



BUILDING PERMIT APPLICATION

Date: _____ Set # _____

Building Permit # _____

Count: _____ of _____

Sewer/Water Permit # _____ (if applicable)

PIN # _____ - _____ - _____ - _____

Site Plan Approval _____ Date _____

****NOTE:** This form was last revised for use on January 1, 2008, and thereafter. **Only** this form may be used to acquire a permit subsequent to that date.**

COMMERCIAL : (USE) _____ RESIDENTIAL: (USE) _____ CERTIFIED PLANS: YES ___ NO ___

TO ENSURE THAT YOUR APPLICATION WILL BE PROCESSED, ALL APPLICABLE INFORMATION MUST BE PROVIDED:

Check one: Re-Permit ___ (Provide Old # _____) New Building ___ Addition ___ Alteration ___

Tenant Finish MUST Provide Tenant or Occupant's Name or Title: _____

Site Address _____ City: _____ Zip: _____

Lot/Block _____ Building No. _____ Floor No. _____ Suite No. _____ ADULT ENTERTAINMENT ORIENTED BUSINESS (y/n) _____

Subdivision or Project Name _____ Unit/Phase No. _____ LDP# _____

Gross Floor Area (under roof) _____ No. of Floors _____ No. of Bedrooms _____ No. of Units _____ Sewer or Septic System (CIRCLE ONE)
(Include: Heated, Unheated, Basement, Garage, Enclosed Deck/Porch)

Describe scope of work. Be specific: _____

WORK INCLUDES (Circle [Yes] or [No] FOR ALL BELOW)

| | | | | | |
|-----------------------------|-------------------------------|-----------------------------|-------------------------------|-------------------------|-----------------------------|
| Building Yes / No | Electrical Yes / No | Plumbing Yes / No | Mechanical Yes / No | Deck Yes / No | Basement Yes / No |
|-----------------------------|-------------------------------|-----------------------------|-------------------------------|-------------------------|-----------------------------|

OWNER OF RECORD _____ Telephone No. _____

Address _____ City _____ State _____ Zip _____

CONTRACTOR _____ Telephone No. _____

Address _____ City _____ State _____ Zip _____

Fax No. _____ E-mail _____ State Contractor's License No. _____

Business License No. _____ County/City of Issue (must be in Georgia) _____

APPLICANT/CONTACT PERSON _____ Telephone No. _____

Address _____ City _____ State _____

Telephone _____ Fax No. _____ E-mail Address _____

FOR A COMBINATION PERMIT, SUBMIT SUBCONTRACTOR INFORMATION

Please supply subcontractor's information below (they must submit Installation lists), otherwise all subcontractors must apply for separate permits.

| Trades: | Subcontractor's name, address and phone: | Business License No. | State Contractors License No. | State Trade Certification No. |
|-------------------------------|--|----------------------|-------------------------------|-------------------------------|
| Electrical Yes / No | | | | |
| Plumbing Yes / No | | | | |
| Mechanical (HVAC) Yes / No | | | | |

APPLICATION IS NOT COMPLETE UNLESS SIGNED
Please Complete Information on Back Side of this Application

ADDRESS OF SUBJECT PROPERTY: _____ PERMIT NUMBER: _____

APPLICANT'S CERTIFICATION

I hereby certify that all work to be performed under this permit will be done in accordance with all applicable building codes, zoning codes and other regulations governing construction in unincorporated Fulton County. I am the: owner []; owner's agent []; architect []; contractor []; attorney []; tenant []; other [] _____. I also understand that if this permit is being issued to the owner or an owner's agent, no one other than the owner or licensed subcontractors can perform work under this permit.

Applicant's Signature _____ Date _____

CAUTION TO OWNER: *If you act as your own General Contractor, you alone are responsible for the quality of the work and compliance with all applicable codes. You must have your signature notarized to acknowledge this responsibility.*

Notary Signature _____ Date _____ Expiration Date: _____

Some Interesting Facts for you to Consider

The site plan that is submitted along with this application will be reviewed according to the Fulton County Site Plan Review Checklist. Please understand that the requirements as stated therein are the basis for our staff review. Failure to provide the minimum requirements on the plan will result in significant delays in your permitting process. Copies of the checklist can be obtained from the WEB site at www.fultonecd.org; go to the Development page, select permit application forms from the right column and then select and copy Site Plan Checklist.

