

NEW SINGLE FAMILY RESIDENTIAL

**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/Sever.....	404.612.7518
Georgia Power, Comcast, Charter	

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.

**Community Development
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 38 Hill Street, Suite G-30
 Roswell, GA 30075
 770-641-3780
 770-594-6295 (fax)
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Application No.: _____
Taken In By: _____

Effective January 1st, 2017, all applicable sub-contractor affidavits must be filed before issuance of permits.

BUILDING PERMIT APPLICATION			
_____ Single-Family	_____ Multi-Family	_____ Commercial	
Trades to add:	_____ Electrical	_____ Plumbing	_____ Mechanical
	_____ 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:	
<p><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></p>			
Signature of Applicant			Date

City of Roswell

SINGLE FAMILY BUILDING PERMIT CHECKLIST

Provide all items listed below. If not applicable, applicant shall indicate N/A on this check list, and shall explain by notation on the plan.

An incomplete application **will not** be accepted into the review process.

The building permit card must be posted on the permitted job site at the right of way, weather protected and a copy of the permitted plans must be readily available to the Inspectors at all times.

Minimum Requirements

1. Complete Building Permit Application
2. A Georgia Energy Code Compliance Report (www.energycodes.gov) or a copy of the ResCheck calculations

Residential plans require two (2) copies of clearly drawn architectural plans showing the following:

- Address of the proposed residence
- Heated and unheated area calculations
- Foundation plans, drawn clearly and to scale
- Footing and foundation wall details, showing reinforcement
- Floor plans, showing proposed electrical and plumbing fixtures
- Typical wall sections, showing proposed building materials
- Truss plans, in accordance with the R502.11.4(2006 IRC)
- Four-sided elevations, with building dimensions
- Structural/engineered plans, where required

3. A PDF of plans must be submitted to rgreene@roswellgov.com if drawings are larger than 11 x 17.

4. A copy of the approved County water and sewer tap-in permit/receipt (or a copy of the County Health Dept. Septic Permit)

5. For attached dwellings or dwellings less than five feet from any property line, submit details for fire walls

City of Roswell

BUILDING PERMIT SITE PLAN CHECKLIST

Provide all items listed below. If not applicable, applicant shall indicate N/A on this check list, and shall explain by notation on the plan. An incomplete application **will not** be accepted into the review process.

The building permit card must be posted on the permitted job site at the right of way, weather protected and a copy of the permitted plans must be readily available to the Inspectors at all times.

Minimum Requirements

The following documents, if applicable, are required in order to obtain approval of the site plan for a building permit.

1. Complete house location plans per the following checklist
2. Plans stamped by Professional Engineer (if applicable)
3. Fulton County Water & Sewer Tap-in permit (if applicable).
4. Fulton County Health Department Septic and Well Permits (if applicable).
5. Contractors Business License and State Card (if applicable)
6. Completed Building Permit application and submittal fee
7. Pool Permit (if applicable)

Residential plans require two (2) copies of clearly drawn site plans showing the following:

General Plan Requirements

1. Maximum sheet size shall be 24" X 36". A PDF is required for sheets larger than 11 x 17.
2. Project name and address, subdivision name and lot number (if applicable, land lot, district, and zoning)
3. Owner's name and complete address including zip code
4. Name and telephone of a 24-hour contact
5. Design Firm name/address/phone, point of contact and contact phone number
6. North arrow, site acreage, and scale of drawing (1"=10' to 1" =50')
7. Boundary information including bearings and distances along all property lines
8. Street name
9. Lot building setback lines (per City of Roswell Zoning Ordinance and/or conditions of zoning) labeled with dimensions to lot lines
10. Locations of all existing structures (including houses, barns, sheds, landscape and retaining walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines, pools, fences, etc.) with distance to lot lines for all above structures.

