



CITY OF CARROLLTON SINGLE FAMILY RESIDENTIAL (DETACHED) AND ACCESSORY STRUCTURES PERMIT APPLICATION REQUIREMENTS

The following items must be provided before the review process for a single-family dwelling permit or accessory structure will begin.

- Complete application (form 1 attached)
- Two (2) copies of site plan (form 1.1 attached for example)
- Two (2) copies of floor plan (form 1.2 attached for example)
- Notarized Energy Affidavit (form 1.3 attached)
- Complete and signed Erosion Control Affidavit (form 1.4 attached)
- Local or Georgia State Business License

For General questions, please call City Hall at (770) 830-2000. If you need to speak with a Building Inspector, please call between the hours of 8 and 9 AM.

ADDITIONAL DATA The Building Official may require details, computations, stress diagrams, and other data necessary to describe the construction or installation and the basis of calculations. All drawings, specifications and accompanying data required by the Building Official to be prepared by an architect or engineer shall be affixed with their Official Seal.

EXAMINATION OF DOCUMENTS

Plan Review The Building Official shall examine or cause to be examined each applicant for a permit and the accompanying documents, consisting of drawings, specifications, computations and additional data, and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of the technical codes and all other pertinent laws or ordinances.



ENGINEERING DEPARTMENT

Building Permit Application

315 Bradley Street
Carrollton, GA 30117

Official Use Only

Log # _____ Permit #: _____

Application Date: _____ Date Issued: _____

Bldg. Permit Fee: _____ W&S Fees: _____

Review Fee: _____ Total Fee: _____

APPLICATION FOR BUILDING PERMIT

This application shall be made in accordance with applicable requirement of the City of Carrollton Ordinance and Code for a permit to erect, alter, repair, or use a structure as described herein and as required by the Building Permit

Property Owner's Name:		Applicant/Contact Name:	
Property Owners Address:		Company Name:	
City, State & Zip:		Company Address:	
Property Owners Telephone #		City, State, & Zip:	
Permit Location Subdivision Name:		Telephone #	
Address:		Lot#	
Business License #			
Lot Size:	Type of Permit: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alter <input type="checkbox"/> Repair <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Interior Finish		

TOTAL SQ FEET = _____ # STORIES = _____ Other: _____

Official Use Only

ROOM	HEATED	UNFINISHED
LIVING AREA		
BASEMENT		
BONUS RM.		
GARAGE:		
ACCESSORY, COMMERCIAL PRICE = \$		

\$ PER SQ FT	BUILDING INSPECTION
	FED CODE: CONST TYPE
	ARCH PLANS
	APPROVED BY: DATE:
	COMMENTS:
TOTAL	

The Permit Holder signifies his knowledge and acceptance of these conditions by his signature. The Permit Holder is responsible for compliance with the Carrollton ordinance and State of Georgia laws concerning soil and erosion and sedimentation control. The Permit Holder is responsible for the proper installation and maintenance of the following measure, at a minimum:

- Silt Fence at the downhill edge of all areas to be disturbed, install according to the Ga. State Field Manual for Erosion and Sediment Control
- Gravel construction entrance to keep soil and mud from being tracked from vehicles onto the roadway, and
- A twenty-five (25) foot buffer is required along all creeks and streams. The undisturbed buffer shall be protected at all times
- All Best Management Practices as required by the Georgia State Soil & Water Conservation Commission

The Permit Holder must maintain soil erosion control measures during all phases of construction. If the soil erosion control measures are not maintained on site, the Permit Holder will be subject to penalties up to and including fines and/or stop work orders. The Building Dept. will not conduct inspections on lots that are not consistent with the provisions of this application.

- The finished floor elevation of the lowest habitable floor shall be as least one (1) foot above (vertical elevation) the 100-year floodplain or headwaters of any drainage easement or waterways. Elevation certificate required at Rough-in inspection.
- No burial or burning of wood waste, trees, stumps, or construction debris is allowed except in compliance with the rules of the Georgia Department of Natural Resources Environmental Protection Division.

I hereby certify that I have examined and understand all information on this application and that the above statements and information supplied by me are true and correct. All provision of laws and ordinances governing work to be performed shall be complied with whether herein or not.

