

Items Required for Residential Additions

For Residential Additions, you will need to submit:

- A complete building permit application

<http://cityofsugarhill.com/wp-content/uploads/2016/01/General-Permit-Application.pdf>

When you submit this be sure to list your subcontractors on the back of the application and include a copy of their state contractor's license and local business license to get them registered with the City. This information is also needed from the General Contractor. If you intend to perform the work yourself, the information will be needed for the subcontractors, but you may submit a Self-Work Affidavit to act as the General Contractor.

- A scaled site plan showing property lines, setbacks, easements, existing buildings, outline of all impervious surfaces, and the proposed addition.
- Drawings must be in sufficient detail to show compliance with all zoning requirements.
- Front, Side, and Rear Elevation showing all materials.
- Footing and Slab Details for the Addition – this should show all reinforcements, presumptive load bearing value of soil, and strength of concrete.
- A floorplan for the addition.
- Gas Tap & Meter Application if you will need to upgrade your meter.

<http://cityofsugarhill.com/wp-content/uploads/2016/01/Temporary-Waiver-Form-2016.pdf>

- An Authorized Agent Form if you are not the license holder or contractor and will be submitting the permit.

Please reach out if you have any questions.