



Commercial and Multi-Family Review Procedures

Step 1 - Zoning Determination

Consult with the Planning and Zoning Department to determine if the property in question is zoned properly for the intended use or if any variances, special exceptions, or conditional use permits will be necessary.

Step 2 – Subdivision of Land (If Necessary)

If the property in question is to be subdivided into individual parcels, the applicant must follow the procedures as listed below:

1. Preliminary Plat – Submit two regular size and fourteen small size (preferably 8.5” x 11”) copies of the preliminary subdivision plat to the Planning Department. Plats must be presented by the 15th day of the month to be considered during the next months Planning Commission Meeting. Consult Planning Department for more information. (Fee Required)
2. Improvement Plan – After approval of the preliminary plat, applicant may proceed to submit 4 copies of the improvement plans to the Engineering Department. Improvement plans include soil erosion plans, grading plans, tree preservation and landscape plans, street plans, and utility plans. Consult City Engineer and Landscape Architect for more information.
3. Land Disturbance Permit – After approval of the improvement plans, the applicant may proceed to apply for a land disturbance permit. Applicants are required to present a copy of their Georgia Business License. Upon application for a land disturbance permit, the applicant will receive a site preparation permit to proceed with installation of soil erosion control measures. After inspection and approval of the soil erosion control measures, the grading permit will be issued. (Fee Required)
4. Installation of Improvements – After receiving the land disturbance permit, the applicant may proceed to install improvements per the approved plans. The applicant is encouraged to schedule frequent inspections so that the number of repairs is minimized. Contact the following departments for inspections:
 - a. Beautification Department – Tree Preservation and Landscaping
 - b. Building Department – Soil Erosion Control
 - c. Engineering Department – Drainage Structures
 - d. Street Department – Streets and Sidewalks
 - e. Newnan Utilities – Water and Sewer
5. Final Plat – After installation of improvements, the applicant may proceed to submit two regular size and fourteen small size (preferably 8.5” x 11”) copies of the final subdivision plat to the Planning Department. Plats must be presented by the 15th day of the month to be considered during the next months Planning Commission Meeting. Consult Planning Department for more information. (Fee Required)
6. Request for Street Acceptance (If Applicable) – After approval by the Planning Commission, the applicant may proceed to submit two mylar and 4 blue-line copies of the approved final plat, transfer deeds, title opinion, and maintenance bond to the Planning Department. This information must be presented at least two weeks prior to a scheduled City Council Meeting. Once the City Council has accepted the streets, the plat will be signed by appropriate City Officials and filed in the Office of the Superior Clerk. (Recording Fee Required)

Step 3 –Site Plan for Individual Lots

Specific layout and design for individual lots is required to obtain the necessary building permits. The procedure is as follows:

1. Improvement Plan – The applicant must submit 4 copies of the improvement plans to the Engineering Department. Improvement plans include soil erosion plans, grading plans, tree preservation and landscape plans, street plans, and utility plans. Consult City Engineer and Landscape Architect for more information.
7. Land Disturbance Permit – After approval of the improvement plans, the applicant may proceed to apply for a land disturbance permit. Applicants are required to present a copy of their Georgia Business License. Upon application for a land disturbance permit, the applicant will receive a site preparation permit to proceed with installation of soil erosion control measures. After inspection and approval of the soil erosion control measures, the grading permit will be issued. (Fee Required)
2. Installation of Improvements – After receiving the land disturbance permit, the applicant may proceed to install improvements per the approved plans. The applicant is encouraged to schedule frequent inspections so that the number of repairs is minimized. Contact the following departments for inspections:
 - a. Beautification Department – Tree Preservation and Landscaping
 - b. Building Department – Soil Erosion Control
 - c. Engineering Department – Drainage Structures
 - d. Street Department – Streets and Sidewalks
 - e. Newnan Utilities – Water and Sewer
3. Building Permits – Application for a building permit can be made after approval of the improvement plans. Building Plans may be submitted for review prior to approval of improvement plans but application for the building permit cannot be made before approval of the improvement plans. Two copies of building plans are required to be submitted to the Building Department. Applicants are required to present a copy of their Georgia Business License. For projects requiring review by State Fire Marshall, plans must be approved by the Fire Marshall prior to making application for a building permit. For projects with approved improvement plans and approved building plans, application can be made for a complete permit package. (Fees Required).

Step 4 – Certificate of Occupancy

Certificates of Occupancy shall be obtained through the Building Department prior to occupancy of any site, building, or structure in the City of Newnan. Within 3 business days after request for Certificate of Occupancy, a final inspection of the property shall be made. The Certificate of Occupancy will be issued when the property and buildings are found to be in compliance with applicable rule and regulations of the City of Newnan.

Step 5 – Business License

Businesses establishing occupancy in the new building are required to obtain or update a business license from the Newnan City Clerk's Office. (Fees Required)