

Permit Number \_\_\_\_\_

Date Received \_\_\_\_\_

### Building Permit Application

**Please Check the Type of Permit You are Applying for:**

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial	<input type="checkbox"/> Remodeling	<input type="checkbox"/> Pool
<input type="checkbox"/> Accessory Use	<input type="checkbox"/> Demo	<input type="checkbox"/> Addition	<input type="checkbox"/> Deck
<input type="checkbox"/> Mobile Home	<input type="checkbox"/> Sales Trailer	<input type="checkbox"/> Construction Trailer	<input type="checkbox"/> Other _____

**All structures must have a General Contractor and Affidavits Completed for Each Trade. Copies of a business license and contractors license must be submitted for each trade. Exception: Residential Owner Occupied with Self Work Affidavits.**

<b>Subdivision or Project Name:</b> _____		Lot/Block/Suite: _____	
Street Address: _____			
Parcel ID: _____		Zoning: _____	
<b>Contractor Business Name:</b> _____		Phone: _____	Mobile _____
Address: _____		City, State, Zip: _____	
License Number: _____		Expiration: _____	
<b>Property Owner Name:</b> _____		Phone: _____	
Address: _____		City, State, Zip: _____	
<b>Electrical Co. Name</b> _____	<b>HVAC Co. Name:</b> _____	<b>Plumbing Co. Name:</b> _____	
Value of Construction: _____	Power Company: _____	Stories: _____	Crawlspace/Basement/Slab? _____
Bathrooms: _____	Bedrooms: _____	Total Rooms: _____	Sewer or Septic? _____
1 <sup>st</sup> Area: _____	2 <sup>nd</sup> Area: _____	Basement Area: _____	Garage Area: _____
Total Heated Area: _____		Structure Dimensions: _____	

**Applicant, please read the following:**

- Once a complete permit application is received, unless notified, the City will perform initial permit review in 30 days.
- Call 770-945-6734 x 1212 before 2PM to request inspections for next business day. Inspections requested after the daily maximum is reached will be scheduled for the next available business day.
- 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 issued. Every permit shall become invalid if the work authorized by such permit is suspended or abandoned for a period of 6 months after the work is commenced.
- By signing below, you acknowledge you have received permission from property owners, HOAs, etc.
- By signing below, you acknowledge that the work will be as presented in your plans. Any unrepresented work will not be included and may result in disciplinary action.
- By signing below, you acknowledge you will call for all required inspections, the first being within 30 days, and you will receive all necessary Certificates of Occupancy.
- Before issuing a permit the Building Official may examine or cause to be examined any building, electrical, gas, mechanical, or plumbing systems for which an application has been received for a permit to enlarge, alter, repair, move, or demolish, install, or change the occupancy. He shall inspect all buildings, structures, electrical, gas, mechanical, and plumbing systems, from time to time, during and upon completion of the work for which a permit was issued. He shall make a record of every such examination and inspection and of all violation of the construction codes.

Applicant/ Authorized Agent Signature \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Date \_\_\_\_\_

**CALL BEFORE YOU DIG! CALL 3 WORKING DAYS BEFORE YOU DIG, IT IS THE LAW! 770-623-4344  
PLEASE CONTACT THE GAS DEPARTMENT AND ALLOW AMPLE TIME FOR GAS SYSTEM INSTALLATIONS PRIOR TO FINAL INSTALLATION.**

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

5039 West Broad Street, Sugar Hill, GA 30518

Office: 770-945-6734

Fax: 770-945-2145

Revised 7/12/2019



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**SINGLE FAMILY & DUPLEXES, RESIDENTIAL ADDITIONS, REMODELING, AND STORAGE BUILDINGS**

Please reach out to the Department of Planning & Development for a Submittal Checklist

**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.

Please reach out to the Department of Planning and Development for a Submittal Checklist

**SWIMMING POOLS**

Must submit scaled drawing showing property lines, set backs, easements, and existing buildings. Is fence required? \_yes \_no **Pools must be in rear yard and 5' from side and rear property line.**

If expecting a discount on water, you must notify Gwinnett County Public Utilities prior to filling 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 and the Gas and Water Meters must be tied into the mobile home before inspections will be conducted.

**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.

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.