Applicant's Signature: _____ Date: _____

Official Use Only

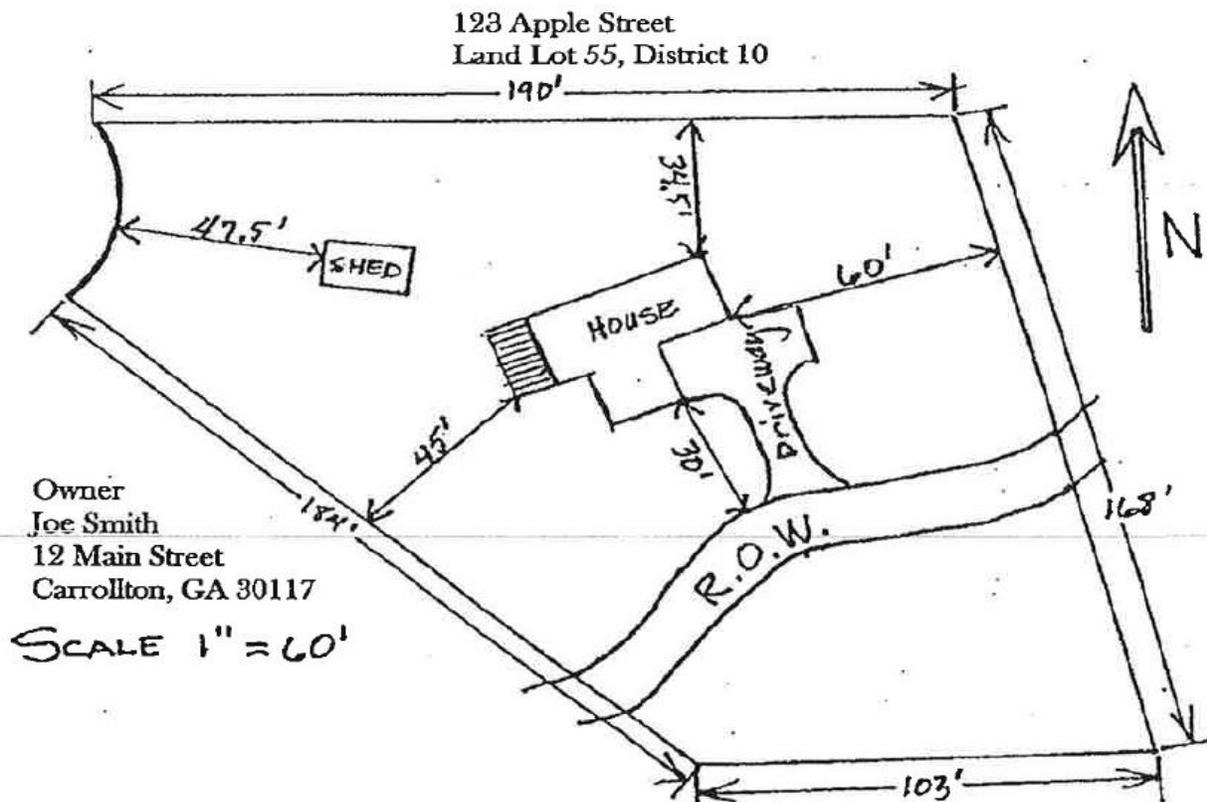
Engineering		Planning & Zoning		
Floodplain:	Easements:	Zoning Classification:		
Water:	Sewer:	Minimum Setbacks - Front:	Side:	Rear:
Addressing:		Certificate of Appropriateness:		
Approved by:	Date:	Parking:	Buffers:	Lot Coverage:
Comments:		Approved by:		Date:
		Comments:		

Form 1.1 - Site Plan Requirements and Example

**** Hand drawn site plans may be provided. In some cases, however, the Building Department may require a survey plat prepared by a licensed surveyor****

1. Title, Scale, north arrow, and date
2. Land lot, district, parcel, lot number, and street address
3. Name and address of owner or record.
4. Lot lines drawn to scale.
5. Location of any easements.
6. Area of lot (acre or square footage).
7. Zoning of property and adjoining tract (if different)
8. Adjoining rights-of-way and easements with purpose.
9. Location of any existing building with existing setbacks
10. Location of any proposed building or addition with proposed setbacks.
11. Location of proposed water/sewer lines and tie-in points.
12. Location and dimensions of driveway.
13. Location of 100 year flood plain line with proposed finished floor elevation, if required, (to be prepared by a licensed surveyor or engineer).
14. Erosion control plan, if required.
15. Pitch and direction of all slopes and drainage (when requested). All drainage ditches/and or areas with significant amounts of storm water runoff must be piped through reinforced concrete pipe or bituminous coated corrugated metal pipe prior to construction being completed.