If you should choose to do so, you may elect to submit your residential plans with both **the seals of the Engineer of Record** who designed the **Land Disturbance Permit** for the project of which this lot is a part, **and the Surveyor** who has sealed the **Final Plat**. **Their Certifications** that all of the standards, as required by the Fulton County Department of Environment and Community Development, are shown on the Site Plan as outlined on the Checklist have been found to meet the minimum requirements for compliance under the law. They must also state that **Fulton County** is indemnified against any warrant of responsibility for the integrity of these same plans by the signature and seal of these responsible parties.

You may acquire a copy of the package which describes the **Fulton County Residential Plan Certification and Indemnification** program. **Selecting this mode of application will improve the processing time for the permit through the Fulton County system considerably.** Go to www.fultonecd.org and select the **Development page**. The program description and information will be found in the center of the page.

For more information contact the department at 404 730-7800 and ask for someone in permitting.

Remember also that you can check the progress of your application at will from your office or home by sending an email to our Centralized Permitting System at Permit.Status@co.fulton.ga.gov; type on the Subject line the sentence: Send all for (insert permit number JUST AS IT APPEARS; i.e., B06-06572 or SW07-00023, etc.,. Hit Send and wait just a few minutes and the entire history of the permit will be displayed for your use. We encourage you to check the status using this tool as many times during the process that you are comfortable. Once you get your permit you can also check the progress of your project with the same tool.



SITE PLAN/BUILDING PERMIT CHECKLIST

Permit Number: _____
LAST REVISED: 09/14/2005

GENERAL PERMIT REQUIREMENTS:

1. ____ Provide a minimum of two (2) site plans, a maximum size of 11" X 17" or a diskette, CD or DVD of the plan in **pdf** or **tif** format, showing all dimensions as required and legibly shown as no less than .08". Site plans do not have to be "to scale". The following must be shown, as applicable:
 - a. ____ Provide North Arrow
 - b. ____ Provide Land Lot and District
 - c. ____ Provide name and phase of subdivision or minor subdivision plat, if applicable
 - d. ____ Provide lot number and block number, if applicable
 - e. ____ Show all lot lines and complete lot dimensions with distances and bearings labeled
 - f. ____ Show all set back lines and label with distances
 - g. ____ Provide street name(s) and right-of-way width
 - h. ____ Provide address
 - i. ____ Show house location with dimensions from lot all lines to structure. It is suggested that the distances from each corner of the structure be annotated with a minimum of two directional distances to the lot lines.
 - j. ____ For permit applications for accessory structures, additions or pool permits; show distances from the existing structure(s) as well as the distance to the new feature from two lot lines, at minimum.
 - k. ____ Show existing topography and proposed topography with arrows to indicate the flow of storm water/drainage after construction. (NOTE: all storm water/drainage should be directed toward a drainage easement or drainage structure on-site or toward the street. No water flow from the developed property can be directed toward another lot, showing consistency with the LDP for the project.)
 - l. ____ Provide the location and dimensions of the driveway. Show and label the distance of the driveway from any improvements; i.e., catch basins, fire hydrants, etc. The driveway apron must be a minimum of ten (10) feet from a catch basin. The driveway apron must also be a minimum of five (5) feet from any lot line.
 - m. ____ Provide finished floor elevation, basement elevation and/or lowest floor elevation.
 - n. ____ Show state waters, if applicable.
 - o. ____ Show location and limits of construction/disturbance activity on the site. NOTE: Any disturbance greater than 5,000 square feet will be evaluated to determine if a separate Land Disturbance Permit (LDP) will be required. If an LDP is required additional detention, water quality features or other protective measures may be required.
 - p. ____ Show location and protection limits of any special trees and all tree save areas
 - q. ____ Show all buffers of any types, access easements, drainage and sanitary sewer easements with structures and features, and landscape strips and/or other natural features.
 - r. ____ If the lot has a detention pond, then an elevation certificate must be submitted establishing that the lowest floor of the structure is a minimum of three (3) feet above the 100 year water surface elevation of the pond.
 - s. ____ Provide the location and type of temporary and permanent soil stabilization measures to control sediment migration.
 - t. ____ Provide proof of septic tank permit, if applicable, when submitting permit application and site plan. For additions, renovations, fences, walls, or pools, you must first contact the Health (Septic) Staff to obtain a letter of renovation approval. Call 404 730-7577 for more information.
 - u. ____ Retaining wall(s) must be permitted separately. See retaining wall check list. If the wall is Cast-In-Place Concrete, structural plans, calculations and detailed drawings are mandatory.

