

PROJECT NUMBER ASSIGNED

DATE RECEIVED



PERMIT NUMBER

BUILDING PERMIT APPLICATION

STRUCTURE DIMENSION

CITY OF SUGAR HILL

5039 West Broad Street, Sugar Hill, Georgia 30518
Office: 770-945-6734 Fax: 770-945-2145

PLEASE CHECK TYPE OF PERMIT YOU ARE APPLYING FOR:

Form with checkboxes for permit types: New Single Family, Non Residential, Remodeling, Pool, Accessory Use, Demolition, Fence, Sign, Addition, Deck, Compliance/Misc, House Moved, Mobile Home, Sales Trailer, Construction Trailer, Temporary Use Permit, Other.

ALL STRUCTURES MUST HAVE A GENERAL CONTRACTOR AND AFFIDAVITS COMPLETED FOR EACH TRADE. EXCEPTION: RESIDENTIAL OWNER OCCUPIED WITH SELF WORK AFFIDAVITS.

Main application form with fields for: Subdivision or Project Name, Street Address, Is Structure to be used as Owner Occupied or for Sale/Lease, Contractor Name, Address, City, State, Zip Code, Phone, Mobile, Occupational License Number, Expiration, Value of Construction, Power Company, Exterior Finish, Width of Lot, # of Stories, Crawlspace, Basement or Slab, Total Heated Footage, 1st Floor Footage, 2nd Floor Footage, Basement Footage, Garage Footage, Depth of Lot, # of Bathrooms, # of Bedrooms, Total # of Rooms, Width of Structure, Heating System, Electrical, Gas, Solid Waste Disposal, Sewer, Septic, Depth of Structure, APARTMENTS ONLY, # of Buildings, # of Units, Additional Impervious, Actual Property Line Setbacks, Left Side, Right Side, Front, Rear, Energy Code System, MOBILE HOME INFORMATION, Is Unit, Owned, Leased, Leased w/ option to buy, Rented, Manufacturer, Make/Year, Size, ID#, Date to be delivered to lot, Date of Proposed Occupancy, New Customer Approval, NOTES.

Name of Property Owner, Address, City, State, Zip Code, Contact Phone Number

*****MUST SUBMIT CONTRACTORS SKETCH INCLUDING THE FOLLOWING *****

Footprint of the structure as it will sit on the property, including exterior footings, interior grade beams, fireplaces, bays, column pads, etc. and show property lines as well as setbacks.

* Floor Systems to be used: Conventional Lumber, Trusses, Type
* Roof System to be used: Conventional Lumber, Trusses, Type

APPLICANT PLEASE READ THE FOLLOWING

As the property owner or the authorized agent of the property owner, I hereby apply for a permit to erect or alter and use the structure(s) as described herein and/or shown on accompanying plan and specifications. In so doing, I confirm that the proposed work has been approved by all public/private property owners association(s) with governing authority over the property's use and is in compliance with all applicable covenants and restrictions. If a site plan is required, said structure is to be located as shown on the site plan. If the permit is granted, I shall construct same according to the laws and ordinances of the City of Sugar Hill. I further understand it is my responsibility to call for all required inspections, the first being within 30 days of permit issuance. I also understand that the structure authorized by the permit shall not be occupied until all inspections have been made and the Certificate of Occupancy/Completion has been approved by the Gwinnett County Dept. of Fire and Emergency Services (if applicable) and issued by the City Building Official. INITIALS

NOTE: An application for a permit for any proposed work shall be deemed to have been abandoned 6 months after the date of filing for the permit, unless a permit has been issued. Every permit issued shall become invalid unless the work authorized by such permit is commenced within 6 months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 6 months after the time the work is commenced unless an extension is granted in writing by the Building Official. See Municipal Code Chapter 14.

