

APPLICATION INTAKE

In Person: 9:00 am – 4:00 pm

By Email: buildingpermits@roswellgov.com

**OFFICE USE ONLY**

Date: ___/___/___

Application Number: _____

Taken By: _____

BUILDING PERMIT APPLICATION
 NEW Construction Alteration Foundation Only

 Single-Family Multi-Family Commercial

 Trades to add: Electrical Plumbing Mechanical

 Will you need to add: Temporary Pole Electric Meter Release Gas Meter Release
PROJECT DESCRIPTION

Job Site Address: _____ Suite: _____

Project Description: _____

Building Height: _____ Ft. # of Floors: _____ Subdivision: _____

Total Area: _____ Sq. Ft. # of Bedrooms: _____ Lot Number: _____

Total Project Cost (Required for application submittal):

Please ensure that the total cost provided reflects the true cost of the project. If a valuation appears low, the Chief Building Official (CBO) may ask for more details or apply the latest International Code Council (ICC) Valuation Table, as appropriate.

CONTACTS**Property Owner**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contractor

Name: _____ License No: _____

Company: _____ License No: _____

Exemption Claimed (attach affidavit)

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Plan Review Contact

Name: _____

Phone: _____ E-mail: _____

Applicant

Name: _____

Phone: _____ E-mail: _____

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 building codes in effect at the time of permit issuance. I understand that this application will expire after six months if no activity takes place.

Signature of Applicant _____

Date _____



BUILDING PERMIT CHECKLIST

BUILDING PERMIT APPLICATION CHECKLIST

Prior to submitting an application for a Building Permit, please verify if a Land Disturbance Permit (LDP) is required and if it must be acquired before submission of the Building Permit Application will be accepted.

Building Permit applications may be submitted the following ways:

- **In person at City Hall between the hours of 9:00 am and 4:00 pm**
- **By emailing the checklist items to buildingpermits@roswellgov.com**

Checklist items required for application submittal:

- Completed & Signed Building Permit Application, including this checklist page
- Copy of Contractor's Current Business License, applicable State License, and Photo ID
The homeowner may apply as their own contractor, but must provide a notarized Homeowner Affidavit form, proof of ownership, and current photo ID.
- Authorized Agent Form (if applicant is submitting on behalf of the contractor), with copy of Agent's Photo ID
- Copy of Applicant's Photo ID (if applicant is someone other than contractor or authorized agent)
- Completed Subcontractor Affidavit for each Trade (mechanical, electrical, plumbing) to be added to this application, including a copy of subcontractor's business license, state license, and Photo ID.
- ResCheck (if Residential) / ComCheck (if Commercial) for new construction or building additions
- Proof of approval from Fulton County and/or City of Roswell for water connection & sanitary sewer or septic connection.
- One (1) PDF file of the complete set of construction documents, including a site plan, on a disk or flash drive or emailed with the application and other checklist items.

Please refer to the City of Roswell Community Development Department website for additional information and to download applications and forms.