



## Building Permit Guide



Coweta County Building Department  
4 Madison Street  
Newnan, GA 30263

Office: 770-254-2660

Inspections:  
770-252-6417  
[inspections@coweta.ga.us](mailto:inspections@coweta.ga.us)

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## Contact Information

SAFEbuilt  
Office: 678-216-0641  
Fax: 678-216-0647

Paul Hardy, Chief Building Official/Plans Examiner  
Cell: 770-355-2133  
Email: phardy@safebuilt.com

## Building Codes & Ordinances

Coweta County Code of Ordinances:  
[https://library.municode.com/ga/coweta\\_county](https://library.municode.com/ga/coweta_county)

In addition to the Coweta County Code of Ordinances, the following Standard Building Codes are observed in accordance with the Georgia Department of Community Affairs.

- 2012 ICC International Building Code
- 2012 ICC International Residential Code
- 2012 ICC International Mechanical Code
- 2012 ICC International Plumbing Code
- 2012 ICC International Fuel Gas Code
- 2012 ICC International Fire Code
- 2012 International Swimming Pool Code
- 2009 Energy Conservation Code
- 2014 National Electrical Code
- 2012 ICC International Property Maintenance Code

## General Information

1. A permit is required to construct, alter, repair, move, demolish, or to change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the appropriate Code or Ordinances of Coweta County.
2. The permit and the approved plans are required to remain on the job site and must be present to receive inspections.
3. Prior to permitting, approval must be obtained from the Coweta County Environmental Health Department, 28 E. Washington Street, Newnan, GA, 770-683-7345, for most accessory structures, additions, basement finishes, alterations, and demolition.
4. Construction documents must be submitted with a completed permit application and approved prior to a permit being issued.
5. Permits for construction shall be issued only if all other regulations and zoning restrictions are complied with as required by the County.
6. Commercial projects may require plans designed by a licensed Georgia Architect and/or Engineer.
7. Construction may not commence until all permits have been issued.
8. Permit holders are responsible for obtaining all required inspections. Please call 770-252-6417 or email [inspections@coweta.ga.us](mailto:inspections@coweta.ga.us), for inspections. Inspection request must be called in by 4:00 p.m. a day in advance for the inspection to be conducted the next regular business day.
9. All contractors and/or subcontractors are required to be licensed in the State of Georgia as required by O.C.G.A. Title 43.

## Accessory Structures

All accessory structures require a location check and a permit. Certain accessory structures may require approval from the Coweta County Environmental Health Department prior to obtaining a permit. A few examples of these accessory structures are: detached garage, out buildings and swimming pools.

*Accessory use or building:* A use, building or structure, other than a mobile home or manufactured home, on the same lot, and of a nature customarily subordinate to the principal use, building or structure. A detached garage, toolshed or swimming pool would be examples of accessory buildings.

## When Is A Georgia State License Required For The Permit?

<u>Work to be done</u>	<u>License Required</u>	<u>Not Required</u>
Residential construction < \$2500		✓
Residential construction > \$2500	✓	
Residential electrical, mechanical or plumbing	✓	
Specialty contractor work such as but not limited to: concrete work, landscaping, painting, drywall, roofing, flooring, door or window installation, insulation, trim work, cabinet and counter installation, siding, masonry work, etc.		✓
Work performed by homeowners on their own property not for sale or lease		✓
Commercial construction < \$2500		✓
Commercial construction > \$2500	✓	
Commercial electrical, mechanical or plumbing	✓	
Commercial work performed by owner for their own use and not for use by the general public and not for sale or lease		✓
Agricultural building construction		✓
Mechanical, electrical and plumbing work conducted by a full-time employee of and institution, manufacturer or business when working on the premises of the employer		✓

This guide is only a quick reference to indicate that a Georgia Licensed Contractor may be required. Please reference O.C.G.A Title 43-14 and 43-41 for complete licensed contractor requirements.

