



TROUP COUNTY G E O R G I A

Commercial Development Guidebook

August 1st, 2025



Troup County is a great place to live, work and play. Troup County boasts a diverse economy and offers a wide variety of living options. Troup County Commissioners, management and staff have worked and listened to residents who have said there should be a balance between our agricultural and rural past along with opportunities for growth and success.

The Troup County Unified Development Ordinance is the result of many months of planning and public meetings where residents and professionals expressed opinions, desires and beliefs to propose policies. Taking all of these into consideration, the Board of Commissioners ultimately approved the standards outlined by the Unified Development Ordinance, and the zoning districts expressed on the Zoning Map. As a result, some land (and structure) uses are permitted 'by right' in the various zoning districts. Others may require approval as a Special Use Permit.

Permits are only issued after careful review and approval of all submitted applications, civil plans, construction plans, site plans, and other required documentation, based on the overall scope of work. All submittals are reviewed for compliance with current and applicable codes. These codes include but are not limited to the State of Georgia mandated Standard Building Codes, Fire Life Safety Codes, Georgia Accessibility Codes, and the Troup County Unified Development Ordinance.

IN OUR GUIDEBOOK

troupcountyga.gov

This guidebook along with links to all the required forms, a copy of the ordinance and other valuable information is available 24/7 online!



Troup County's definition of commercial development is any manmade change to improved or unimproved real estate, including, but not limited to, construction or expansion of a building, structure, or use for the purpose of conducting business.



The step-by-step process to be compliant with the ordinance and commercial development standards



Contact information for all the key staff and departments who are here to help you through the process.



All the forms, policies, ordinances and other documents to make sure you are well informed about commercial development.

Commercial Development Checklist

Before getting started, please review the questionnaire below:

- ___ Are you, the applicant, a commercial / general contractor?
- ___ Have you verified the zoning district?
- ___ What is the overall scope of work? Is this a new development or expansion of a prior development?
- ___ Do you have a construction / civil plan?
- ___ Do you have a site plan? ___ Do you have a landscaping plan?
- ___ Did you obtain a Septic Tank permit and Well permit?
- ___ Is an address assigned to the property or do you require one?
- ___ Did you obtain a Driveway Permit?
- ___ Did you obtain a Land Disturbance Permit?

***** All general contractors and/or subcontractors are required to be licensed in the State of Georgia, as required by O.C.G.A. Title 43.

Based on the overall Scope of Work, additional information and/or submittals (not listed above) may be required by the Building Official before a building permit is issued. Upon completion of the review process, a department staff member will contact the applicant if any additional information and/or submittals are required.



Definitions

A complete copy of ordinances pertaining to Commercial Development is attached at the end of this document. Below is a list of terms used in the guidebook from the Unified Development Ordinance.

Addition / Addition to an Existing Building. Any walled and roofed expansion to the perimeter of a building in which the addition is connected by a common load-bearing wall other than a firewall. Any walled and roofed addition, which is connected by a firewall or is separated by an independent perimeter load-bearing wall, shall be considered "new construction"

Alteration / Alteration of Building. Includes, without limitation, any enlargement or diminution of a building or structure; the addition, relocation, demolition, repair, remodeling, or change in number of living units; the development of or change in open space; the development of or change in a sign by painting or otherwise; other change in a facility. Alteration may also include any addition to or reduction of a building or moving a building from one (1) location to another. This definition shall, however, exclude ordinary maintenance for which no building permit is required, and painting except as provided herein for signs.

Building. Any structure used for the habitation or assembly of humans or animals, or any structure used for the manufacturing, assembly, storage or sale of goods. The term "building" shall include any addition to an existing building in such manner as to increase its capacity for the habitation or assembly of humans or animals or for the manufacture, assembly, storage or sale of goods.

Building Setback Line. The distance as measured perpendicularly from either the front, side or rear property line to the principal building on the parcel.

Building Code. The Standard Building Code, Standard Gas Code, Standard Mechanical Code and Standard Plumbing Code, and National Electrical Code.

