



City of Villa Rica Building Department

206 North Avenue | Villa Rica, GA 30180

678-840-1282 | www.villarica.org

**RESIDENTIAL
BUILDING
PERMIT PACKET
WITH TRADES**

CHECKLIST

Please complete the entire application package, including:

- Permit Details Form;** Application and plans need to be emailed to both jpendley@villarica.gov and rkilgore@villarica.gov
- State Licensing Board Authorized Permit Agent Form**
- License Requirements:** The City requires copies of GA state occupational tax license, GA contractor's license and applicant's driver's license.
- Contractor Affidavits** - Required. (Must be signed and submitted with building permit application with copies of current business license, state contractor license, and driver's license).
 - Electrical Sub-Contractor Affidavit
 - Mechanical Sub-Contractor Affidavit
 - Plumbing Sub-Contractor Affidavit
- Homeowners Affidavit** – (If applicable) For homeowners performing work on their primary dwelling. Form located @ <https://www.villarica.org/pview.aspx?id=21438&catid=564>
- One (1) Set of Electronic (PDF) Copy of Erosion & Sediment Control Plans Combined with a Site Plan** (new construction) disturbance of over 1 acre will require plans to be stamped and approved by the State of Georgia GSWCC.
- One (1) Set of Electronic (PDF) Copy of Architectural Drawings** - Drawing must be detailed, showing footing size, depth, reinforcement, foundation details, slab details, grade beams, egress window and door sizes, spans and spacing of lumber, beam rafters and joists. EWP layout plans (ex. Roof truss, floor truss, and I-joists). Show exterior materials and elevations; must be scaled and no smaller than 11" x 17".
- One (1) Set of Electronic (PDF) Copy of HLP- House Location Plans** – (For new construction or any addition changing the footprint of the structure) Sealed and signed by a licensed land surveyor showing the proposed house location on the building site with the proposed setback dimensions. **(HLP can also be included on the erosion site plans)**
- Septic Tank Permit-** Required if on septic. Obtain at Carroll or Douglas County Environmental Health Department prior to applying for building permit.
- Sewer-** proof of purchase required if not on septic
- Water Meter Purchase** - proof of purchase required
- Homeowners Association Approval Letter: (if applicable)**
- Temporary Toilet-** Required to be on the job site at the beginning of construction
- Payment method:** Payment can be made with cash (exact change), check, credit or debit cards of Visa or MasterCard. Checks are made to City of Villa Rica.

NOTE: RETAINING WALLS OVER FOUR (4) FT. TALL FROM THE FOOTING SHALL BE DESIGNED BY A STRUCTURAL ENGINEER AND SUBMITTED TO THE BUILDING DEPARTMENT FOR REVIEW.

SITE PLAN REQUIREMENTS

- ❖ Residential site plans for new construction must be stamped by a Georgia Registered Land Surveyor or Civil Engineer
- ❖ Site plans must include an Erosion & Sediment Control Plan unless an approved Tertiary plan has been approved prior for the development.
- ❖ If the area to be disturbed is over 1 acre the erosion plans must be sent to GSWCC for review and the stamped approved plans delivered with the building permit application.

Plan Details Required

1. North arrow and scale.
2. Width and location of any adjoining street right-of-way.
3. Lengths and bearing of property lines.
4. Area of property (square ft. and acres).
5. Outlines of existing and proposed buildings and structures on the site indicating ground floor area (footprint), include all areas under roof such as porches and any projections, such as chimneys and bay windows; **(House Location Plan)**
6. Utility easements.
7. Setbacks from property lines indicated by labeled setback lines or dimensioned arrows (drawn square to the lot lines) from the lot lines to the nearest point of building(s).
8. Flood plain boundaries or disclaimer statement, the disclaimer statement must contain the panel number of the Flood Insurance Rate Map (FIRM) and most current effective date (if any portion of the property is in the flood plain, the finish floor elevation must be given and a Certificate of Elevation provided before the C.O. will be issued);
9. Driveway imprint (not to exceed eighteen (18) in width and must be at least twenty (20) inches long).
10. Sidewalk imprint (cross slope not to exceed two (2) %).
11. Show the location of all erosion BMP's – inlet protection, construction exit and arrows indicating lot drainage.
12. Show final grading contours on the site plan.
13. Show the water meter and sewer tap location on plan. Location of septic tank, if applicable.

