

**REQUIRED ITEMS FOR BUILDING PERMITS
RESIDENTIAL CONSTRUCTION – NEW HOUSES & ADDITIONS**

ADDRESS _____

SIGNATURE _____

ITEM	<input checked="" type="checkbox"/>
COMPLETED PERMIT APPLICATION	
FOUR (4) COPIES OF THE SITE PLAN	
TWO (2) COPIES OF THE CONSTRUCTION DRAWINGS	
RESIDENTIAL TREE PLAN APPLICATION	
ENERGY CODE COMPLIANCE AFFIDAVIT	
SEPTIC TANK LETTER (if applicable)	
ONE (1) ADDITIONAL SITE PLAN & DRAWINGS IF HOUSE/ADDITION TOTALS OVER 5,000 SQ. FT.	

ACCESSORY STRUCTURES

ITEM	<input checked="" type="checkbox"/>
COMPLETED PERMIT APPLICATION	
THREE (3) COPIES OF THE SITE PLAN	
IF ACCESSORY STRUCTURE TOTALS MORE THAN 400 SQ. FT. THEN TWO (2) COPIES OF CONSTRUCTION DRAWINGS ARE REQUIRED	

CONSTRUCTION DRAWING REQUIREMENTS

- ALL DRAWINGS MUST BE DRAWN TO ARCHITECTURAL OR ENGINEERING SCALE.
- COMPLETE FLOORPLAN.
- MINIMUM OF TWO (2) SEPARATE OUTSIDE ELEVATIONS.
- DETAILED WALL SECTION.

RECEIVED BY _____

- BHAR APPROVAL IF REQUIRED
- FAÇADE BOARD APPROVAL IF REQUIRED

**REQUIRED ITEMS FOR BUILDING PERMIT REVIEW
COMMERCIAL CONSTRUCTION – NEW & ADDITIONS**

PLAN REVIEW FEE APPLIES TO ALL COMMERCIAL CONSTRUCTION

ADDRESS _____

SIGNATURE _____

ITEM	<input checked="" type="checkbox"/>
COMPLETED PERMIT APPLICATION	<input type="checkbox"/>
THREE (3) COPIES OF THE SITE PLAN	<input type="checkbox"/>
THREE (3) COPIES OF THE CONSTRUCTION DRAWINGS	<input type="checkbox"/>
ONE (1) SET OF SITE DEVELOPMENT DRAWINGS	<input type="checkbox"/>
GEORGIA STATE ENERGY CODE COMPLIANCE AFFIDAVIT	<input type="checkbox"/>
FIRE HYDRANT CERTIFICATE PER FIRE PREVENTION CHAPTER 17 SPECIAL INSPECTIONS	<input type="checkbox"/>
CODE SUMMARY	<input type="checkbox"/>
ALL (A) ASSEMBLY (E) EDUCATIONAL (I) INSTITUTIONAL OCCUPANCY OR BUILDINGS OVER 5000 SQ. FT. MUST BE STAMPED BY A LICENSED ARCHITECT OR ENGINEER.	<input type="checkbox"/>

COMMERCIAL ALTERATIONS

ITEM	<input checked="" type="checkbox"/>
COMPLETED PERMIT APPLICATION	<input type="checkbox"/>
FLOORPLAN DRAWN TO SCALE	<input type="checkbox"/>
ALL (A) ASSEMBLY (E) EDUCATIONAL (I) INSTITUTIONAL OCCUPANCY OR ALTERATIONS TO BUILDINGS HAVING FLOOR AREA EXCEEDING 5000 SQ. FT. MUST BE STAMPED BY A LICENSED ARCHITECT OR ENGINEER.	<input type="checkbox"/>

RECEIVED BY _____

- **BHAR APPROVAL IF REQUIRED**
- **FAÇADE BOARD APPROVAL IF REQUIRED**