The applicant should consult with the City Engineer, Landscape Architect, and Planning Director regarding site development plans review. The provisions of Chapter 45, "Site Development Plans Review" of this Ordinance shall apply to all such plans review.

4. Secure Site Preparation Permit

After approval of the site development plans, the applicant shall obtain a Site Preparation Permit from the Building Official as described in Chapter 42, §42.060 of this Ordinance.

5. Secure Land Disturbing Activity Permit (If Necessary)

After field inspection and approval of the erosion control and tree protection measures, if a Land Disturbing Activity Permit is necessary, the applicant shall obtain a permit from the Building Official as described in Chapter 42, §42.070 of this Ordinance. In most situations, a Land Disturbing Activity permit is not required for construction of a single family residence.

6. Secure Building Permit

The applicant shall obtain a permit from the Building Official as described Chapter 42, §42.080 of this Ordinance.

7. Follow Procedures Required Under Building Permit

The applicant shall be obligated to meet all of the requirements for building construction required by the building permit process including requesting timely inspections.

8. Secure Certificate of Occupancy

The applicant shall obtain a Certificate of Occupancy prior to building occupancy from the Building Official as described in Chapter 42, §42.090 of this Ordinance.

§42.050 Non-Residential and Multi-Family Development Procedures

The following procedures shall be followed when developing non-residential or multi-family property:

1. Zoning Determination

The applicant shall consult with the Planning and Zoning Department to determine if the property in question is zoned properly for the intended use and if the site meets all of the dimensional and other criteria necessary to establish the proposed use on that particular site. At a minimum, the applicant should determine at this stage:

- a. Whether a variance will be required. If so, application should be made at this time and approval secured prior to any other action pursued.
- b. If conditional use approval is required. If so, application should be made at this time and approval secured prior to any other action pursued.

- c. If a special exception is required. If so, application should be made at this time and approval secured prior to any other action pursued.
 - d. Whether any other special requirements related to the particular use are applicable. If so, the applicant should be made aware of these requirements before other action pursued.
2. Subdivision of Land (If Necessary)

The applicant should consult with the Planning and Zoning Department if subdivision of a property is desired. The provisions of the City's Development Regulations shall apply to all land subdivision.
 3. Site Development Plans Review

The applicant should consult with the City Engineer, Landscape Architect, and Planning Director regarding site development plans review. The provisions of Chapter 45, "Site Development Plans Review" of this Ordinance shall apply to all such plans review.
 4. Secure Site Preparation Permit

After approval of the site development plans, the applicant shall obtain a Site Preparation Permit from the Building Official as described in Chapter 42, §42.060 of this Ordinance.
 5. Secure Land Disturbing Activity Permit

After field inspection and approval of the erosion control and tree protection measures, the applicant shall obtain a permit from the Building Official as described in Chapter 42, §42.070 of this Ordinance.
 6. Secure Building Permit

The applicant shall obtain a permit from the Building Official as described in Chapter 42, §42.080 of this Ordinance below.
 7. Follow Procedures Required Under Building Permit

The applicant shall be obligated to meet all of the requirements for building construction required by the building permit process including requesting timely inspections.
 8. Secure Certificate of Occupancy

The applicant shall obtain a Certificate of Occupancy prior to building occupancy from the Building Official as described in Chapter 42, §42.090 of this Ordinance.

§42.060 Site Preparation Permits

1. Purpose

The purpose of site preparation permits is to allow installation of the erosion control and tree protection devices prior to land disturbing activities.
2. Application for Permit

Site preparation permits may be obtained through the Building Official after approval of the site development plans.

3. Restrictions on Site Preparation

Issuance of a site preparation permit does not authorize the applicant to begin clearing, or any other land disturbing activity other than installation of the erosion control and tree protection devices. Only after installation of such devices, and approval from the City's Erosion Control Inspector and Landscape Architect, may the applicant apply for a Land Disturbing Activity or Building Permit.

4. Site Preparation Permit Fees

Site Preparation Permit fees shall be as established in the City of Newnan Fee Schedule. No permit shall be issued without payment of the applicable fee.

§42.070 Land Disturbing Activity Permits

1. Purpose

The purpose of Land Disturbing Activity Permits which are governed by the City of Newnan Code of Ordinances, is to allow grading and terrain alteration of a property in accordance with the approved site development plans

2. Application for Permit

Land Disturbing Activity Permits may be obtained through the Building Official after the City's Erosion Control Inspector and Landscape Architect have approved the field installed erosion control and tree protection devices. Land Disturbing Activity Permits can only be obtained after approval of the site development plans, issuance of the site preparation permit, and approval of the erosion control and tree protection devices. Application for a Land Disturbing Activity Permit may be made simultaneously with the application for a Site Preparation Permit, however, approval of the individual applications are separate matters that must follow specific procedures as listed in the above sections.