11. Location of all proposed structures (including houses, walls sanitary and storm drainage lines and structures, septic tanks and lines, pools, fences, etc.). Size and type of construction should be called out on the plan with distance to lot lines for all above ground structures.
12. Height of proposed buildings and square footage of existing and proposed dwelling (the dwelling must meet the minimum requirements for the parcel's zoning district).
13. Location of zoning buffers, state water buffers, floodplain access easements, sewer easements, and drainage easements, property lines, etc.
14. Location of driveway (existing and proposed) and the proposed construction entrance. Dimensions from any improvements or the property corner. Proposed driveway apron(s) must be a minimum of 10 feet from a catch basin or fire hydrant, and a minimum of 5 feet from the lot line. Driveway apron (s) must also be a minimum of 25 feet from the radius return on corner lots.
15. Flood plain notes and Flood Insurance Rate Map (F.I.R.M) panel number and effective date. Note should be in the following form:

“This site [is/is not] located with a zone [A, AE, shaded zone X] as defined by F.I.R.M Community Panel Number(s) 135160 _____ for unincorporated Fulton County, Georgia. (Used June 22, 1998 map).”
16. If property is located in a flood zone as determined by FEMA, a Certificate of Elevation will be required. Plan must state existing and minimum proposed finished floor elevation s for the main floor, basement, and garage. Elevations must be at least 3 feet above the 100-year elevation. The house must be at least 10 feet (horizontally) away from the 100-year limit.
17. If the site included a storm water detention pond or a normally wet pond or lake, submittal of a Certificate of Elevation will be required.

Trees

1. Location of any specimen trees as defined in Article 15, Tree Protection, of the Zoning Ordinance
2. Location of all landscape strips and tree save areas.

Erosion & Sedimentation Control/Stormwater

1. A delineation of the limits of disturbance and a statement of the estimated square feet of the area being disturbed
2. Existing and proposed topographic contours with adequate spot grades to define drainage
3. Location and type of temporary or permanent soil erosion control measures including, but not limited to silt fences, construction exits, level spreaders, rip-rap, mulching, temporary and permanent seeding, etc.
4. Direction of existing and proposed storm water or drainage flow by use of arrows
5. Proper design, installation & maintenance of BMPs

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	\$100
	Erosion Fee	\$20
	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

**CITY OF ROSWELL
COMMUNITY DEVELOPMENT DEPARTMENT
Building & Inspection Division**

CONTRACTOR AFFIDAVIT

Notice: Subcontractors (**trades for Electrical, Plumbing or Mechanical only**) must submit this form before a building permit is issued.

A copy of your current Business License and State License must accompany this affidavit. All information requested on this form is mandatory.

You may e-mail this form with the required information to kbyrd@roswellgov.com.

Building Permit #: _____

Site Address: _____

Subdivision: _____ Lot/Bldg./St: _____

General Contractor Name: _____

This is to certify that I am responsible for: (check all that apply)

Electrical

Mechanical

Plumbing

I certify that I have and will comply with all codes and ordinances adopted by the City of Roswell that pertains to the construction of this structure. In the event of any change in my status on this installation, I understand that I will be held responsible for all indicated work at this job until Building Inspections has been notified, in writing, or any change. I further agree to indemnify the City of Roswell and its operator from any liability for damages and loss of property if the work performed under my authority has not been installed in accordance with these codes and ordinances.

State License holder: _____
(Print)

Signature: _____ Date: _____

State License #: _____

Business License #: _____ **Jurisdiction:** _____

Contractor Business Name: _____

Address: _____

Telephone: _____ Cell: _____

E-Mail: _____

**CITY OF ROSWELL
COMMUNITY DEVELOPMENT DEPARTMENT
Building & Inspection Division**

OWNER-OCCUPANT AFFIDAVIT

Notice: This form must be completed and submitted before a permit is issued for a Home Owner acting as their own Contractor. All information requested on this form is mandatory and shall be submitted in person by the listed homeowner of record.

Building Permit _____

Address: _____ Phone #: _____

Subdivision: _____ Lot/Bldg./Ste: _____

This is to certify that I am responsible for: (check all that apply)

_____ Building	_____ Electrical
_____ Plumbing	_____ Mechanical
_____ Low Voltage	

I certify that I have and will comply with all codes and ordinances adopted by the City of Roswell that pertain to the construction of this structure. I further agree to indemnify the City of Roswell and its operator from any liability for damages and loss of property if the work performed under my authority has not been installed in accordance with these codes and ordinances. I hereby affirm that I am conducting this work on property that I own and upon completion this building or structure will be used or occupies solely by myself, my family, my firm or my corporation and its employees and shall not be for the use of the general public and I have no current intent to offer the property for sale or lease. Further, I hereby affirm that I have not sold or transferred a building or structure that I have constructed while acting as contractor within the prior 24 months.

Signed:

(Owner-Occupant acting as contractor)

Print Name:

Notary Public:

State of Georgia
County of Fulton
Sworn and subscribed before me this _____ day of _____ 20_____