- REQUIRED EROSION CONTROL MEASURES SHALL BE INSTALLED PRIOR TO INITIATION OF CONSTRUCTION.
YARD CARD MUST BE POSTED UNTIL CERTIFICATE OF OCCUPANCY IS ISSUED, OR INSPECTIONS WILL NOT BE MADE. THERE WILL BE A CHARGE FOR REPLACEMENT YARD CARDS AND CERTIFICATES OF OCCUPANCIES IF DUE TO A LOSS OR APPLICATION ERRORS.
CALL (770) 945-6734 EXT. 1212 TO REQUEST INSPECTIONS FOR THE NEXT BUSINESS DAY. NO MORE THAN 20 INSPECTIONS WILL BE SCHEDULED EACH DAY. INSPECTIONS REQUESTED AFTER THE DAILY MAXIMUM IS REACHED WILL BE SCHEDULED IN THE ORDER THEY WERE RECEIVED FOR THE NEXT AVAILABLE BUSINESS DAY.
REINSPECTION FEES AND ALL OTHER APPLICABLE FINES ARE TO BE PAID BEFORE SCHEDULING SUBSEQUENT INSPECTION(S).
BURNING OF CONSTRUCTION & DEMOLITION WASTE OR WASTE FROM CLEARING & GRUBBING ACTIVITY IS PROHIBITED.

Applicant/authorized Agent initial if have received the following affidavits: Electrical, Plumbing, Heating/Air, Initials, Date
ADDITIONAL COPIES WILL BE \$3.00/COPY (LIST CONTRACTORS ON BACK)

SUGAR HILL - GEORGIA

Personally appeared named applicant, who on oath says that (he/she) is the property owner or is the authorized agent of owner of the subject property, and that all information herein is true to the best of (his/her) knowledge:

Applicant/Authorized Agent Signature, Printed Name of Applicant/Authorized Agent, Applicant/Authorized Agents Title, Date

SWORN TO AND SUBSCRIBED BEFORE ME THIS DAY OF 20, NOTARY PUBLIC SIGNATURE/SEAL

CALL BEFORE YOU DIG !!! Call three (3) working days before you dig IT'S THE LAW!!! 770-623-4344

PLEASE CONTACT THE GAS DEPARTMENT AND ALLOW AMPLE TIME FOR GAS SYSTEM INSTALLATIONS PRIOR TO FINAL LANDSCAPING.

DIGITAL COPIES ARE REQUIRED FOR ALL PLANS LARGER THAN 11" X 17" (PDF OR TIFF).

SINGLE FAMILY & DUPLEXS

- If on-site sewage disposal system is used, an approved permit from the Gwinnett county Health Department shall be required prior to issuance of any building permit.
- Scaled drawing showing property lines, set backs, easements, existing buildings and intended dimensions of new additions or alterations.
- The approval of an (HLP) House Location Plan, (RDP) Residential Drainage Plan, or (RDS) Residential Drainage Study, may be required if applicable prior to issuance of the Building Permit.

MULTI-FAMILY & NONRESIDENTIAL STRUCTURES

- A development Permit for the Building Site shall be issued prior to the issuance of a Building Permit which shall be consistent with said development permit.
- Scaled drawing showing property lines, setbacks, easements, existing buildings, outline of all impervious surfaces and intended dimensions of new additions or alterations.
- Building Plans must be reviewed and approved by the Fire Marshall's Office and if applicable Environmental Health Department prior to the Inspections Department Review.

RESIDENTIAL ADDITIONS, REMODELING & STORAGE BUILDINGS

- Brief description of work to be done _____
- Scaled drawing showing property lines, setbacks, easements, existing buildings, outline of all impervious surfaces and intended dimensions of new additions or alterations.
- If on a lot with Septic System, approval from Environmental Health shall be obtained prior to permit issuance.
- Affidavits must be signed by the owner or licensed Contractor for each mechanical (Electric, Plumbing, Heating/Air) done.

SWIMMING POOLS ACCESSORY USE MUST BE IN REAR YARD AND 5' FROM SIDE AND REAR PROPERTY LINE.

