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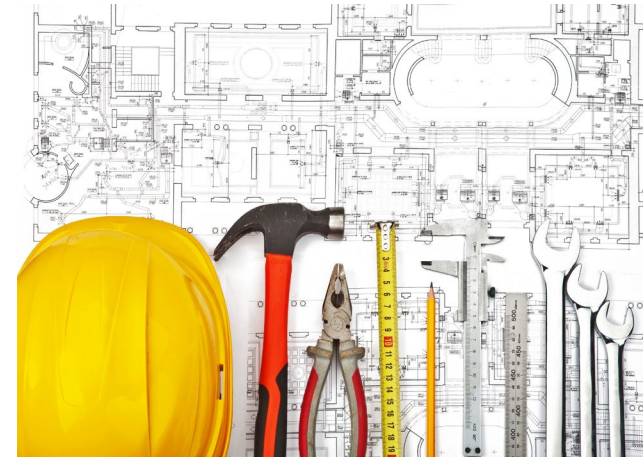
Permits are only issued after all reviews are completed, approved and all fees are paid. The time required to conduct this review will depend on the completeness of the information we receive at application.

How do I schedule a required inspection?

Please email: inspection.request@cityofsouthfultonga.gov and provide address, permit number, type of inspection and a contact number. Inspections scheduled by 4:00 PM will be conducted the next regular business day, holidays excluded.

Tips For Hiring Contractors

- ◆ Hire only Georgia licensed contractors
- ◆ Get at least 3 bids and references- ask to see a project
- ◆ Get the estimate in writing - before you sign the contract, make sure you completely understand the estimate
- ◆ Don't make final payment until you have a Certificate of Completion (CC) or Certificate of Occupancy (CO) and you are satisfied
- ◆ **Have the contractor apply for the required permits**



The purpose of this guide is to assist you in the permitting process. This handout is intended to cover information for a basic plan submittal and typical project under the building codes. It is not intended to cover all circumstances. Depending on the scope and complexity of your project, additional information may be required. Discuss your project with city staff to determine if it is subject to additional requirements.



City of South Fulton



Quick Guide to the Permit Process





Why Do I need a Permit?

There are many important reasons to obtain building permits and have inspections performed for your construction project.

Protects property values

Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

Saves Money

Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

Makes Selling Property Easier

Listing associations require owners to disclose any home improvements or repairs and whether permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

Improves safety

Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor's experience and act as a system of checks and balances that can result in a safer project.

It's the Law

Permits are required by Ordinance. Work without a permit may be subject to removal or other costly remedies.

What you will need to obtain a building permit.

1. A completed permit application and contractor information must be provided. Construction documents for commercial projects are required to be signed and sealed by the appropriate design professional in accordance with O.C.G.A. Title 43-4 and 43-15 regulating the practice of Architecture, Professional Engineering and Land Surveying.
2. **Site Plan**- required for all new structures, additions or expansion of existing footprint.
3. **Contractor License**- a copy of the contractor's license, completed subcontractor and/or homeowner affidavit.
4. **Complete plans- 2 sets. This applies commercial projects only.**
5. **Construction trailer permit applications** may require the submittal of the manufacturer's set-up specifications in addition to a site plan. The trailer shall be adequately supported, anchored and access landing and stair installed prior to electrical connection approval.
6. **All suspended slabs** are required to be designed by a State of Georgia Registered Engineer.
7. It is the responsibility of the owner/and or contractor to contact Fulton County Public Works for wastewater approval. All commercial structures involved in food and drink service or production, automobile service and repair and car washing require pretreatment. Please contact 770 640-3061 X 116 and they will provide you more details on what is required to be submitted for approval.
8. It is the responsibility of the owner/and or contractor of all food service, public swimming pools or institutional to contact the Department of Health for their review and approval. Please contact 404 730-1301 and they will provide you more details on what is required to be submitted for approval. The Health Department final inspection approval must be obtained prior to a CO being issued.



What will the building inspector look at?

A typical home addition project will require the following inspections:

Underground Plumbing- Inspection shall be made PRIOR to covering of any piping or wiring and prior to placing concrete.

Foundation or Slab-Foundation inspections shall be made after trenches are excavated, reinforcement steel is in place, forms erected, and PRIOR to placing of concrete. Moisture barrier is required to also be in place for slab inspections.

Rough Trade-This inspection is for performed once the plumbing, mechanical and electrical rough installation is complete prior to covering or commissioning. These inspections may be performed with the rough frame inspection.

Rough Frame Inspection-This inspection is made after the roof, all framing, fire stopping, sheathing, draftstopping, bracing and fasteners are in place. The wall sheathing will also need to have a nail off inspection.

Wall Sheathing-Inspection is made prior to moisture barrier and siding being installed.

Moisture Barrier-Inspection made after wall sheathing nailing has been inspected, PRIOR to installing siding.

Insulation-Inspection made after insulation in place, PRIOR to covering walls.

Final-Inspection made after the project is completed.

The permit technician will let you know your project's required inspections when the permit is issued.

Please contact the City of South Fulton
Permit Desk
5440 Fulton Ind. Blvd.
470-809-7200