



City of South Fulton
 Department of Community and Development Services
 Fulton County Government Service Center
 5440 Fulton Industrial Boulevard
 Atlanta, GA 30336
 O: 470-809-7200
www.cityofsouthfultonga.gov

Date: _____
 Building Permit: # _____
 Sewer Permit: # _____
 Set: # _____

BUILDING PERMIT APPLICATION FORM

CHECK ONE: COMMERCIAL (Use): _____ RESIDENTIAL (Use): _____

To Ensure That Your Application Will Be Processed, ALL Applicable Information Below, Must be Provided:

CHECK ONE: RE-Permit: _____ (Old Permit #: _____) New Building: _____ Addition: _____ Alteration: _____
 Tenant Finish **MUST** Provide Tenant or Occupants Name/Title: _____

Site Address: _____ City: _____ Zip: _____
 Lot/Block: _____ Building #: _____ Floor #: _____ Suite #: _____ Adult Entertainment Orientated Business: [Y / N]

Subdivision/Project Name: _____ Unit/Phase #: _____ LDP #: _____

Gross Floor Area (Under Roof): _____ # of Floors: _____ # of Bedrooms: _____ # of Units: _____ Septic/Sewer
 (Include: Heated/Unheated/Basement/Garage/Enclosed Deck or Porch) (Circle One)

Describe Scope of Work (Be Specific): _____
 (For Renovations/Interior Finish Permits, provide the Cost of Construction (attach proof of estimate): \$: _____)
 Also Include SQ. FT. Area of the Scope of Work _____

WORK INCLUDES: CIRCLE [YES] or [NO] FOR ALL BELOW

BUILDING	ELECTRICAL	PLUMBING	MECHANICAL	DECK	BASEMENT
[Yes/No]	[Yes/No]	[Yes/No]	[Yes/No]	[Yes/No]	[Yes/No]

OWNER OF RECORD: _____ Phone #: _____

Address: _____ City: _____ State/Zip: _____

CONTRACTOR: _____ Phone #: _____

Address: _____ City: _____ State/Zip: _____

Fax #: _____ E-mail: _____ State Contractors License: _____

Business License #: _____ County/City (GA only) of Issue: _____

APPLICANT/CONTACT PERSON: _____ Phone #: _____

Address: _____ City: _____ State/Zip: _____

Phone #: _____ Fax #: _____ E-mail: _____

(PLEASE COMPLETE INFORMATION ON PAGE 2 INCLUDING SIGNED CERTIFICATION)

BUILDING PERMIT APPLICATION FORM:

PROPERTY ADDRESS: _____ PERMIT #: _____

FOR A COMBINATION PERMIT SUBMIT SUB-CONTRACTOR INFORMATION BELOW

(THEY MUST SUBMIT INSTALLATION LISTS & COPY OF ALL APPLICABLE LICENSES)

Trade Type	Subcontractor Name, Address, & Phone Number	Business License Number	State Contractor's License Number
<u>Electrical</u> [YES/NO]			
<u>Plumbing</u> [YES/NO]			
<u>Mechanical (HVAC)</u> [YES/NO]			

APPLICANTS CERTIFICATION

I hereby certify that all work to be performed under this permit will be done in accordance with all the applicable building codes, zoning codes, and other regulations governing construction in City of South Fulton:

I am the Owner/s: [] or the Owner(s) (*one of the below*):

Agent: [] Architect: [] Contractor: [] Attorney: [] Tenant: [] Other: [] _____

I also understand that if this permit is being issued to the owners or an owner's agent, no one other than the owner or licensed sub-contractors can perform work under this permit.

Applicant's Signature: _____ Date: _____

****CAUTION TO OWNER: if you act as your own General Contractor YOU ALONE are responsible for the quality of the work and compliance with applicable codes. You must have your signature notarized to accept this responsibility***

Notary Signature _____ Date: _____ Exp. Date: _____

Seal:

Additional Helpful Information:
Permit Counter Office Hours:
Monday to Friday: 8:30 am - 4:00 pm

Permit Counter Office Location:
City of South Fulton Service Center
5440 Fulton Industrial Boulevard
Atlanta, GA 30336
O: 470-809-7200
W: www.cityofsouthfultonga.gov

Residential Erosion & Sedimentation Control, Tree Protection, & Infrastructure Notice Affidavit

*THE AUTHORIZED APPLICANT ACKNOWLEDGES THAT HE/SHE IS RESPONSIBLE FOR TAKING ADEQUATE STEPS TO ASSURE COMPLIANCE WITH THE FOLLOWING OR SUBJECT TO APPROPRIATE CODE ENFORCEMENT:

INFRASTRUCTURE NOTICE:

Curb, gutter, sidewalks, sanitary sewer, storm water drainage structures, base asphalt pavement layer, and top asphalt pavement layer (where applicable), are part of City of South Fulton public infrastructure. During an active building permit, the permit holder is responsible for any damage to the infrastructure along the right-of-way of the property to the center-line of the road. Please be advised that the pre-construction meeting and final inspection meeting will include an assessment of infrastructure conditions adjacent to the permitted lot. **No Certificate of Occupancy will be issued on a permit where damage to the City's Infrastructure has not been repaired per City of South Fulton standards and accepted by City Inspection Staff.**