## Steps For Obtaining A Single-Family Residential Dwelling Permit

### Site Prep

#### 1. Zoning Verification

All applications must have a zoning verification form that is completed by the Planning Department, 770-254-2635, located at 22 East Broad Street, Newnan, County Administration Building, except for existing subdivision lots that have already been approved by the Planning Department and are on file at the Building Department. The Planning Department will require a recorded warranty deed & recorded survey with floodplain certification, total and developable acreage, existing structures and site features (i.e. lakes, power lines, etc.)

#### 2. Subdivisions

Approval on the "Notice of Intent" from the Coweta County Transportation and Engineering Department and receipt showing payment of Lot User Fee, if applicable.

#### 3. Septic Tank Permit

(Can be turned in at site prep but must be submitted prior to a foundation permit)

A copy of the septic tank permit must accompany application; see Environmental Health Department located at 28 East Washington Street, Newnan, Phone 770-683-7345.

#### 4. House Plans

(Can be turned in at site prep but must be submitted and reviewed prior to the foundation permit)  
Also referred to as Blueprints or scaled drawings.

House plans must show footing, foundation walls, and beam and pier locations with dimensions on a foundation plan. Floor plan must identify, with dimensions, all rooms including door and window locations with dimensions. There must be an elevation view of at least two (2) sides.

#### 5. Survey

A recorded survey is required to be submitted and approved at the time application is submitted showing the following:

- a. The required setback distances, (front, rear, and side yards) must be shown on the survey with the "PROPOSED HOUSE" site, including all projections (decks, porches, etc.) within these setbacks.
- b. The FRONT of the house must be clearly marked.
- c. The Applicant must also sign and date this survey.
- d. Dimensions of all boundary lines of lot.
- e. Where floodplain is located, and amount of acreage outside floodplain; if there is not floodplain, survey should be stamped by surveyor stating this.
- f. If floodplain is located on the property, approval from the County Transportation & Engineering Department will be required.

### ***Foundation Only***

1. Site prep inspection approval.
2. Septic Tank permit.
3. House plans reviewed.

### ***Building Permit***

1. Survey
  - a. After foundation is in, inspected and approved, a survey, prepared by a GA. Registered Land Surveyor must be submitted and approved, showing the following:
    - i. Dimensions of all boundary lines of lot.
    - ii. Where floodplain is located, and amount of acreage outside floodplain; if there is not floodplain, survey should be stamped by surveyor stating this.
    - iii. "As-Built" foundation with all proper setback boundaries, distance of foundation from all property lines and every existing building or structure on the lot.
2. Water Meter Receipt, if applicable.



## Building Inspections

### *Inspection Types and Timing*

Below are examples of the required inspections and when to call for them. Some circumstances might require special inspections or other inspections not listed be performed. Please check with the inspector to see if any other inspections are required.

- **Footing.** Once excavation and footing forming is complete and prior to any placement of concrete.
- **Foundation.** Upon completion of all forming and the required steel is in place and prior to any placement of concrete.
- **Under-Slab Plumbing.** After all building drain piping and water piping (if applicable) is complete and the required pressure test is on.
- **Slab Prep.** Once all plumbing is backfilled, turn-down footings and grade beams are excavated, vapor barrier is installed and reinforcement is in place. All chemical soil termite treatment is also done at this time.
- **Wall Sheathing.** The wall sheathing nail off inspection is done prior to installation of the moisture barrier.
- **Moisture Barrier.** The moisture barrier is installed, all joints taped and windows and doors flashed.
- **Rough Building, Electrical, Mechanical and Plumbing.** Once all work is complete, required pressure test is on, and prior to placement of any insulation or drywall. All rough inspections are done at the same time.
- **Wall or Ceiling Cover.** This is done prior to closing walls or ceilings in commercial projects.
- **Insulation.** This is done after all insulation is installed in walls or sloped ceilings prior to drywall. Floors exposed to unfinished areas and blown attics may be done by final.
- **Suspended Slab.** Inspection shall be done after all forming and required steel reinforcement is in place.
- **T-Pole.** After meter base, panel or disconnect, mast or underground conduit and or wiring is installed and ready to energize. GFCI outlets and proper grounding must also be in place. Note: all temporary services must be erected and sufficiently braced.
- **Temp, Temp to Perm or Permanent Electrical Service.** All electrical must be complete, all circuits landed in the panel and proper grounding installed. Open outlet boxes where lighting fixtures are missing must be capped with wire nuts and blank covers installed on boxes. Burial depths for underground services must be inspected prior to backfilling
- **Sewer or Water Connection.** This inspection, if applicable, is made once all piping is installed and prior to backfilling.
- **Final.** Whenever all construction, final grading, testing or other items are completed and the building is finished and prior to occupancy. All landscaping must also be complete at this time.
- **Demolition.** Once utilities have been disconnected and capped and final grading is completed and site stabilized.