- Must submit scaled drawing showing property lines, set backs, easements, and existing buildings. Is fence required? _yes _no
- If expecting a discount on water, you must notify Gwinnett County Public Utilities prior to filling pool Depth of Pool _____
- ___Above Ground ___Below Ground ___Septic ___Sewer **Must submit an estimate for Cost of Construction.**

MOBILE HOMES

- Mobile Homes are required to be registered in the current owners name before applications will be accepted. Registration is to be done at the Gwinnett County Justice and Administration Building. They need to give you a letter stating that you are the current owner, the registration is completed, and you would like to request an inspection. This is to be returned with your application.
- Affidavits must be signed for the INSTALLATION, ELECTRICAL, PLUMBING, & HEATING & AIR prior to the inspections.
- The Gas and Water Meters must be tied into the mobile home before inspections will be conducted.

RESIDENTIAL, NON RESIDENTIAL & DEVELOPMENT EROSION CONTROL & SOLID WASTE MANAGEMENT AFFIDAVIT

EROSION CONTROL

- Installation and regular maintenance of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exits on the job site.
- Installations and regular maintenance of stone (1.5" -3.5") driveway entrance/exit pad (20' wide X 20' deep X 6" thick) to minimize the tracking of mud into the street and geo-textile fabric must be installed under the stone.
- Removal of mud from the street or adjacent property immediately following any such occurrence.
- Maintenance and removal of mud from detention ponds and sediment basins.
- Conduct no land disturbing activities within 50' of the banks of streams, lakes, wetlands, etc. (i.e. "state waters").
- Provide temporary vegetation and/or mulch in exposed critical disturbed areas.
- **BEST MANAGEMENT PRACTICES (BMP'S) A collection of structural practices and vegetative measures which, when properly designed, installed and maintained, will provide effective erosion and sedimentation control for all rainfall events up to and including a 25-year, 24-hour rainfall event.**

SOLID WASTE MANAGEMENT

1. Construction and Demolition (C&D) Waste Disposal information:

NOTE: On-site burial/disposal of Construction and Demolition (C&D) Waste is prohibited by Georgia Law. Construction and Demolition (C&D) Waste means building materials from construction and demolition operations which include, but are not limited to: asbestos-containing waste, wood, brick, metal, concrete, wall board, paper and cardboard.

- a) State how often C&D Waste will be collected and hauled (Note: Hauler must have a Permit by Rule from Georgia EPD)

- b) State the type of container or enclosure to be used to temporarily store waste before hauling (e.g. dumpster provided every other lot, etc.): _____

2. No person shall cause, allow, or permit open burning in any area located within the corporate boundaries of the City of Sugar Hill. Anyone violating the provisions of the ordinance shall be subject to fine and/or imprisonment. Each day a violation continues shall be considered a separate offense.

MY SIGNATURE HEREON SIGNIFIES ACKNOWLEDGEMENT OF ALL OF THE FOLLOWING:

- I am the person responsible for compliance with the Soil Erosion & Sediment Control Ordinance. I acknowledge that the City of Sugar Hill staff may refuse to make inspections, issue Stop Work Orders, and issue Citations to appear before the Municipal Court for violations of erosion control requirements and that I must use Best Management Practices (BMP'S) to control soil erosion on my job site.
- City Inspection staff may: refuse to make inspections, issue Stop Work Orders, issue Citations to Municipal Court for violations of Stop Work Orders, and refuse to approve Final Plats and Certificates of Occupancy/Completion for failure to comply with Solid Waste Disposal laws;
- If on-site disposal of Inert Waste is proposed, proof shall be provided that property/deed records have been revised or recorded indicating the boundaries of the disposal site prior to approval of a Final Plat, and Certificates of Occupancy/Completion.

_____/_____/_____
 Applicant/Authorized Agent Signature Printed Name of Applicant/Authorized Agent Applicant/Authorized Agents Title Date

2006 GEORGIA STATE ENERGY CODE FOR BUILDINGS

The State of Georgia has adopted as State Law the 2006 Edition of the Georgia 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 and became effective on January 1, 2009. I certify that the above permitted structure shall be built in accordance with the 2006 Georgia State Energy Code for Buildings.

_____/_____/_____
 Applicant/Authorized Agent Signature Printed Name of Applicant/Authorized Agent Applicant/Authorized Agents Title Date
 List Company Name of ALL Sub-Contractors

ELECTRICIAN: _____ PLUMBER: _____ HEAT/AIR: _____