Building Contractor. Any person, firm, partnership, corporation or other entity engaging in, undertaking or carrying on any business consisting of or relating to building construction, repair, renovation or making improvements to real property including dwellings, homes, buildings, structures, or fixtures attached thereto.

Construction. The erection of a new building or the alteration of an existing building in connection with its repair or renovation or in connection with making an addition to an existing building, and shall include the replacement of a malfunctioning, unserviceable, or obsolete faucet, showerhead, toilet, or urinal in an existing building.

Demolition. Demolition means the complete removal of structure or a scope of construction (alteration, addition, renovation or reconstruction) of a structure where only the foundation of the original structure remains.

Development. Any manmade change to improved or unimproved real estate, including, but not limited to, construction or expansion of a building, structure, or use; any change in use of land, a building, or structure; the connection of any building or structure to a public utility buildings or other structures; or

mining, dredging, filling, grading, paving, excavating, drilling operations, and storage of materials or equipment.

Developer. Any person, corporation or other legal entity that acts in their/its own behalf or as an agent of any owner of property and engages in alteration of land or vegetation in preparation of construction activity on a parcel of land.

Dwellings, Buildings, or Structures. Any building or structure or part thereof used and occupied for human habitation or commercial, industrial, or business uses, or intended to be so used, and includes any outhouses, improvements, and appurtenances belonging thereto or usually enjoyed therewith and also includes any building or structure of any design.



Why are there regulations for commercial development?

Troup County is experiencing larger, more intensive, and more widespread growth throughout the County which includes a substantial increase commercial and residential development; and

Troup County finds that the ordered regulation of a new development is necessary to protect public health, safety, welfare and property values of the citizens of Troup County and to lessen the negative impact upon permanent residents, as well as other visitors to unincorporated Troup County.

What is Development?

Development. Any manmade change to improved or unimproved real estate, including, but not limited to, construction or expansion of a building, structure, or use; any change in use of land, a building, or structure; the connection of any building or structure to a public utility buildings or other structures; or mining, dredging, filling, grading, paving, excavating, drilling operations, and storage of materials or equipment.



Types of Commercial Development?

- (1) New Commercial / Industrial / Institutional Building Structures & New Structural Additions.
- (2) Interior Buildouts / Renovations / Remodeling / Repairs / Electrical Services / etc. or equipment.

Take Three Steps



1

The first step is to visit or contact the Community Development Department to discuss the new development. A meeting will be scheduled to discuss the development. The developer / contractor will need to provide a concept plan of the development at the time of said meeting.

Submit two (2) full sets of civil engineering site plans showing proposed location of new building structures on the subject parcel of land relative to all property lines and all other existing improvements on the property. Submit two (2) full sets of landscaping plans with maintenance agreement. Stamped and signed by a State of Georgia licensed Engineer.

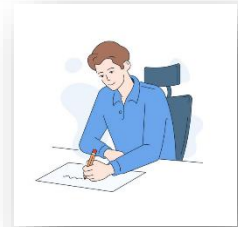
2

3

Submit completed permit applications form via the online portal: <https://permitting.schneidergis.com> or in person. Attach the following documents: two (2) full sets of the construction drawings / blueprints of the new construction stamped and signed by a State of Georgia licensed architect / engineer; two (2) full sets of Fire Life Safety Plans; a copy of the Septic Tank & Well Permit; and a copy of the Driveway & Land Disturbance (may require a Notice of Intent) permit.

Get Started!

Troup County



Site Plan

Community Development (Review Committee)

100 Ridley Avenue, LaGrange, GA, 1st Floor Phone: (706) 883-1650
Hours: Monday-Friday, 8am—5p, to be reviewed by
Community Development, Roads & Engineering, Fire Marshal,
Troup County Health Dept

Civil Engineering

Roads & Engineering Department - \$350

100 Sam Walker Dr., LaGrange, GA Phone: (706) 883-1713
Hours: Monday-Friday, 8am—5p,

Building Permit Application

Community Development (Building Official)

100 Ridley Avenue, LaGrange, GA 1st Floor Phone: (706) 883-1650
Hours: Monday-Friday, 8am—5pm

Fire Marshal

Fire Marshal

100 Ridley Avenue, LaGrange, GA, 1st Floor Phone: (706) 957-4293
Hours: Monday-Friday, 8am—5pm

Complete Permitting Process

Community Development

100 Ridley Avenue, LaGrange, GA, 1st Floor Phone: (706) 883-1650
Hours: Monday-Friday, 8am—5pm

After the Community Development staff has reviewed and approved the submitted application (including all other submitted items) for completeness and Code compliance, then Permits may be issued.

