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)
- Copy of the Site Plan (form 1.1 attached for example)
  * This Site Plan must include documented setbacks
- Landscape plan
- 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 INFORMATION**

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.
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.

<table>
<thead>
<tr>
<th>Property Owner's Name:</th>
<th>Applicant/Contact Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Property Owners Address:</td>
<td>Company Name:</td>
</tr>
<tr>
<td>City, State &amp; Zip:</td>
<td>Company Address:</td>
</tr>
<tr>
<td>Property Owners Telephone #:</td>
<td>City, State, &amp; Zip:</td>
</tr>
<tr>
<td>Permit Location Subdivision Name:</td>
<td>Email:</td>
</tr>
<tr>
<td>Address:</td>
<td>Lot#</td>
</tr>
<tr>
<td>Lot Size:</td>
<td>Telephone #:</td>
</tr>
</tbody>
</table>

# Stories: Type of Permit: [ ] New [ ] Addition [ ] Alter [ ] Repair [ ] Accessory Structure [ ] Interior Finish

**ROOM** | **HEATED SF** | **UNFINISHED SF** | **$ PER SQ FT** | **BUILDING INSPECTION**
--- | --- | --- | --- | ---
LIVING AREA (All Floors) | | | | FED CODE: |
BASEMENT | | | | CONST TYPE:
BONUS RM. | | | | ARCH PLANS:
GARAGE: | | | | COMMENTS:

Total Square Feet (Heated & Unfinished): $

Square Footage of the First Floor Only: _______ sf  Lot Coverage: _____%  Other: ____________________________________________

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 at 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: __________

---

Engineering | Planning & Zoning
--- | ---
Floodplain: | Zoning:
Water: | Overlay:
Addressing: | Setbacks - Front:
Approved by: | Side:
Comments: | Rear:

---

Easements: | COA:
Sewer: | Landscape:
Approved by: | Parking:
Comments: | Buffers:

---

PDF Received
<table>
<thead>
<tr>
<th>Trees</th>
<th>Specimen Trees</th>
<th>Replacement Trees</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Trees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Existing Trees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specimen Trees being removed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specimen Replacement Trees</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stems</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Draw the following information in the space above.

For all Trees:

- Total Canopy
- Column (E):
- (d) Square Feet
- (e) Tree Type
- (f) Canopy Square
- (g) Tree Canopy Percent

Your required tree canopy percent: ____________________________

(4) X (5) = Needed Amount of Tree Canopy

<table>
<thead>
<tr>
<th>Tree Canopy Percent</th>
<th>(4) Feet</th>
<th>(5) Feet</th>
</tr>
</thead>
<tbody>
<tr>
<td>M-T: 40%</td>
<td>W-H: 30%</td>
<td>M-T: 30%</td>
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<tr>
<td>C-T: 40%</td>
<td>C-T: 30%</td>
<td>C-T: 20%</td>
</tr>
<tr>
<td>R-O: 50%</td>
<td>R-O: 35%</td>
<td>R-O: 30%</td>
</tr>
<tr>
<td>R-TR: 50%</td>
<td>R-TR: 50%</td>
<td>R-TR: 50%</td>
</tr>
<tr>
<td>R-M: 50%</td>
<td>R-M: 50%</td>
<td>R-M: 50%</td>
</tr>
<tr>
<td>E-R: 20%</td>
<td>E-R: 20%</td>
<td>E-R: 20%</td>
</tr>
</tbody>
</table>

(4) Feet

50 Square Feet

Lot Size

Zone

Landscape Plan
**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.
16. Lot Coverage Percentage (((requested sq footage ÷ parcel size (sq ft) ) x 100)
17. Identification of all Specimen Trees, see Section 4.07.07 for the Definition of Specimen Tree
4.07.07 - Tree Protection

The following standards shall apply to trees identified as canopy trees and specimen trees, or that are counted toward the minimum required percentage of tree canopy identified in Table 4.07.04(C).

A. Root protection zone. A root protection zone must be established around the trunk of each preserved tree, or grouping of trees. The root protection zone shall be an area defined by the drip line of a tree. The maximum size of the root protection zone shall not exceed one thousand (1,000) square feet per tree. During construction, the area within the root protection zone shall remain free of excess soil, additional fill, equipment, liquids or construction debris. No soil shall be removed from within the root protection zone.

B. Protective fencing. A protective barrier shall be erected at the edge of the root protection zone. This barrier may be comprised of snow fencing, vinyl construction fencing, chain link, geotextile material, or other sturdy material approved by the Planning Department. The protective barrier must remain in place at all times during construction.

C. Specimen trees. Trees unique due to age, size, species or historic relevance are to be identified on the landscape plan as specimen trees. Special consideration must be made to work around specimen trees. Reasonable effort shall include, but not be limited to, alteration of building design, alternate building location, parking area, detention area, drainage system, or relocation of utilities. Design of buildings, hardscapes and utilities are to be developed with consideration to preserving and featuring specimen trees. The following criteria are used to identify specimen trees. Both size and condition criteria must be met to qualify.

1. Size Criteria.
   a. Large Hardwoods (oaks, poplars, sweetgums, etc.): twenty-seven (27) inch diameter or larger.
   b. Large Softwoods (pines, deodar, cedar, etc.): thirty (30) inch diameter or larger.
   c. Small Trees (dogwoods, redbuds, sourwoods, etc.): 8 inch diameter or larger.

2. Condition Criteria.
   a. Life expectancy of more than fifteen (15) years.
   b. Relatively sound and solid trunk with no extensive decay.
   c. No more than one major and several minor dead limbs (hardwoods only)
   d. No major insect or pathological problem.

3. A lesser sized tree can be considered a specimen tree, if in the judgment of the City:
   a. It is a rare or unusual species or of historical significance.
   b. It is specifically used by a builder, developer, or design professional as a focal point in a project or landscape.
   c. It is a tree with exceptional aesthetic quality.

4. Replacement of Specimen Trees. In the event that a specimen tree is removed or fatally harmed during the land development process, the applicant shall be required to replace any specimen tree with two trees of the same species with a minimum diameter of 4 inches per tree.
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
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: ____________________________________________
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: ___________________________ 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: ____________________
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.
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,

Renee Parmer
Chief Appraiser