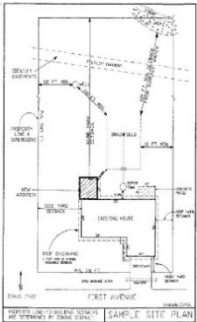
### ***DID YOU KNOW?***

As “owner-builder” you are the responsible party of record on such a permit. If your work is being performed by a contractor, you may protect yourself from possible liability if the contractor signs for the proper permits.

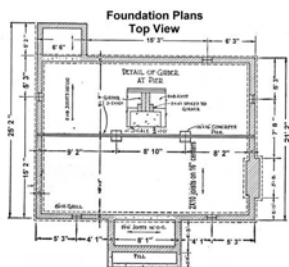
## Scheduling Inspections

Please call the inspection line, 770-252-6417 or email [inspections@coweta.ga.us](mailto:inspections@coweta.ga.us), to schedule inspections. Please leave contact information, permit number, address and type of inspection. All inspections must be scheduled by 4:00 p.m. for the inspection to be conducted the next regular business day. Do not proceed with any further work until the required inspections have been conducted and approved.

## Plan Types



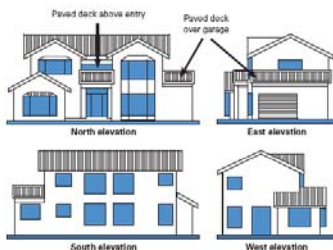
Site Plan: This plan should show the location of the project on the property, dimensions of the footprint of the structure, distances to other buildings on the property, distances to property lines and the location of the primary structure if this is an addition to an existing building. Any streams, ponds, and or floodplain area, with appropriate buffers, should also be shown on the site plan.



Foundation Plan: This plan should show all footings, piers, grade beams, column footings, thickened slab for bearing walls or foundation walls. This plan should also detail all sizes of footing, walls or piers and reinforcement required.



Floor Plan: This plan should show the layout of the rooms, labeling of the rooms and show all window and door locations. Dimensions may be required to determine code compliance



Elevation Views: This plan should show the proposed exterior finished view of the project. For additions, the existing structure shall also be shown

**Decks:**

Decks shall be construed in accordance with the current International Residential Code or the current Prescriptive Deck Details design document, which is available to download free from the Georgia Department of Community Affairs webpage located at:  
[www.dca.ga.gov/development/constructioncodes/programs/codeamendments.asp](http://www.dca.ga.gov/development/constructioncodes/programs/codeamendments.asp)

**Residential Permit Requirement Q&A: Do I need a permit?**

Often, we receive questions as to what work being done requires a permit. Below are questions and examples of work requiring a permit or exempt from a permit. These are only examples and not all-inclusive of permit requirements. If you have any questions pertaining to a permit requirement, feel free to contact an inspector at 678-216-0641. Permit requirements may differ for commercial projects.