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v. ____ ARC River Corridor approval is required, if applicable. Submit two (2) additional plans if the subject property is located within 2000 feet of the Chattahoochee River. Contact Michael Charlson at 404 730-7545 for more information.

w. ____ Provide the following certifications and/or indemnifications on the plat, as may be applicable:

i. ____ Provide a flood plain note/certification, if applicable. If property has special flood hazard area crossing its boundary line, a certificate of occupancy hold will be place on the building permit until an elevation certification is submitted certifying that the lowest floor elevation of the structure is a minimum of three (3) feet above the special flood hazard are elevation.

“Flood Hazard Note:

This property is/is not located in a flood hazard area according to FIRM Panel # _____ last revised on June 22, 1998.”

Note: If the special flood hazard area has established elevations, then a surveyor or architect can certify this statement. If elevations have not been established, then a registered engineer must provide calculations to establish the horizontal location and the elevation of the flood hazard area.

ii. ____ Provide Residential Plan Certification and Indemnification statement, if applicable.

**FULTON COUNTY
RESIDENTIAL PLAN CERTIFICATION AND INDEMNIFICATION
STATEMENT**

I do hereby certify, as the design and surveying professionals of responsible charge for this development, that this residential plan does meet the applicable requirements and that I do indemnify the County per the Residential Plan Certification and Indemnification, bearing my seal and signature, specifically for this lot or subdivision, which is on file with Fulton County.

| | |
|---|---|
| Design Professional Signature _____ Date: _____ Seal: _____ | Professional Surveyor Signature _____ Date: _____ Seal: _____ |
|---|---|

iii. ____ Provide a driveway indemnification note for all driveways that cross any easements {Applicant is to provide an agreement that has been drafted by an attorney at law which will indemnify the County against any and all damages and harm caused by the failure of the easement and associated features or structures to perform as designed. Note: Fulton County personnel and/or agents, shall have free and total access to, across, and under driveways, that will be installed on this recorded lot,, for the purposes of inspections, repair and/or construction, and shall have no responsibility for damages to, or the repair of, improvements within said easement.)

iv. ____ Engineer’s or Surveyor’s seal/stamp is required for any holds other than a DH-A or PW-A development hold. (Development Hold Classifications: DH-A - site plan required; DH-B – Building Elevation required; DH-C – LDP/Drainage Plan Required; DH-D – General Hold, explanation found in Conditions. PW classifications are the same.)

2. Provide a completed application; front and back or two sheets of information, including a signature bearing a current date for the submittal of materials.
 - a. All contractors must have a current business license number or be on file with Fulton County; otherwise a copy _____ of the most current license must be submitted along with the application. No permit will be issued until the contractor information is complete.
 - b. For all new single family homes also complete and submit a Residential erosion Agreement form.
 - c. Provide Owner’s name, complete address (including the zip code), a twenty-four (24) hour contact person and a _____ telephone number at which that person can be reached in case of emergency.
3. If the property is to be served by a septic system, rather than public sewer, the approval of the Septic Site plan bearing the seal of the design profession of responsible charge is required to be submitted along with this application.

IMPORTANT ADDITIONAL INFORMATION:

The review process **normally** requires a minimum of three (3) to five (5) days. You will be notified within five (5) days whether your permit review is complete or if a revised site plan is required for re-submittal. The more closely the design professional adheres to and shows compliance with the above checklist requirements, the more likely the review will occur within this timeframe. If the design professional fails to provide any of the required information, the review can be delayed for an undetermined amount of time.

If the subject property is not located within a subdivision of record with Fulton County, you MUST prove that the property as it exists is consistent with the Fulton County Tax Records prior to September 21, 1967, by submitting a plat of record or warranty deed confirming the existence in that form prior to said date. Should this information not be available the review process and issuance of a building permit will be delayed until you have filed an application and obtain approval for a Minor Subdivision Plat. For more information on this process, call 404 730-7534.