<u>Erosion & Sediment Control Compliance</u>	<u>Tree Protection Compliance</u>	<u>Zoning Compliance</u>	<u>CBU (Cluster Box Unit) Mail Delivery Notice</u>
<p>(1). Comply with all applicable erosion, sedimentation and pollution control requirements, including all of those of the "City of South Fulton Soil Erosion, Sedimentation and Pollution Control Ordinance of 2010".</p> <p>(2). Control soil erosion on said property.</p> <p>(3). Mud is to be kept off the streets fronting this property by construction and maintenance of a driveway pad and removal of mud from the street when necessary</p> <p>(4). Follow the approved City of South Fulton site plan at all times.</p>	<p>(1). Protect existing trees/or tree save areas on the lot, so a minimum of 20 tree units/per acre is left post-construction. If a specimen/tree* is on the lot & is in construction footprint contact the City Arborist to schedule an on-site meeting to discuss alternate plans.</p> <p>(2). Tree fence/tree save signs are required on a lot when clearing & grading commences. Tree fence is to be maintained until the construction is complete.</p> <p>(3). Comply with all applicable Tree Preservation requirements, including the Tree Preservation Ordinance/Administrative Guidelines.</p> <p>(4). Special or Heritage Trees = Trees in Fair/Better Condition which Equal/Exceed the Following Diameter Sizes @4.5" DBH: <u>Large Hardwoods:</u> 27" <u>Beeches</u> 24" <u>Large Softwoods</u> 24" <u>Small Flowering Trees</u> 10"</p>	<p>(1). I certify this building complies with the approved conditions of zoning pursuant to petition:</p> <hr/> <p>Petition #</p> <p>(2). And; any subsequent modifications and or variances</p> <hr/> <p>Petition #</p> <p>(3). The Development Standards of the:</p> <hr/> <p>Zoning District</p> <p>(4). And; Article 34, Development Regulations of the City of South Fulton Zoning Resolution</p>	<p>This building will receive mail via delivery via a CBU:</p> <p>YES:</p> <hr/> <p>NO:</p> <hr/>

I, The UNDERSIGNED AUTHORIZED PERSON, Agree to comply, with all of the Above City of South Fulton Development Rules & Regulations, and Understand the Provisions of The Subject Requirements, Rules, and Laws.

Applicant Printed Name

Title

Applicant Signature

Date



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PERMIT #: _____

ADDRESS: _____

CITY OF SOUTH FULTON SITE PLAN/BUILDING PERMIT CHECKLIST

GENERAL REQUIREMENTS

1. Provide (3) To-scale Site Plans on 11X17 Sheets Showing all Dimensions Legibly; Include the Following (as applicable):
 - a. _____ North Arrow
 - b. _____ Land Lot/District
 - c. _____ Subdivision Name & Phase Lot/Block Number
 - d. _____ Lot Lines/Dimensions/Set Back Lines with Distances and Bearings
 - e. _____ Site Address & Street Name(s) & Right-of-Way Width(s)
 - f. _____ House Location with Dimensions from all Lot lines to Structure
 - g. _____ For Accessory Structures, Additions/Pools, Show Distances from the Existing Structure(s) as well the Distance from New Feature to 2-Lot Lines
 - h. _____ Show Existing & Proposed Topography with Arrows to Indicate the Flow of Stormwater/Drainage; (Note: All Stormwater/Drainage shall be Directed toward a Drainage Easement/ Drainage Structure/or To the Street; No Storm-water can be directed toward Another Lot. Drainage must Show Consistency with Approved LDP)
 - i. _____ Provide Location & Dimension of Driveway Apron. Label the Distance of the Driveway Apron from any Improvements; i.e.: Catch Basins, Fire Hydrants, ETC.; Driveway Apron shall be a Minimum of 5-Feet from Lot Line
 - j. _____ Provide Finished Floor Elevation (FFE), Basement and/or Lowest Floor Elevation
 - k. _____ Show State Waters (as Applicable)
 - l. _____ Show Location and Limits of Construction/Land Disturbance On-site
 - m. _____ Show Location and Protection of any special Trees & All Tree Save Areas
 - n. _____ Show Location of All: Buffers, Easements, with Structures & Features; Landscape Strips & Natural Features
 - o. _____ Provide Location & Type of all Temporary/Permanent Soil Erosion & Pollution Control Measures¹.
 - p. _____ Provide Septic Tank Permit Approval (as Applicable). Contact the City of South Fulton Environmental Health Department for Assistance: 404-613-1301
 - q. _____ Any & All Retaining Walls shall be Shown on Site Plan. Walls that Require a Permit must be Permitted Separately. See Retaining Wall Regulations on website.
 - r. _____ ARC River Corridor Approval Required for Property within 2000-Feet of the Chattahoochee River.
 - s. _____ Detention Pond Lots Require an Elevation Certificate Prior to CO: Showing the Lowest Floor of the Structure at Least 3-Feet above the 100-Year Storm-water Elevation (of Pond).
 - t. _____ Provide Floodplain Note/Certification if a Property has Special Hazard Area; Note: A CO Hold will be Placed Until an Elevation Certificate is submitted Certifying the Lowest Finished Floor Elevation is a Minimum of Three (3) Feet above the Special Hazard Flood Zone, for Affected Sites.
 - u. _____ Provide Special Flood Hazard Note: This Property: **IS/IS NOT** Located in A Special Flood Hazard Area According to FIRM Panel # _____ Last Revised: September 17, 2013.

¹ NPDES Checklists also are Required to be followed, as applicable.