



4035 Walnut Circle
P.O. Box 99
Oakwood, GA 30566

Residential Building Permit Application

- ☐ Single Family
☐ Multi Family
☐ Alteration/ Addition

Date: ____ / ____ / ____

Permit No. _____

ESTIMATED VALUE (Labor and Materials): \$ _____

JOB SITE ADDRESS:

PROJECT NAME:

Use Classification:

Lot/Suite #:

Zoning Class:

Description of Work : _____

Property Owner

Name:

Address:

Zip:

Phone:

Email:

General Contractor

Name:

Ga License No.:

Address:

Zip:

Phone:

Email:

Building Height: _____

#Bedrooms _____ #Bathrooms _____

Number of Units: _____

[] Slab [] Basement [] Crawl

Flood Zone: ☐ yes ☐ no

Garage: [] Attached [] Detached

Contact Person:

Phone:

Fax:

Email:

Total Heated Sq. Ft.: _____

Total Unheated Sq. Ft.: _____

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the International Building Codes.

Signature of Applicant :

Date:

FOR OFFICE USE ONLY

Code Official Signature:

Construction Type:

Occupancy:

LDP Required: ☐ yes ☐ no

	Sq. Footage	Valuation Multiplier	Valuation \$	
Heated				
Unheated				
TOTAL				

Administrative Fee:

Building Permit Fee:

Plan Review Fee:

CO Fee:

Total Fee:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____



Residential Permit Application Checklist

The following list of documentation is required before a permit will be issued for residential construction. Incomplete forms will not be processed and will delay permit issuance. Please return this form with all permit application submittals.

- _____ Completed building permit application
- _____ Contractor licensing documentation (state, business, and driver's licenses)
- _____ Completed subcontractor permit application
- _____ Subcontractor licensing documentation (state, business, and driver's licenses)
- _____ Copy of GSWCC Level 1A certification (Blue Card)
- _____ Two (2) sets of scaled construction drawings with dimensions (foundation plan w/details, floor plan of each level, elevations, and wall details) **One (1) set shall be on 8 ½ x 11 (letter) paper.**
- _____ House location plan: scaled lot drawing with a scaled footprint of house and any other structure located on property, show building limitations and setback requirements.
- _____ Notarized homeowner affidavit. (if applicable)
- _____ Temporary Power to House request form
- _____ Septic permit (if applicable)
- _____ Water and/or sewerage receipt (if applicable)
- _____ Driveway permit (if applicable)
- _____ Preconstruction tertiary approval form (if applicable)
- _____ Copy of NOI with USPS certification (if applicable)

Project Address: _____

Applicant Name: _____

Received by: _____

Date: _____



Inspection Procedures

No construction is to begin until permit is posted. Permit should be posted in a weather protective box located adjacent to the construction exit at the street. Post permit in a manner that is accessible and will allow inspectors to sign and leave comments. Do not post permit on trees or fences. Before scheduling the first inspection the following measures should be in place:

- construction entrance/exit consisting of a 50'x20' geo-tech mat and gravel
- erosion control measures
- toilet facility for workers
- front and side lot lines marked by string and intermediate stakes (for setback verification)

Call for inspection when 100% ready for inspection. Inspections will be given within 48 hours of the day the request is received. Inspections should be requested through the Office by calling 770-534-2365. Inspectors will **not** take inspection requests. Requested inspections that are not ready at the time the inspector arrives on site will result in a failed inspection and a \$75 re-inspection fee will be applied. Appointments will be made at the discretion of the inspector. Inspectors will not handle keys or combination locks. A locked structure or inaccessible jobsite will be considered not ready for inspection. The following must be provided for the inspection to be scheduled:

- permit number
- type of inspection
- jobsite address
- contractor's name and contact number

Procedure for obtaining Certificate of Occupancy/Completion. When structure is 100% complete a Final inspection should be requested. All applicable fees and outstanding re-inspection fees should be paid. No dwelling may be inhabited prior to receiving the Certificate of Occupancy and be free of any furniture or personal property during the inspection. Required landscaping and soil stabilization methods should be in place before requesting inspection. Temporary occupancy will **not be issued for any residential single or multi-family dwelling.**



Required Inspections

Residential/Single Family

Foundation – Prior to pouring concrete. All footings for any foundation are required to be a minimum of 12 inches below undisturbed grade. Footing depth will be measured from bottom of form boards or grade to bottom of footing. Reinforcing steel should be supported on chairs or tied to steel stakes and runs tied together throughout. Floating steel into the concrete as it is poured is prohibited. Footings should be clean and free of water and debris. Front, rear and side setbacks will be verified during this inspection.

Foundation Wall Steel – Prior to pouring concrete. Basement walls and retaining walls greater than 4 feet in height will be inspected for reinforcing steel grid pattern and position within the wall forms. Inspection should be called in before all forms are completely installed.

Under-Slab Plumbing – Plumbing drain and waste lines should be properly joined together in open trenches to verify the required degree of fall from beginning of line to exit of structure. Lines through the footing should be sleeved in a pipe 2 times its diameter. The entire system should be filled with water. A test stack of 10 feet from bottom of joint to top of stack will provide the required amount of pressure to the system. Each small stack on the system will be checked for water content. Supply water lines should be coded for hot/cold and sleeved where penetration through the slab occurs. Air will only be allowed to test system when temperatures are forecast to be 32 degrees and below.

Slab Cover – Prior to pouring concrete. All plumbing trenches have been backfilled and graded over. A basement slab will require gravel throughout. Required vapor barrier should be in place and sealed tightly around all plumbing penetrations. Welded wire mesh used for slab reinforcement should be supported throughout the slab on chairs, top hats or concrete pavers. Hooking and lifting the mesh during the concrete pour is prohibited.

Framing Rough – Dwelling is dried in. All framing, fire-blocking, sheathing, draft-stopping, bracing and fasteners are in place. Fall prevention barriers should be in place for multi-story structures. Structure should be accessible and free of construction debris. MEPs should **not** be installed.

Moisture Barrier - Building wrap, membranes, flashings, and any other required moisture barrier systems is done **prior** to the installation of exterior finishing materials. Windows should be installed and properly taped.

MEP Rough – Mechanical, electrical, and plumbing systems should be completely installed and inspected **prior** to covering or concealment before fixtures or appliances are installed. HVAC systems should be made accessible for inspection. Structure should be accessible and free of construction debris.

Note: Moisture barrier and MEP rough inspection may be called in together.

Insulation – Exterior wall plates and wall joints at corners and tees should be sealed to prevent air infiltration. All penetrations through bottom and top plates, whether interior or exterior, should be sealed. Required insulation in exterior walls, attic knee walls, vaulted and basement ceilings should be installed. **Stocking drywall before insulation inspection has passed is prohibited.**

Temporary Power - Allows for the testing of all electrical and mechanical systems and equipment **prior** to final inspection. Upon completion of Temporary Power to House Request Form and successful inspection, the house meter will be released for a period not to exceed 30 days.

Final Inspection – The building is 100% complete and ready for immediate occupancy. A final site inspection will be performed to verify compliance with landscaping, site stabilization and drainage requirements.

Please note:

Depending on the scope of work, other inspections may be required to ensure complete code compliance.

Approved third party inspections are allowed only at the discretion of the Building Official. When permissible, the inspection report must be submitted to the Building Official before the next phase of construction may continue.