



**City of Austell**  
**Community Affairs Department**

5000 Austell Powder Springs Rd  
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www.austellga.gov

Date of Submittal: \_\_\_\_\_

Date of Issuance: \_\_\_\_\_

Staff: \_\_\_\_\_

Cost of permit: \_\_\_\_\_

**NEW RESIDENTIAL BUILDING PERMIT APPLICATION**

*All contractors are required to have a Georgia Contractor's License and a business license from a Georgia municipality!*

- \*Note: A separate permit is required for each and every building or structure on which work is to be done. If the building contains more than (1) Dwelling unit, a separate permit is required for each unit in which work will be done.
- \* Home owners doing permits under their name must sign a Home owner permit request form.

**Expiration of Permits:** A building permit for new construction shall be valid for a period of 1 year. The building permits will expire at the end of the issuance day the following year whether work has been completed or not at which time the permit will be required to be renewed for work to continue. The renewal shall be submitted in writing by the permit holder **prior** to such permit expiring. If you fail in renewing your permit and continue to work under an expired permit you will be found in violation of the ordinance, resulting in a fine starting at \$150.00- or 2-days incarceration for your first violation.

**THE FOLLOWING ITEMS MUST BE ATTACHED TO THE APPLICATION BEFORE ZONING AND THE BUILDING DEPARTMENT WILL APPROVE YOUR PERMIT.**

- o Front Elevation
- o Foundation Plan
- o Floor Plan for Each Floor
- o Site plan showing the location of the house and all structures
- o Copy of State Card, Business License and DL of state card Holder.
- o Permit Agent form and DL of agent.

**Please bring 5 sets of plans and a digital copy with the items listed above on the day you submit. Permits will not be accepted if we do not have these items. ALL PLANS SHOULD BE DRAWN TO SCALE AND HAVE A VALID SEAL FROM AN ARCHITECT OR ENGINEER WHOSE REGISTRATION IS CURRENT IN THE STATE OF GEORGIA.**

Permit #: \_\_\_\_\_ Parcel ID: \_\_\_\_\_ Date: \_\_\_\_\_

- New Home     Addition     Renovation     Fire Damage     HB493  
 Basement Finish     Demolition     Accessory Structure (Type): \_\_\_\_\_

\*Lot: \_\_\_\_\_ \*Subdivision: \_\_\_\_\_

\*Property Address: \_\_\_\_\_

\*Property Owner: \_\_\_\_\_

\*Property Owner's Current Mailing Address: \_\_\_\_\_

\*Property Owner's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\* Finished Sq. Footage (Heated/Livable): \_\_\_\_\_ # of Rooms: \_\_\_\_\_ # of Baths: \_\_\_\_\_

Unfinished Basement Sq Ft (Not Garage): \_\_\_\_\_  
 Finished Basement Sq Ft (Not Garage): \_\_\_\_\_  
 Finished  Unfinished Attic Sq Ft (Usable Space Only): \_\_\_\_\_  
 Fireplace (Give Type & Quantity):  Masonry x \_\_\_\_\_  Pre-Fab x \_\_\_\_\_  Gas x \_\_\_\_\_  
 Installed By: \_\_\_\_\_  
 Porch Sq Ft: \_\_\_\_\_ Patio Sq Ft: \_\_\_\_\_ Deck Sq Ft: \_\_\_\_\_ Accessory Sq Ft: \_\_\_\_\_  
 Covered Sq Ft: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Un-Covered Sq Ft: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Garage Sq Ft: \_\_\_\_\_ Carport Sq Ft: \_\_\_\_\_  Enclosed  Open Shed/Storage Bldg: \_\_\_\_\_  
 Exterior Covering:  Brick Veneer  Vinyl  Wood Siding  Other: \_\_\_\_\_

Please check if building/job will have any of the following new work performed:

Heating/Air:  YES  NO Electrical:\*  YES  NO Plumbing:  YES  NO

Foundation Demo:  YES  NO

\*Briefly describe work being done: \_\_\_\_\_

\_\_\_\_\_ Building Valuation: \_\_\_\_\_

\*Contractor/Company: \_\_\_\_\_ Email: \_\_\_\_\_

\* Address: \_\_\_\_\_ \*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Phone: \_\_\_\_\_ \*State License #: \_\_\_\_\_ \*Exp: \_\_\_\_\_

\*Erosion Control Certification #: \_\_\_\_\_ \*Exp: \_\_\_\_\_

\*Business License Number: \_\_\_\_\_ \* Exp: \_\_\_\_\_

Sewer  Septic LDP: \_\_\_\_\_ Site Approval: \_\_\_\_\_

\* only one electrical meter allowed per residential lot

\* Signature of Applicant: \_\_\_\_\_ \* Printed Name: \_\_\_\_\_

ID Verified  Proof of Ownership Verified Clerk's Initials: \_\_\_\_\_

**RE-INSPECTION FEES: Trade Inspections - \$50.00 each occurrence.**

**Work Commencing Without a Permit:** Where any work for which a permit is required is started without such a permit having been issued, the applicable fees shall be doubled. (This includes permits for Building, Electrical, Plumbing, Mechanical, Gas Etc.) The payment of such a double fee shall not relieve any persons from fully complying with the requirements if all applicable codes and City Ordinances including on work already performed, concealed or otherwise not inspected, nor shall it relieve them from any other penalties as may be prescribed by law. As stated by the city's ordinance Article 1 Section 22-2 the first violation will result in a fine \$150.00 dollars or 2 days incarceration increasing with each violation.

**I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing This type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.**

\_\_\_\_\_  
 CONTRACTOR OR AUTHORIZED AGENT - PRINT NAME

\_\_\_\_\_  
 DATE  
 SIGNATURE OF CONTRACTOR OR AUTHORIZED A



# Energy Code

The provisions of the Georgia State Minimum Standard Energy Code, as adopted and amended the Georgia Department of Community Affairs, shall regulate the design of building envelopes for adequate thermal resistance and low air leakage, as well as the design and selection of mechanical, electrical, service water heating and illumination systems and equipment that will enable the effective use of energy in new building construction. **Any duct or envelope tightness verification or testing required by this Code shall be performed by an independent contractor hired by the builder.** The results of such testing shall be made available to the Building Official for his/her acceptance. Failures in meeting the provisions of the Code concerning duct and envelope tightness shall result in the testing being required to be performed again, after corrections to deficiencies have been made, and a re-inspection fee in the original amount has been paid.

**The air tightness of the building, dwelling or dwelling unit(s) shall be performed in accordance with Code and after all rough-in inspections have been approved, after the installation of all exterior and interior wall coverings and after installation of all penetrations of the building envelope, including doors and windows and penetrations for utilities, plumbing, electrical, ventilation, combustion appliances, etc.**

## **FOR OFFICE USE ONLY**

ZONING APPROVAL: \_\_\_\_\_  
STORMWATER APPROVAL: \_\_\_\_\_  
FLOOD ZONE: \_\_\_\_\_

## **Stipulations / Comments**