Permit #: _____

PERMIT DETAILS FORM

Project Address: _____ City/State/Zip _____

Parcel ID#: _____ Lot: _____ Zoning: _____

Lot Size: _____ Setbacks Front: _____ Back: _____ Side: _____ Historic Downtown District: Yes No

New SFH Townhome Duplex Remodel Addition

Scope of Work: _____

Area of Construction: Interior Exterior Cost of Construction: _____

Type of Foundation: Basement Crawlspace MonoSlab Sprinkler: Yes No

Total Height: _____ Stories: _____ # Bedrooms: _____ # Bathrooms: _____

Total Heated SQ FT: _____ Deck/Porch/Patio Total SQ FT: _____

Basement: Finished Unfinished Basement Sq ft: _____

Garage: Attached Detached Garage Sq Ft: _____

Cladding: _____ Roofing Material: _____

Utility Company: GA Power Greystone Power Carroll EMC

Solid Waste: Sewer Septic Environmental Permit # _____

(Environmental permit only required for septic)

CONTRACTOR INFORMATION REQUIRED

Contractor Business Name: _____

Street Address: _____ City/State/Zip _____

Phone #: _____ Email Address: _____

PROJECT OWNER INFORMATION REQUIRED

Project Owners Name: _____

Street Address: _____ City/State/Zip _____

Phone #: _____ Email Address: _____

AUTHORIZED PERMIT AGENT / APPLICANT INFORMATION

Applicants Name: _____

Street Address: _____ City/State/Zip _____

Phone #: _____ Email Address: _____

AUTHORIZED SIGNATURES

The undersigned states that the above information is true and correct, understands that the permit issued is only for the construction as stated and that occupancy is not permissible until all inspections and code requirements are met and a Certificate of Occupancy has been issued by the City of Villa Rica.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

Office Use Only:

Approved: _____ Denied: _____ Reason for Denial: _____

Date: _____ Fee Paid: _____



**State Licensing Board for Residential and General Contractors
Authorized Permit Agent Form**

Licensed Contractor:

Individual

Qualifying Agent

Name of Licensed Person: _____
(Please attach a copy of Individual License or Company License)

License Number of Individual or Qualifying Agent: _____
(Please attach copy of Qualifying Agent License)

Name of Licensed Company (if applicable) _____

License Number of Company (if applicable): _____

I, _____ hereby designate
(Licensed Individual or Qualifying Agent)

_____ to apply for and obtain permits.

AUTHORIZED SIGNATURE

I, the undersigned, being the contractor as either an individual or a qualifying agent, do hereby affirmed swear, under oath, that all information on this form and on accompanying documents are true and correct.

Signature of Individual or Qualifying Agent _____

State of _____ County of _____

Subscribed and sworn to me before me this _____ day of _____, 20_____

Notary Public Signature

Seal

ELECTRICAL SUB-CONTRACTOR AFFIDAVIT

Site Address: _____

This is to certify that I am responsible for the **Electrical** installation and compliance with all applicable codes.

I have included the following items with the completed affidavit and fixture list:

- A valid copy of the contractors GA state contractor's license
- A copy of a current GA occupational tax certificate (business license)
- A copy of the applicants' driver's license or state issued ID

Company Name

Address

Email Address Phone

State License #

Licensed Electrical Contractor Name (Printed)

Licensed Electrical Contractor Signature

Date

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of one (1) year at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and Ordinances Governing this type of work will be complied with whether specified herein or not the granting of permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or performance of construction

COMMERCIAL / RESIDENTIAL ELECTRICAL FIXTURE LIST

Contractor/Company Name _____

GA State License: _____

Site Address: _____

Utility Company: GA Power Greystone Power Carroll EMC

This is to certify that I am responsible for the **Electrical** installation and compliance with all applications codes.

Signature: _____ Date: _____

Quantity	Fee	Add Fee	Total	Description
	\$ 40.00			T-Pole
	\$ 5.00			100 Amp Service
	\$ 10.00			101 - 200 Amp Service
	\$ 15.00			201 - 400 Amp Service
	\$ 25.00			401 - 600 Amp Service
	\$ 35.00	\$0.05 per amp over 600		601 & Up Amp Service
	\$ 3.00			Transformer/Generator 1.0 - 7.5 KW
	\$ 6.00			Transformer/Generator 7.6 - 10.0 KW
	\$ 7.50			Transformer/Generator 10.1 - 15.0 KW
	\$ 10.00			Transformer/Generator 15.1 - 20.0 KW
	\$ 15.00	\$0.25 per KW above 20 KW		Transformer/Generator Above 20.1 KW
	\$ 0.25			Residential Receptacle Outlets & Switches
	\$ 0.25			Residential Light Outlets
	\$ 0.50			Commercial Receptacle Outlets & Switches
	\$ 0.50			Commercial Light Outlets
	\$ 1.00			Flood Lights
	\$ 0.30			Low Voltage Drops
	\$ 2.50			Dishwasher
	\$ 2.50			Disposal
	\$ 6.00			Range Combo
	\$ 5.00			Oven
	\$ 5.00			Stovetop
	\$ 7.00			Air Conditioner
	\$ 5.00			Clothes Dryer

Quantity	Fee	Add Fee	Total	Description
	\$ 5.00			Water Heater
	\$ 2.00			Bath Fans / Exhaust Fans
	\$ 3.00			Vent Hood Residential
	\$ 20.00			Vent Hood Commercial
	\$ 4.00			Electric Heater up to 10 KW
	\$ 8.00			Electric Heater above 10 KW
	\$ 3.00			Gas Furnace
	\$ 15.00			Swimming Pool
	\$ 10.00			Motors up to 10 hp
	\$ 20.00			Motors 10.1 - 20 hp
	\$ 30.00	\$0,05 per HP over 20 HP		Motors 20.1 and above
	\$ 50.00			Power Restoration Residential & Commercial (no work performed INSPECTION ONLY, when required by the utility provider to reconnect)
TOTAL				

*** Minimum for Commercial \$100.00 ***

Minimum for Residential \$50.00

MECHANICAL SUB-CONTRACTOR AFFIDAVIT

Site Address: _____

This is to certify that I am responsible for the **Mechanical** installation and compliance with all applicable codes.