SITE PLAN EXAMPLE



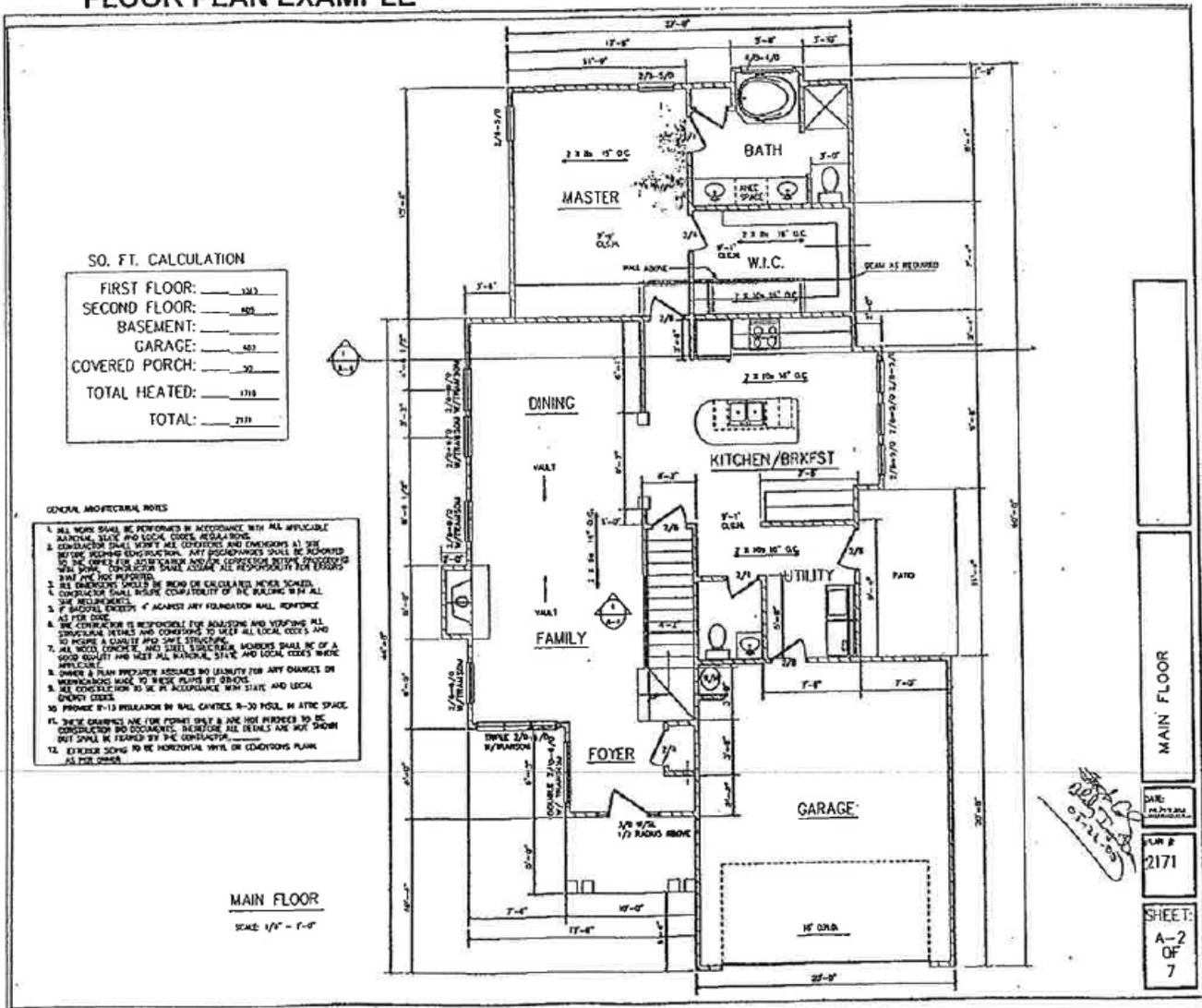
Form 1.2 – Floor Plan Requirements and Example

**** Hand drawn site plans may be provided. In some cases, however, the Building Department may require a survey plat prepared by a licensed surveyor****