3. Restrictions on Land Disturbing Activity

Land Disturbing Activity shall be conducted in a manner which does not cause harm to the subject or adjacent properties due to excessive erosion, fire hazard, excessive stormwater runoff, or other potential physical hazard or nuisance. A Land Disturbing Activity Permit may be withheld at the discretion of the Building Official if any provision of this Ordinance is not met in full.

4. Land Disturbing Activity Permit Fees

Land Disturbing Activity Permit fees shall be as established in the City of Newnan Fee Schedule. No permit shall be issued without payment of the applicable fee.

§42.080 Building Permits

1. Purpose

The purpose of Building Permits which are governed by the City of Newnan Code of Ordinances and in compliance with the Georgia State Minimum Standards, is to allow the erection of a new building or structure or the addition or alteration of an existing building or structure. Specifically, a building permit is required for the construction, reconstruction, or demolition of a structure or any part of a structure, or to begin to excavate a structure, or to make any structural repairs, alterations, or additions to any structure.

2. Application for Permit

Building Permits may be obtained through the Building Official prior to any commencement of building activity. A Building Permit shall require the completion and submittal of an application along with the submittal of a site plan and building development plans. The Building Official shall review the permit application and related documents for conformity with applicable building code standards. When the Building Official feels that the application is complete and complies with all applicable standards for building construction, a permit may be issued.

3. Building Permit Required

It is illegal for any person to begin the construction, reconstruction, or demolition of a structure or any part of a structure, or to begin to excavate a structure, or to make any structural repairs, alterations, or additions to any structure, without obtaining a building permit from the Building Official. A Building Permit may be withheld at the discretion of the Building Official if any provision of this Ordinance is not met in full.

4. In applying to the Building Official for a building permit, the applicant shall submit a dimensioned sketch or scaled site plan indicating the shape, size, and location of the lot to be built upon and the shape, size, and location of the buildings already on the lot as well as the following:

- a. The layout of the proposed building or buildings
- b. The number of dwelling units the building is designed to accommodate, if any
- c. The setback lines of the buildings on adjoining lots
- d. Other such information concerning the lot or adjoining lots as may be required in determining whether the provisions of this Ordinance are met in full including the requirements for site plans as provided by Chapter 45, "Site Development Plans Review" of this Ordinance.

If the proposed excavation, filling, or construction is in conformity with the provisions of this Ordinance and other ordinances of the City of Newnan, Georgia, then in force, the Building Official shall be authorized to issue a building permit upon payment of the required fee. If a building permit is refused, the Building Official shall state such refusal in writing with the cause or reasons for refusal. Building permits must be used within six (6) months from date of issue. If no substantial progress on construction has been made in six (6) months after the permit has been issued, the permit shall be declared invalid and must be renewed. Record of applications and plots or plans shall be kept by the building official.

§42.090 Certificates of Occupancy

1. Purpose

The purpose of a Certificate of Occupancy or Certificate of Completion, governed by the City of Newnan Code of Ordinances and in compliance with the Georgia State Minimum Standards Code, is to allow the occupancy of a site, building or structure. A Certificate of Occupancy is required in advance of occupancy or use of:

- a. A building hereafter erected.
- b. A building hereafter altered so as to affect the front, side, or rear yards thereof or its height.

- c. A building or premises in which there is a change in use.
- d. A building altered in any way.

2. Certificate of Occupancy Required

It is illegal for any person to occupy or use any land, building, or structure or change the use of any land, building, or structure, without first obtaining a Certificate of Occupancy from the Building Official. A Certificate of Occupancy may be withheld at the discretion of the Building Official if any provision of this Ordinance is not met in full.

3. Procedure

Within three (3) business days after the request for a Certificate of Occupancy, a final inspection of the property in question shall be made. When the Building Official finds that the permit is complete and complies with all applicable provisions for occupancy, including approval by the City Engineer, Landscape Architect, and Planning Director that the site meets all requirements of the approved Development Plans and City Ordinances, a Certificate of Occupancy may be issued. A Certificate of Occupancy for a single family dwelling only requires the approval of the Building Official. A record of all Certificates of Occupancy shall be kept on file in the office of the Building Official and copies shall be furnished on request to any person having a proprietary interest in the building or land involved.