- **What residential construction work may I do without a permit?**  
Typically, non-structural repair such as sidewalks and driveways, painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work may be done without a permit. Prefabricated swimming pools that are less than 24 inches (610 mm) deep, swings and other playground equipment are also exempt from requiring a permit.
- **What residential electrical work may I do without a permit?**  
Minor repair work, including the replacement of lamps, receptacles, switches, replacement of branch circuit overcurrent devices of the required capacity in the same location or the connection of approved portable electrical equipment to approved permanently installed receptacles may be done without a permit. Also, Electrical wiring, devices, appliances or equipment operating at less than 25 volts and not capable of supplying more than 50 watts of energy or listed cord-and-plug connected temporary decorative lighting may be installed without a permit.
- **What residential plumbing work may I do without a permit?**  
The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, faucets, sinks and lavatories, provided such repairs do not involve or require the replacement or rearrangement of pipes may be done without a permit. Any alteration of the piping system, installation of a new water heater or relocation of existing fixtures would require a permit.
- **What residential mechanical work may I do without a permit?**  
The installation of portable cooling units or the replacement of any minor part that does not alter approval of equipment or make such equipment unsafe may be done without a permit. Replacement of furnaces, air conditioning condenser units or alteration or replacement of duct work would require a permit.
- **Can I do my own work to my house?**  
If you currently occupy the home, you may do the work yourself. We highly recommend you contact a licensed contractor if you are not familiar with the work involved. Improperly installed electrical, mechanical or plumbing systems may result in a greater risk of sickness, fire or death. Be sure to protect your family, yourself and your investment.



Residential Building Permit  
Scope of Work

Name: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Check all that apply

**Rooms Where Work Will Take Place:**

- Basement    Kitchen    Bathroom    M. Bath    Living rm.    M. Bed rm.    Bd.Rm.1  
 Bd. Rm. 2    Bd. Rm. 3    Bd. Rm. 4    Exterior    Other \_\_\_\_\_

**Electric and Mechanical:**

- |  |   |
|--|---|
| <input type="checkbox"/> New or upgrade of electric service        | <input type="checkbox"/> Adding or replacing electric circuit(s)      |
| <input type="checkbox"/> Installing smoke detectors                | <input type="checkbox"/> Adding or relocating receptacles or switches |
| <input type="checkbox"/> Installing new furnace                    | <input type="checkbox"/> Installing new AC condenser                  |
| <input type="checkbox"/> Installing new fireplace or heating stove | <input type="checkbox"/> New chimney or vent                          |
| <input type="checkbox"/> Installing bathroom exhaust fan           | <input type="checkbox"/> Installing or replacing range hood           |
| <input type="checkbox"/> Other _____                               |   |

**Framing:**

- |  |   |
|--|---|
| <input type="checkbox"/> New deck, porch, or stairs  | <input type="checkbox"/> Replacing deck, porch, stairs or railing               |
| <input type="checkbox"/> Addition  | <input type="checkbox"/> New attached garage or carport                         |
| <input type="checkbox"/> Detached garage, carport or storage bldg.   | <input type="checkbox"/> New pool, spa or hot tub                               |
| <input type="checkbox"/> Altering or relocating existing window or door openings to accommodate new window or door   |   |
| <input type="checkbox"/> Installing or relocating non-load bearing walls   | <input type="checkbox"/> Installing or relocating load bearing walls or beams   |
| <input type="checkbox"/> Replacing or repairing damaged:   |   |
| <input type="checkbox"/> Floor joist <input type="checkbox"/> Stud <input type="checkbox"/> Beam <input type="checkbox"/> Header <input type="checkbox"/> Ceiling joist <input type="checkbox"/> Rafters or Trusses <input type="checkbox"/> Sheathing |   |
| <input type="checkbox"/> Installing new drywall  | <input type="checkbox"/> Installing sunroom or other pre-manufactured structure |
| <input type="checkbox"/> Other _____   |   |

**Plumbing**

- |  |   |
|--|---|
| <input type="checkbox"/> Installing or replacing water heater    | <input type="checkbox"/> Replacing existing water or DWV piping |
| <input type="checkbox"/> Installing new water or DWV piping      | <input type="checkbox"/> Installing or replacing gas piping     |
| <input type="checkbox"/> Installing or replacing backflow device | <input type="checkbox"/> Installing new plumbing fixtures       |
| <input type="checkbox"/> Relocating existing plumbing fixture(s) | <input type="checkbox"/> Installing new sump pump               |
| <input type="checkbox"/> Other _____                             |   |

**Additional Information:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Residential Permit Application

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Owner: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Georgia State Contractor License #: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

ORIGINAL AFFIDAVITS REQUIRED FOR BUILDING CONTRACTOR, ELECTRICAL, PLUMBING, OR HEATING & AIR CONTRACTORS.