Provide the location of the following:

1. Meter location for electrical service – must be approved by servicing company
2. Electrical panel location and size
3. Furnace location, indicate type (gas or electric)
4. Plumbing walls
5. Hot water heater, gas or electric
6. Give detail on stairs and guard, if applicable
7. Indicate if trusses will be used
8. Plan shall be drawn to scale and no less than 1/8" – 1'
9. Two sets of plans required

FLOOR PLAN EXAMPLE



Form 1.3

AFFIDAVIT

CURRENT EDITION OF THE GEORGIA STATE ENERGY CODE FOR BUILDINGS

CITY OF CARROLLTON

Department of Planning & Development

315 Bradley Street

Carrollton, Georgia 30117

NOTICE: This form must be completed, signed, and submitted to the Building Permit Department at the time a building permit is secured from the City of Carrollton, Georgia

DATE: _____ BUILDING PERMIT NUMBER (to be assigned by dept): _____

SUBDIVISION: _____

LOT NUMBER: _____ BLOCK NUMBER: _____

JOB SITE ADDRESS: _____

GENERAL CONTRACTOR/BUILDER: _____

The State of Georgia has adopted as State Law the State Energy Code for Buildings. This code regulates the design, erection, construction, alteration and renovation of buildings. The designer/builder shall comply with the standards of this Code which are applicable. This code contains requirements for energy conservation. Compliance with this code by designers and builders is mandatory. I do certify that the above permitted structure shall be built in accordance with the current Georgia State Energy Code for Buildings.

Signature: _____

Please Print Name: _____

City of Carrollton Occupational Tax Number: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: (____) _____ ext: _____

Notary: _____

Form 1.4

**City of Carrollton
Engineering Department**

315 Bradley Street
Carrollton, Georgia 30117
(770) 830-2000

**EROSION CONTROL AFFIDAVIT FOR
SINGLE FAMILY RESIDENTIAL CONSTRUCTION**

This affidavit must be submitted at time of Building Permit application.

Construction Site Name: _____

Construction Site Address: _____

Property Owner: _____ Phone: _____

Address (Owner): _____

Authorized Representatives/Applicant: _____

Phone: _____

24 Hour Contact Person: _____ Phone: _____

My signature hereto signifies that I am the person responsible for compliance with the Soil Erosion and Sedimentation Control Ordinance. I hereby acknowledge that Best Management Practices (BMP's), per the Manual for Erosion and Sediment Control in Georgia, must be used to control soil erosion on my job site which includes (but, not limited to) at a minimum the following:

1. **Proper installation and regular maintenance** of silt barriers (i.e. **Type-C silt fence**) in those areas where water exits the job site;
2. **Proper installation and regular maintenance** of a gravel construction entrance (20'x50') with geotextile under-liner to keep soil and mud from being tracked from vehicles onto the roadways;
3. Removal of mud from the roadway or adjacent property *immediately* following any such occurrence;
4. Conduct no land disturbing activities within **25 feet** of the banks of streams, lakes wetland, etc (i.e. "state waters") (within 50 feet of any trout stream);
5. Cut-fill operations must be kept to a minimum;
6. Disturbed soil shall be stabilized with lime, fertilizer, seed and mulch as quickly as practicable (**within 14 days**);
7. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development (Blankets or Matting are required on all slopes of 3 feet horizontal to 1 foot vertical (3:1) or steeper);
8. Cuts and fills may not endanger adjoining property;
9. Fills may not encroach upon natural watercourses or constructed channels in a manner so as to adversely affect other property owners;

10. Mud or silt (sediment) may not enter a stream, river, lake or other state water

The Permit Holder is responsible for all soil erosion and sedimentation control activities and violations, despite whether he has contracted this work to another.

Note:

- 1) Best Management Practices (BMP's): A collection of structural measures and vegetative practices which, when properly designed, installed and maintained, will provide effective erosion and sedimentation control for all rainfall events up to and including 25 year, 24-hour rainfall event.
- 2) State Waters: Any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the State which are not entirely confined and retained completely upon the property of a single individual, partnership, or corporation.