FAQs



Frequently Asked Questions...

What properties are eligible for Commercial Development?

All commercial properties are allowed to be used for commercial purposes. Symbols used in the table have the following meanings:

P = Permitted as a Principal use;

A = Permitted as an Accessory Use – See sec. B.7.3;

SUP = Permitted subject to obtaining a Special Use Permit – See sec. B.12.7;

Y = Supplemental Provisions = Uses that have additional regulations in article B.7

Supplemental.

See Permitted Use Table in the Unified Development Ordinance (Sec. B.6.1)	LC	HC	LI	HI
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Where can I find the ordinances governing Commercial Development?

The ordinances can be found on the Troup County website under Community Development tab.

Who is the Responsible Person?

Each developer / contractor is the responsible party for said development.

What about neighbor complaints?

Citizens can contact the Troup County Community Development Office at (706) 883-1650, Monday through Friday. All complaints will be documented, and contact will be made with the designated Contact Person to help resolve the concern. If the complaint is not resolved, the owner may be issued a notice of violation, a citation, or may have the business license and the special use permit revoked by the Board of Commissioners.

COMPLIANCE



Commercial Building Permit (Steps & Procedures)

Building codes are designed to ensure safe building techniques. These important standards help protect your family from safety risks and ensure the overall safety, health and general welfare of all Troup County citizens. Troup County issues Building Permits to uphold these standards of structural strength and stability, means of egress, adequate light and ventilation, safety to life and property from fire and other hazards, incidental to the design, construction, alteration, repair, removal or demolition of buildings and/or structures.

Building permits are only issued after careful review and approval of all submitted applications, construction plans, site plans, and other required documentation, based on the overall scope of work. All submittals are reviewed for compliance with current and applicable codes. These codes include but are not limited to the State of Georgia mandated Standard Building Codes, Fire Life Safety Codes, Georgia Accessibility Codes, and the Troup County Unified Ordinance.

Required applications are available at the Community Development office or downloaded from the Troup County website under Building & Licensing:

[https://troupcountyga.gov/Building/Permits Inspections](https://troupcountyga.gov/Building/Permits%20Inspections).

Applications can be submitted directly to the office or submitted via the online portal:

<https://permitting.schneidergis.com>.

Please follow the Steps & Procedures listed below for a Commercial Building Permit:

Step 1: Zoning District Verification (if applicable)

The zoning district of a parcel of land determines what type of construction is permitted and the regulations for constructing any new commercial / industrial / institutional building structures on said parcel. Some parcels of land may require a Rezoning approval and/or a Special Use Permit approval, before a building permit may be issued. In addition, the zoning district may also determine certain construction design standards that must be met for any new commercial / industrial / institutional building structures on said parcel. This information is available from the Community Development Office located at 100 Ridley Avenue, Suite #1300, LaGrange, Troup County Government Center, or online at the Troup County website <https://qpublic.net/ga/troup/>

Step 2: Site Plan Approval (if applicable)

Site plan indicating such information as may be needed to present an accurate record of the existing conditions and proposed uses including, but not limited to, property lines, rights-of-way, easements, structures, soil conditions, terrain and parking areas.

A construction drawing shall be submitted when required by the Community Development Director, and, where applicable, a plan meeting the requirements of the County soil erosion and sedimentation control regulations shall be submitted. (see ordinance at the end of this guide)

Step 3: Septic Tank Permit & Well Permit (if applicable)

Septic Tank Permits and/or Well Permits are obtained from the Troup County Environmental Health Department. They are located at 900 Dallis Street, LaGrange, or call (706) 298-3702.

This step must be completed before most building permits may be issued for a proposed building construction project.