Site Built House: \_\_\_ Industrialized Building: \_\_\_ Manufactured Home: \_\_\_ Log Home: \_\_\_ Other: \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Number of Units: \_\_\_\_\_ Lawn Sprinkler System: \_\_\_Yes \_\_\_No

Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_ Carport: \_\_\_

<u>Bonus Room</u>	Finished Square Footage: _____	<u>Garage</u>	Square Footage: _____
<u>Basement</u>	Finished Square Footage: _____		
	Unfinished Square Footage _____		
<u>Foundation:</u>	Crawl Space ___ Slab ___		
		Total House Heated Square Feet: _____ (Including finished basement & bonus room areas)	

Check all that apply:

Gas Line: \_\_\_Yes \_\_\_No Electrical Service (Amps): \_\_\_\_\_

Dishwasher: \_\_\_ Garbage Disposal: \_\_\_ Central Heat: \_\_\_ Central Air: \_\_\_ Water Heater: \_\_\_

Floor Furnace: \_\_\_ Wood Heater: \_\_\_ Wall Furnace: \_\_\_ Space Heaters: \_\_\_

Brick: \_\_\_ Wood: \_\_\_ Combination: \_\_\_ Vinyl Siding: \_\_\_ Other: \_\_\_\_\_

THE PERMIT WILL BECOME NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

GEORGIA - COWETA COUNTY

Personally appeared \_\_\_\_\_ who states that the facts contained in this application are True and correct.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

## Residential Permit Application (back)

**Instructions:** Please complete the application and submit all the required items. This application will not be processed if the application is not complete.

Please submit one (1) complete set of the following:

- **Site Plan**  
A recorded survey prepared by a GA Registered Licensed Surveyor showing all property lines with dimensions. If floodplain is located on the property, approval from the County Transportation & engineering Department will be required. Also provide building location on property with dimensions of building footprint and dimensions from building to property line or any other structure.
- **Footing and Foundation Plan**  
Show footing and foundation of building along with the beam and pier location, size, and spacing.
- **Floor Plan**  
Label all rooms and include dimensions, show window locations and kitchen & bath layout.
- **Framing Plan**  
Show framing member layout, size and spacing, bearing points and girder size and span.
- **Elevation**  
Show at least a front and right side view of home.



Commercial Permit Application

Date: \_\_\_\_\_

Contractor: \_\_\_\_\_

Project: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: \_\_\_\_\_

I HEREBY MAKE APPLICATION FOR PERMIT TO:

Erect: \_\_\_\_\_ Type Exterior Material: \_\_\_\_\_

Repair: \_\_\_\_\_ Type Exterior Material: \_\_\_\_\_

Addition: \_\_\_\_\_ Type Exterior Material: \_\_\_\_\_

AND IF SAME IS GRANTED I AGREE TO CONFORM TO ALL BUILDING DEPARTMENT REGULATIONS AND COUNTY ORDINANCES REGULATING SAME AND IN ACCORDANCE WITH PLANS SUBMITTED:

Location: \_\_\_\_\_

Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Builder: \_\_\_\_\_

Address: \_\_\_\_\_

Georgia State Contractor License # \_\_\_\_\_

Number of Stories: \_\_\_\_\_ Number of Units: \_\_\_\_\_ Height of Building: \_\_\_\_\_

ICC Construction Type: \_\_\_\_\_

Building Area: \_\_\_\_\_

Estimated Valuation (\$): \_\_\_\_\_

GEORGIA-COWETA COUNTY

Personally appeared \_\_\_\_\_ who on oath says that (he) (she) is the applicant for the foregoing, and that all of the above statements are true to the best of (his) (her) knowledge, and that the work to be done thereon will be done by \_\_\_\_\_.