Any person violating any provisions of the Erosion and Sedimentation Ordinance, permitting conditions, or stop work order shall be liable for monetary penalty not to exceed **\$2,500**. There shall be a **minimum penalty of \$250 per day for each violation involving the construction of a single-family dwelling** that is not part of a subdivision development (Section III A, of the Erosion and Sedimentation Ordinance) and where there has been less than one acre disturbed, provided however, that the land disturbing activity is not within 200 feet of the bank of any state waters. **Each day the violation or failure or refusal to comply shall constitute a separate violation.**

NOTE:

- 1) The finished floor elevation of the lowest habitable floor shall be at least (1) foot above (vertical elevation) and forty (40) feet from the (horizontal measurement) the 100-year Floodplain or headwaters of any drainage easement or waterway (and not located in a dam-break area).
- 2) Driveway under drain pipes shall be a minimum of 15 inches in diameter, and shall be bituminous coated metal pipe, reinforced concrete pipe, or material approved, in advance, by the City of Carrollton Engineering Department – Phone: 770-830-2000 (Driveways on State Highways call: Georgia DOT – 770-646-5522).
- 3) No burial of wood waste, trees, stumps, or construction debris is allowed except in compliance with the procedure and rules of the Georgia Department of Natural Resources Environmental Protection Division, and inspections by the Development Department will be stopped at the request of the State if violations are found by them.

I hereby further acknowledge that City of Carrollton – Engineering Department's inspection staff may refuse to make development inspections, may issue stop work orders, and may issue fines for failure to comply with erosion control requirements.

Signature: _____ Date Signed: _____



City of Carrollton
Single Family Residential –
PERMIT REQUIREMENTS AND INFORMATION

INSPECTIONS
(CALL CITY HALL AT 770-830-2000)

A copy of the approved site plan, building plan and all permit cards must be posted on the lot before calling for an inspection. If your home is not visible from the road, post the permit information at the beginning of the driveway. The plans, permits, and permit cards shall be protected from the weather and maintained in good condition until the final inspection and a Certificate of Occupancy is issued by and maintained in good condition until the final inspection and a Certificate of Occupancy is issued by the Building Official

1. **Footing and Foundation Inspection:** To be made after the trenches are excavated and grade stakes, bulkheads, etc. are installed, including slabs. (Prior to pouring concrete).
2. **Slab Inspection:** (A) Plumbing and Electrical in slab to be inspected prior to covering. (B) Polyethylene to be in place with wire, gravel etc. (To be inspected prior to pouring slab.)
3. **Foundation Wall/Crawl Space Ventilation / Anchor Bolt Inspection:** To be made after the anchor bolts are in place and before framing has started.
4. **Framing Inspection:** When structure is dried-in and before electric, plumbing, and heat & air rough-in is started.
5. **Rough Inspection:** When all mechanicals are roughed-in and insulation is installed in all exterior walls. Pre-fabricated fire place units to be in place.
6. **Fireplace Inspection: *Masonry Fireplaces*** – All masonry fireplaces are to be inspected prior to the hearth being built and as the chimney construction progresses above the firebox (during the actual construction). **Pre-Fabricated Fireplaces:** Are to be in place at the time of the rough-in inspection.
7. **Sewer Line & Connection to Sewer Inspection:** To be made when work on the sewer line and connection to the city sewer has been completed, but prior to the ditch being filled.
8. **Temporary Power Inspection:** Made to establish temporary power to the structure for 30 days; this inspection must be made prior to a final inspection. NOTE: All fines and or fees associated with the project site must be paid before the utility company can be contacted for authorization of approval of a temporary power inspection.
9. **Final Inspection:** To be made when the building is ready for occupancy. A certificate of Occupancy will be issued at this time. **No building or addition is to be occupied without Certificate of Occupancy.**
10. **Swimming Pool Inspection:** An electrical inspection is to be made on the grounding system prior to pouring concrete. A final inspection will also be required when all work is completed and prior to use.



OFFICE OF THE TAX ASSESSOR CARROLL COUNTY GEORGIA

P.O. BOX 338 • Carrollton, Georgia 30112

Phone: (770) 830-5812

NOTICE

Our records indicate that you have recently obtained a building permit. Please be advised that an Appraiser from the Tax Assessor's Office will be visiting your building site to list and measure your house/building, etc. at least once, most likely twice during construction.

Should you have any questions or concerns, please contact me at the above phone number.

Sincerely,

A handwritten signature in cursive script that reads 'Sandi Ferguson'.

Sandi Ferguson
Chief Appraiser