Step 4: Address Assignment (if applicable)

If the subject parcel of land does not have a current address number, then the application for an Address Assignment can be obtained from the Community Development Office located at 100 Ridley Avenue, Suite #1300, LaGrange, Troup County Government Center, or online at the Troup County website. Address numbers are only assigned to a parcel of land as part of the building permit application process and the subject parcel of land must have a current address number before the building permit may be issued.

Step 5: Driveway Permit & Land Disturbance Permit (if applicable)

The applicant shall submit two (2) sets of civil engineering drawings / site plans for Troup County Roads & Engineering (706-883-1713) review and approval, before these permits may be issued. Then, Troup County Roads & Engineering (706-883-1713) must inspect, approve, and sign-off on the final driveway installation and land disturbance work before a building permit may be issued.

Step 6: Commercial Building Permits

There are two types of commercial building permits: (1) New Commercial / Industrial / Institutional Building Structures & New Structural Additions and (2) Interior Buildouts / Renovations / Remodeling / Repairs / Electrical Services / etc. Listed below are the required submittals for each type of commercial building permit:

1. New Commercial / Industrial / Institutional Building Structures & New Structural Additions:
 - a) Submit an APPROVED QDC Site Plan (if applicable).
 - b) Submit a completed building permit application form.
 - c) Submit two (2) full sets of civil engineering drawings / site plans showing the proposed location of the new building structures on the subject parcel of land relative to all property lines and all other existing improvements on the property for Troup County Roads & Engineering review and approval.
 - d) Submit two (2) full sets of construction drawings / blueprints of the new construction project with a Code summary. The construction drawings / blueprints shall be stamped and signed by a State of Georgia licensed Architect and/or Engineer.
 - e) Submit two (2) full sets of Fire Life Safety Plans, Egress Plans, Automatic Sprinkler System Plans, Fire Suppression Plans, Fire Alarm Plans, and Site Plans for Troup County Fire Marshal review and approval. The plans shall be stamped and signed by a State of Georgia licensed Architect and/or Engineer.
 - f) Submit two (2) full sets of Landscape Plans per the Troup County Zoning Ordinance (if applicable).
 - g) Submit a copy of the Septic Tank Permit & Well Permit (if applicable).

- h) Submit a copy of the Driveway Permit & Land Disturbance Permit (if applicable).
 - After the Community Development staff has reviewed and approved the submitted application (including all other submitted items) for completeness and Code compliance, then the Building Permit may be issued.
2. All other Commercial Building Permits (Interior Buildouts / Renovations / Remodeling / Repairs / Electrical Services / etc.):
- a) Submit a completed building permit application form.
 - b) Submit two (2) full sets of construction drawings / blueprints of the construction project with a Code summary and/or a written description of the overall Scope of Work for the construction project. The construction drawings / blueprints shall be stamped and signed by a State of Georgia licensed Architect and/or Engineer.
 - c) Submit two (2) full sets of Fire Life Safety Plans, Egress Plans, Automatic Sprinkler System Plans, Fire Suppression Plans, Fire Alarm Plans, and Site Plans for Troup County Fire Marshal review and approval. The plans shall be stamped and signed by a State of Georgia licensed Architect and/or Engineer.
 - d) Submit a copy of the Septic Tank Permit & Well Permit (if applicable).
 - e) Submit a copy of the Driveway Permit & Land Disturbance Permit (if applicable).
 - After the Community Development staff has reviewed and approved the submitted application (including all other submitted items) for completeness and Code compliance then the Building Permit may be issued.

All general contractors and/or subcontractors are required to be licensed in the State of Georgia, as required by O.C.G.A. Title 43.

Based on the overall Scope of Work, additional information and/or submittals (not listed above) may be required by the Senior Building Official before a building permit is issued. Upon completion of the review process, a department staff member will contact the applicant if any additional information and/or submittals are required.

NOTES

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.



TROUP COUNTY GEORGIA

Community Development
100 Ridley, Suite 1300
LaGrange, GA 30241

(706) 883-1650
communitydevelopment@troupcountyga.gov