## Commercial Permit Application (back)

**Instructions:** Please complete application and submit all the required items. This application will not be processed if the application is not complete. Two (2) sets of the following plans will be required.

**Site Plan.** Recorded survey prepared by a qualified GA Registered Land Surveyor, which shows the size and location of all new construction and all existing structures on the site and the distances from structure(s) to lot lines and to other structures on site. **Specifications:** Requirements for submittal vary on how much information is shown on construction drawings.

**Architectural Plan.** Dimensioned plans for each floor that shows room layouts and use of space. Also includes a complete code summary; elevation views; wall sections; schedules for windows, doors and finishes; stair dimension and details, such as riser height, tread width, guard/handrail height and headroom dimension. Include all information used for building height or size increases. Two (2) sets required.

**Foundation Plan.** This plan is contains the foundation design, sections, allowable soil bearing pressure, the depth of the foundation and the proposed materials to construct the foundation. Two (2) sets required.

**Accessibility Plan.** Provide a plan that shows all accessible features of building, including routes, both interior and site, entrances and means of egress, areas of refuge, facilities and elevations, hardware, handrail ramps and other requirements for an accessible building per the IBC, ICC/ANSI A 117.1 and Georgia Accessibility Code. Two (2) sets required.

**Life Safety Plan.** Provide a plan that shows egress calculations, occupancy loads and uses for each room, travel distance, exit widths, emergency lighting and exit signs. Two (2) sets required.

**Structural Plan & Calculations.** Typical floor and roof framing plans. The plan(s) size of members to be used, allowable stresses and all the information to erect the joints, beams, rafters, columns or girders within the structure including calculations. A registered engineer must seal all structural plans for pre-engineered buildings. Calculations may be required. Two (2) sets required.

**Structural Calculations.** These must be provided for all telecommunication tower alterations and some building structural alterations to a degree as determined by the plans examiner. These may be required for new construction as well. Two (2) sets required.

**Electrical Plan.** Drawn to scale upon suitable material and shall include the location, nature and extent of work proposed, service riser, panel schedule and all other work conforming to the provisions of the NEC. Two (2) sets required.

**COMcheck.** This energy compliance evaluation must be submitted for all new construction or substantial alterations.

**Mechanical Plan.** Location, size and listed/labeled information for all equipment and appliances that comprise parts of the buildings mechanical system. Ventilation and exhaust calculations, schedules, supply and exhaust duct work, chimney termination, materials and any other information required to complete the buildings HVAC System. Two (2) sets required.

**Plumbing Plan.** Includes isometric riser diagrams for potable water supply and the drain waste and vent systems  
With the locations and materials specified for all the piping and fixtures within the plumbing system. Also details of special devices (backflow preventer, grease traps, etc.) shall be shown. Two (2) sets required.

**Fire Protection Plans.** When required by the Fire Marshall, the construction documents may include a submission for the suppression system, the fire alarm system, the smoke control system, single/multiple station detectors, standpipes, fire department connections and fire extinguisher(s) size and location. Two (2) sets required (Fire Alarm, Sprinkler System, Life Safety Plan, and Hood Suppression Plans)





Homeowner Affidavit

This form must be completed, signed, notarized, and submitted to the Building Department prior to any inspections associated with building, electrical, plumbing, and/or mechanical work.

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Address: \_\_\_\_\_

Builder: \_\_\_\_\_

THIS IS TO CERTIFY THAT I AM THE HOMEOWNER FOR THE ABOVE REFERENCED PROPERTY, THAT I AM AWARE OF AND WILL FOLLOW ALL STATE AND LOCAL BUILDING CODES FOR THE BELOW REFERENCED JOBS THAT I AM COMPLETING ON PROPERTY THAT I OWN:

Plumbing: \_\_\_\_\_ Electrical: \_\_\_\_\_ Mechanical: \_\_\_\_\_ Building: \_\_\_\_\_

IN THE EVENT OF ANY CHANGE IN MY STATUS ON THE ABOVE JOB, I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR THIS JOB UNTIL THE BUILDING DEPARTMENT HAS BEEN NOTIFIED IN WRITING OF ANY CHANGES.