I have included the following items with the completed affidavit and fixture list:

- A valid copy of the contractors GA state contractor's license
- A copy of a current GA occupational tax certificate (business license)
- A copy of the applicants' driver's license or state issued ID

Company Name

Address

Email Address

Phone

State License #

Licensed Mechanical Contractor Name (Printed)

Licensed Mechanical Contractor Signature

Date

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of one (1) year at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and Ordinances Governing this type of work will be complied with whether specified herein or not the granting of permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or performance of construction

COMMERCIAL / RESIDENTIAL MECHANICAL FIXTURE LIST

Contractor/Company Name: _____

GA State License # _____

Site Address: _____

This is to certify that I am responsible for the **Mechanical** installation and compliance with all applicable codes.

Signature: _____ Date: _____

Quantity	Fee	Total	Description
	\$ 10.00		Air Conditioner up to 2 HP or Ton
	\$ 15.00		Air Conditioner 2.5 – 3 HP or Ton
	\$ 20.00		Air Conditioner 3.5 – 5 HP or Ton
	\$ 40.00		Air Conditioner above 5.5 HP or Ton
	\$ 15.00		AHU with Heat Strip 0 - 5 KW
	\$ 17.50		AHU with Heat Strip 5.1 - 7.5 KW
	\$ 20.00		AHU with Heat Strip 7.6 - 10 KW
	\$ 22.50		AHU with Heat Strip 10.1-15 KW
	\$ 25.00		AHU with Heat Strip 15.1 - 20 KW
	\$ 35.00		AHU with Heat Strip Above 20.1 KW
	\$ 15.00		Furnace up to 100,000 BTU
	\$ 25.00		Furnace 101,000 - 126,000 BTU
	\$ 30.00		Furnace 126,001 - & above
	\$ 10.00		Heat Pump up to 2 HP or Ton
	\$ 15.00		Heat Pump 2.5 - 3 HP or Ton
	\$ 20.00		Heat Pump 3.5 - 5 Hp or Ton
	\$ 40.00		Heat Pump Above 5.5 HP or Ton
	\$ 10.00		Ductwork Modification
	\$ 3.00		Ventilation Fan up to 1 hp
	\$ 7.00		Ventilation Fan Over 1 hp
	\$ 15.00		Gas Vent
	\$ 6.00		Dryer Vent
	\$ 6.00		Residential Vent Hood
	\$ 20.00		Commercial Vent Hood
	\$ 5.00		Gas Line Outlets
	\$ 10.00		Refrigeration 1-10 HP
	\$ 20.00		Refrigeration above 10.1 HP
TOTAL			

* Minimum for Commercial \$100.00 *

Minimum for Residential \$50.00

PLUMBING SUB-CONTRACTOR AFFIDAVIT

Site Address: _____

This is to certify that I am responsible for the **Plumbing** installation and compliance with all applicable codes.

I have included the following items with the completed affidavit and fixture list:

- A valid copy of the contractors GA state contractor's license
- A copy of a current GA occupational tax certificate (business license)
- A copy of the applicants' driver's license or state issued ID

Company Name

Address

Email Address Phone

State License #

Licensed Plumbing Contractor Name (Printed)

Licensed Plumbing Contractor Signature

Date

This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of one (1) year at any time after work is commenced. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and Ordinances Governing this type of work will be complied with whether specified herein or not the granting of permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or performance of construction

COMMERCIAL / RESIDENTIAL PLUMBING FIXTURE LIST

Contractor/Company Name: _____

GA State License # _____

Site Address: _____

This is to certify that I am responsible for the **Plumbing** installation and compliance with all applicable codes.

Signature: _____ Date: _____

Quantity	Fee	Total	Description
	\$ 4.00		Backflow Preventer
	\$ 4.00		Bathtubs
	\$ 4.00		Dishwashers
	\$ 2.50		Drink Fountain
	\$ 25.00		Ejector/Sump Pump
	\$ 4.00		Floor / Roof Drains
	\$ 4.00		Garbage Disposal (not allowed on septic)
	\$ 4.00		Grease Trap
	\$ 2.50		Ice Machine
	\$ 25.00		Irrigation System
	\$ 4.00		Laundry Tub
	\$ 4.00		Showers
	\$ 4.00		Sinks
	\$ 4.00		Urinals
	\$ 4.00		Washing Machine
	\$ 4.00		Water Closets
	\$ 9.00		Water Heater
	\$ 5.00		Gas Line Outlets
	\$ 2.50		All other fixtures not listed
TOTAL			

*** Minimum for Commercial \$100.00 ***

Minimum for Residential \$50.00