

**Community Development
 Building & Permitting Development
 38 Hill Street, Suite G-30
 Roswell, GA 30075
 770-641-3780**

www.roswellgov.com

BUILDING PERMIT APPLICATION

This packet contains information required to prepare and submit for a City of Roswell building permit for all projects. You must have an approved permit prior to beginning construction. If construction begins before the permit is issued, you may be subject to enforcement action and a double permit fee. **Inspections e-mailed in before 4:00 p.m. will be inspected the next day. Inspections e-mailed in on Friday before 4:00 p.m. will be inspected on Monday. The e-mail for inspections is: buildinginspection@roswellgov.com.**

Please submit Business License and State Card with each application.

All applicable sub-contractor affidavits must be filed before issuance of permits.

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PERMITTING TEAM CONTACT

Chief Building Official.....	Steve Kinnaird.....	770.594.6279.....	skinnaird@roswellgov.com
Plans Examiner/Inspector...	Ryan Greene	770.594.6115.....	rgreene@roswellgov.com
Permit Technician	Katie Byrd.....	770.594.6195.....	kbyrd@roswellgov.com
Fire Marshall.....	Paul Piccirilli.....	770.594.6223.....	ppiccirilli@roswellgov.com
Water (Roswell Only).....	Chris Boyd.....	770.639.7565.....	cboyd@roswellgov.com

OTHER HELPFUL TELEPHONE NUMBERS

Fulton County Environmental Health Services.....	404.332.1801
Fulton County Water/Sewer.....	404.612.7518

EXPIRATION NOTICE

In accordance with Section, 5.4.5 of the City of Roswell Code of Ordinances, an application for a permit for any proposed work shall be deemed to have been abandoned six (6) months after the date of filing for the permit, unless before then a permit has been issued. The chief building official may allow one (1) or more extension of time for periods of not more than ninety (90) days each provided the extension is requested in writing and justifiable cause is demonstrated.

Application No.: _____
 Taken In By: _____

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BUILDING PERMIT APPLICATION			
_____ Single-Family	_____ Multi-Family	_____ Commercial	
Trades to add: _____ Electrical _____ Plumbing _____ Mechanical			
Will you need to add: _____ Temporary Pole _____ Power Release			
PROJECT DESCRIPTION			
Job Site Address:		Suite:	
Project Description:			
Estimate Value (Labor and Materials):			
Building Height: _____	# of Floors: _____	Subdivision:: _____	
Total Area: _____ Sq. Ft.	# of Bedrooms: _____	Lot Number: _____	
CONTACTS			
Property Owner	Name:		
	Address:		
	City:	State:	Zip:
	Phone:	Cell:	
Contractor	Name:		License No:
	Address:		
	City:	State:	Zip:
	Phone:	E-mail:	
Architect	Name:		
	Phone:	Cell:	
Applicant	Name:		
	Phone:	Cell:	
<i>Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the International Building Codes.</i>			
Signature of Applicant			Date

City of Roswell - Building Permit Fees- **ALL FEES PAID AT TIME OF SUBMITTAL**

Application	\$25 - a non-refundable application fee is in addition to the applicable fees below	
Plan Review	Building, plumbing, mechanical, electrical and permanent sign permit fees will be collected in addition to fees that are based on Building Valuation Tables	50% of the permit fee for commercial projects. 25% of the permit fee for residential projects.
Building Valuation	Residential – One & Two Family and Non-Residential & Multi-Family	Use ICC Building Valuation Data Table, latest publication edition
Permit Fees Based on Valuations ALL FEES ARE PAID AT TIME OF SUBMITTAL. ALL FEES ARE NON-REFUNDABLE UNLESS AN ERROR HAS BEEN MADE INTERNALLY.	The following valuation shall be used for all building permit fees including electrical, mechanical, plumbing, fire related and building permits in which square footage is not an applicable determination to calculate building fees	
	TOTAL VALUATION	FEES
	\$0 to \$2,000	\$25
	\$2,001 to \$5,000	\$25 for the first \$2,000; plus \$7 for each additional \$250 or thereof, to and including \$5,000
	\$5,001 to \$50,000	\$109 for the first \$5,000; plus \$6 for each additional \$1,000 or fraction thereof, to and including \$50,000
	\$50,001 to \$100,000	\$379 for the first \$50,000; plus \$5 for each additional \$1,000 or fraction thereof, to and including \$100,000
	\$100,001 and \$750,000	\$629 for the first \$100,000; plus \$4 for each additional \$1,000 or fraction thereof, including \$750,000
	\$750,000 and above	\$3,229 for the first \$750,000; plus \$2 for each additional \$1,000 or fraction thereof
Certificate of Occupancy or Completion (C/O or C/C)	Temporary, conditional and partial certificate of occupancy AND for each 30-day extension	\$200
	Replacement of permits, CO's, etc.	\$25
Re-Inspections	Re-inspection fee	\$50 first time \$75 second time \$100.00 third time and each subsequent time
Sign Permits (incl. elec.)	Wall	\$50 + \$25 app fee & \$25 review fee
	Free Standing	\$100 + \$25 app fee & \$50 review fee
Others	Transfer of Permit/change of contractor	\$200
	Temporary Power Letter	\$50
	Temporary Power Pole	\$25
	Demolition	See Demo Permit
	House Moving Permit	\$100
	Roofing	per valuation
	Inspections outside of normal business hours	\$75 per hour (\$150 minimum)
	Minor (50% or less) Plan Revision Reviews – Revision on change to plans after approval	\$75 per hour (\$150 minimum)
	Fee for work done without a permit	200% of original permit fee
	Temporary Construction Trailer (not including electric)	\$100
Preliminary/Code compliance/safety inspections	\$100	