Print Name: \_\_\_\_\_

Homeowner Original Signature: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

(Notary Seal)

\_\_\_\_\_  
Notary Public, State Of Georgia

My Commission Expires: \_\_\_\_\_

**\*\* No Copies Or Faxes Accepted \*\***



Subcontractor Affidavit

This form must be completed, signed, notarized, and submitted to the Building Department prior to any inspections associated with electrical, plumbing, and/or mechanical work.

Project (an original form is required for each project):

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_ Address: \_\_\_\_\_

Builder: \_\_\_\_\_

THIS IS TO CERTIFY THAT I HOLD THE STATE LICENSE CHECKED BELOW AND AM USING FOR THIS JOB:

Plumbing: \_\_\_\_\_ Electrical: \_\_\_\_\_ Mechanical: \_\_\_\_\_

Company Name: \_\_\_\_\_ Phone # \_\_\_\_\_

Company Address: \_\_\_\_\_

State License # \_\_\_\_\_ Bus.Tax/Occupation Ctf. # \_\_\_\_\_

IN THE EVENT OF ANY CHANGE IN MY STATUS ON THE ABOVE JOB, I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR THIS JOB UNTIL THE BUILDING DEPARTMENT HAS BEEN NOTIFIED IN WRITING OF ANY CHANGES.

Print Name: \_\_\_\_\_

State Cardholder's Original Signature: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

(Notary Seal)

\_\_\_\_\_  
Notary Public, State Of Georgia

My Commission Expires: \_\_\_\_\_

**\*\* No Copies Or Faxes Accepted \*\***

### Permit Fee Schedule

Permit Type	Fee
Residential Dwelling Residential Accessory Building Commercial Structure Manufactured Home (Park or Private Property) Sign	Fee is calculated on the total value based on the most current International Code Council (ICC) Building Valuation Data (see table below)
Permit Renewal	50% of the original permit fee
Residential Dwelling Site Prep	\$50
Residential Dwelling Foundation	\$50
Residential Dwelling Plan Review	50% of permit fee; \$150 maximum
Residential Remodel or Renovation	Up to 400 sq. ft. \$150 401 to 1,000 sq. ft. \$300 over 1,000 sq. ft. \$450
Residential Re-Roof, Siding or Windows	\$100
Residential Dwelling Relocation (Move) Report	\$100
Residential Mechanical, Electrical or Plumbing	\$50 plus \$5 per thousand
Commercial Structure Plan Review	50% of building permit fee; \$150 minimum
Commercial Re-Roof, Siding or Windows	\$6 per thousand; \$100 minimum
Commercial Mechanical, Electrical or Plumbing	\$100 plus \$6 per thousand
Pool, Hot Tub, or Spa	\$300 Residential \$500 Commercial
Demolition	\$150 Residential \$200 Commercial

Re-inspections	\$50 for the 1st \$100 for the 2nd \$150 for the 3rd \$200 for each beyond 3rd
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**Fee Schedule based on the most current International Code Council (ICC) Building Valuation Data**  
<https://www.iccsafe.org/codes-tech-support/codes/code-development-process/building-valuation-data>

<b>Total Value</b>	<b>Fee</b>
\$1,000.00 and less	\$50.00
\$1,000.01 to \$50,000.00	\$50 for the first \$1,000.01, plus \$5 for each additional thousand or fraction thereof, up to and including \$50,000.00
\$50,000.01 to \$100,000.00	\$295 for the first \$50,000.01, plus \$4 for each additional thousand or fraction thereof, up to and including \$100,000.00
\$100,000.01 to \$500,000.00	\$495 for the first \$100,000.01, plus \$3 for each additional thousand or fraction thereof, up to and including \$500,000.00
\$500,000.01 and up	\$1,695 for the first \$500,000.01, plus \$2 for each additional thousand or fraction thereof