



City of Villa Rica Building Department
206 North Avenue | Villa Rica, GA 30180
678-840-1282 | www.villarica.org

RESIDENTIAL BUILDING PERMIT PACKET

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.
- ☐ **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) Electronic (PDF) Set 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) Electronic (PDF) Set 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) Electronic (PDF) 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 a 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 the Individual License or Company License)

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