

Permit # _____

ARCHITECT/ARCHITECTURAL COMPANY ☐ N/A

ENGINEER/ENGINEERING COMPANY ☐ N/A

Name / Company Name

Company Address

City State Zip Code

Phone Number Georgia License number

Email Address

Name / Company Name

Company Address

City State Zip Code

Phone Number Georgia License Number

Email Address

Indicate below all work (including work to be done by other sub-contractors) in relation to this permit:

Electrical

- ☐ Gen. purpose outlets
☐ Power connection
☐ Lighting
☐ Other ____

Heating

- ☐ Gas
☐ Oil
☐ Electric
☐ Solar
☐ Steam/Hot Water

Air Conditioning

- ☐ Electric
☐ Gas
☐ Chilled water

Plumbing

- ☐ Kit. Sink(s) # _____
☐ Bathtubs _____
☐ Lavatories _____
☐ Commodes _____
☐ Dist. From Fire Hydrant

**** APPLICANT'S ESTIMATED COST OF CONSTRUCTION: \$ _____**

APPLICANT ☐ Property Owner ☐ Property Owner's ☐ Contractor ☐ Contractor's Agent

*Name Company Name

*Street Address *City *State *Zip Code

*Phone *Email Address

The applicant shall be responsible from the date of the permit or from the time of the beginning of the first work, whichever shall be the earlier, for all injury or damage of any kind resulting from this work, whether for basic services or additional services to persons or property. The applicant shall exonerate, indemnify and save harmless the City from and against all claims or actions and all expenses incidental to the defense of any such claims, litigation and actions based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with the performance of this permit or by conditions created thereby or arising out of or in any way connected with work performed under the permit or for any and all class actions for damages under the laws of the United States or of Georgia arising out of or in any way connected with the acquisition of construction under the permit and shall assume any pay for, without cost to the City. The defense of any and all claims, litigations, and actions, suffered through any act or commission of the applicant or any subcontractor, or any one directly or indirectly employed under the supervision of any of them. I hereby certify that I have examined and understand all information on this application and that the above statements and information supplied by me are true and correct. All provisions of laws, codes and ordinances applicable to the work to be performed shall be complied with whether herein or not. Failure to comply or false statements shall be grounds for revocation of permit.

Applicant's Signature _____

For Official Use Only

Calculation of Fees

Plan Review \$ _____

Fire Fees \$ _____

Total \$ _____

Water & Sewer Fund Fees

General Fund Fees

Water & Sewer Fund Fees

General Fund Fees

Water Tap \$ _____

Building Permit \$ _____

Sewer Tap \$ _____

Electrical Permit \$ _____

Backflow \$ _____

Plumbing Permit \$ _____

Capital Recovery – Water \$ _____

Mechanical Permit \$ _____

Capital Recovery – Sewer \$ _____

WQC Admin. \$ _____

Total \$ _____

Total \$ _____

Approved by Building Official: _____

___ RESIDENTIAL

___ LIGHT COMMERCIAL

___ COMMERCIAL

When are Stamped Plans Required?

The Building Department is required by law to conduct plan reviews of public and commercial buildings. It conducts these reviews with the City Fire Marshal's Office. The following guidelines explain when stamped plans are, or are not, required. (Definition: "stamped" means plans prepared by a Georgia licensed architect or engineer.)

Section 107 of the Building Code requires plans to be prepared and designed by an engineer or architect licensed by the State to practice as such in the specific discipline. There are some exceptions.

Under specific written standards issued by the City Fire Marshal's Office and the Building Department, require stamped plans under Section 107 except as below.

Unstamped plans are only acceptable if plans meet the criteria outlined in the follows:

Plan will be a minimum of 11 ½ x 17 in size. Plans will be a minimum of computer drawn (no hand drawn plans will be accepted).

Plans will be required to meet minimum submittal standards of section 107 of the IBC code and include a title page listing jurisdiction, applicable codes, property owner, 24 hour contact and scope of work.

Alterations or repairs to a building that do not change or affect the structural system or the safety of the building, means of egress or that does not affect the public health, safety or welfare; the alteration or repair is uncomplicated; and the plans submitted are detailed enough to answer all key/essential items for the plan review and are complete enough so that a list of additional information or details is not required. As a guideline, if over 10 additional items are annotated, the plans are not complete enough for review.

Buildings which require an area separation wall, fire protection system or is a mixed occupancy, are to be considered complicated and stamped plans are required.

While the above criteria offers a guide to the circumstances under which we may accept unstamped plans, the City Fire Marshal's Office and the Building Department still has the authority to order stamped plans on any building where drawings submitted are not, in our estimation, sufficient for review

NOTE: "Uncomplicated" shall mean: Plans will not involve area separation walls, change of occupancy, and/or does not require changes to the means of egress.

If we receive plans that do not meet the criteria in the paragraph above the procedure is to write a letter back to the applicant and notify them that the plans are insufficient for review and a set of stamped plans are required. The Building Department will not normally provide list of over 10 items that still need to be included or detailed.

If the plans are stamped the same procedure applies except that our letter back to architect or engineer will state that we have started a plan review however there are too many problems with the plans to conduct a review. The letter may make a recommendation that they review specific sections of the IBC/IFC.