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**Community Development Department**  
121 South McDonough Street, Jonesboro, Georgia 30236  
Office: (770) 477-3569 Fax: (770) 473-5467  
[www.claytoncountyga.gov/departments/community-development](http://www.claytoncountyga.gov/departments/community-development)



PATRICK EJIKE  
DIRECTOR

## Residential Building Permit Application

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### **Application Submittal/Supporting Documents**

See Document Requirements Matrix (attached)  
Note Site Plan Requirements

### **Reviews:**

Zoning Approval  
Tree Ordinance  
Site Plan and Supporting documents

### **Permit Issuance**

Construction mobilized and Initiated

### **Inspections**

Inspections called-in sequentially

### **Certificate of Occupancy**

Issued when applicable codes have been met and all inspections approved.

### **Site Plan Requirements:**

Site Plan is required for all residential construction. Site Survey is accepted for residential construction on an improved property. The following list will be required for all residential site plans:

- Show graphic scale and north arrow and reference applicable subdivision final plat Book/Page.
- Submit 3 copies of site plan with boundary line survey on 11x17" sealed by a design professional.
- Show building address, lot number, S/D name, phase/unit number, land lot/district/parcel.
- Show lot size, impervious area, driveway location, proposed structure foot print and square feet.
- Delineate 75-foot undisturbed buffers of state waters from wretched point of vegetation.
- Reference all zoning variances and Conditions obtained from Clayton County.
- Reference floor plan styles, elevations and percentages of exterior materials types used.
- Show adjoining structures with zoning and ownership information.
- Show setback lines, disturbed/undisturbed buffers, easements septic field and reserves.
- Show location, size, species of all existing trees 6" and greater, identify all specimen trees.
- Show tree protection fencing and indicate preserved and removed trees.
- Show entire critical root zones of all trees included in preservation calculation.
- Show required front yard trees.

# Residential Building Permit Application Submittal Requirements

 Residential Permit Types	Required Documents																									
	Application	Site Plan	Survey	Flood Elevation Certificate	*Environmental Health	Contractor Affidavits	Energy Code Compliance Certificate	Sewer Bond	Floor Plan	Variance (If Applicable)	Grading Permit	State License	Business License	Authorized Agent Form (If Applicable)	Identification	HVAC Letter	Engineering Letter (If Applicable)	Mobile Home Registration	Mobile Home Tax Receipt	Property Tax Verification	Refund Request Letter	Cash Bond Required	Event Route	Elevations w/ Finish Materials	Police Approval	Fire Marshal Permit
Accessory Structures	X		X		X				X		X	X	X	X												
Additions	X		X		X				X		X	X	X	X										X		
Contractor Registration											X	X		X												
Demolition Assessment	X											X		X												
Demolition not to Rebuild	X											X		X					X	X	X					
Duplex	X	X		X	X	X	X	X	X	X	X	X	X	X	X									X		
Electrical	X										X	X		X												
Fence	X		X																							
Finished Basement/Enclosure/Bonus Rm	X				X			X			X	X	X	X												
Garage/Carport	X		X						X		X	X	X	X												
Gas Reconnect	X										X	X		X												
House Moving into County	X	X		X	X	X		X	X	X	X	X	X	X	X	X						X	X			X
House Moving out/thru County	X										X	X		X					X		X	X				X
Low Voltage	X										X	X		X												
Mechanical (HVAC)	X										X	X		X												
Mobile Home Pad or Pedestal	X										X	X		X			X	X								
Mobile Home Set Up	X										X	X		X			X	X								
Mobile Home, MEP	X										X	X		X			X	X								
Plumbing	X										X	X		X												
Pool	X		X		X				X			X		X												
Power Reconnect	X										X	X		X												
Renovations	X										X	X	X	X												
Single Family Detached	X	X		X	X	X	X	X	X	X	X	X	X	X	X									X		
Special Event	X				X																		X		X	X
Temporary Pole	X										X	X		X												
Temporary Power	X										X	X		X												
Tent	X											X		X											X	
Townhomes	X	X		X	X	X	X	X	X	X	X	X	X	X	X									X		

\*Environmental Health's approved Septic tank letter and tank location Plan is required during application in-take for new/addition dwellings (if applicable).

\* Residential Slab Only is any combination of Slab, Electrical or Plumbing Permits.

\* Business License, State License or Authorized Agent Forms are not needed if homeowner is contractor but a homeowner affidavit will be needed.

\* First time contractor registration requires the state card holder to be present. A GA business license, driver's license & GA State license is required.

\* New residential dwellings use the one permit system. Each sub-contractor is required to complete an affidavit. A permit application is not required for sub-contractors. A copy of each sub-contractor's affidavit is required when submitting applications for new dwellings.

\* New dwellings require three (3) sets of plans: Site Plan, Elevations(all sides) and floor plan on 11 x 17 paper submitted with each building permit application.

\* When a new dwelling lot is not part of a recorded subdivision plat, an original stamped survey is needed stating that no portion of the property is located in the flood plain

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## Residential Building Permit Application

### Job Address [Shaded areas for office use only]

<b>Permit #:</b>		<b>Zoning:</b>		<b>Parcel #:</b>		<b>Date Processed:</b>	
<b>Job Address:</b>				<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Unit/Suite#</b>
<b>Building No.</b>	<b>Plan Type</b>	<b>Floor No.</b>	<b>Apt/Lot#</b>	<b>Block</b>	<b>Subdivision Name</b>		

### Owner/Applicant/Tenant

			<b>Applicant/Tenant Name</b>				
<b>Owner Name</b>			<b>Business Name</b>				
<b>Address</b>			<b>Type of Business</b>				
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Address</b>				
<b>Tel#</b>	<b>Mobile #</b>		<b>City</b>		<b>State</b>	<b>Zip</b>	
<b>Fax #</b>	<b>Email</b>		<b>Tel#</b>		<b>Mobile #</b>		
			<b>Fax #</b>		<b>Email</b>		

### Contractor

<b>Contractor Name</b>			<b>Authorized Agent</b>				
<b>Company Name</b>			<b>Business Name</b>				
<b>Address</b>			<b>Address</b>				
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>City</b>		<b>State</b>	<b>Zip</b>	
<b>Tel#</b>	<b>Mobile #</b>		<b>Tel#</b>		<b>Mobile #</b>		
<b>Fax #</b>	<b>Email</b>		<b>Fax #</b>		<b>Email</b>		
<b>Contractor's Business License #</b>			<b>State License #</b>		<input type="checkbox"/> Qualifying Agent <input type="checkbox"/> Licensed Individual		
<b>Qualifications Held:</b> <input type="checkbox"/> Residential Basic Contractor <input type="checkbox"/> Residential Light Commercial <input type="checkbox"/> General Contractor							
<b>Trade Restrictions:</b> <input type="checkbox"/> Class I (Restricted) <input type="checkbox"/> Class II (Non Restricted)							

### Job Information

<b>Check Applicable Type:</b> <input type="checkbox"/> Residential <input type="checkbox"/> Retail <input type="checkbox"/> Apartment <input type="checkbox"/> Assembly <input type="checkbox"/> Business <input type="checkbox"/> Education <input type="checkbox"/> Storage <input type="checkbox"/> Condo Stack Flats <input type="checkbox"/> Condo Townhouse <input type="checkbox"/> Townhouse Fee Simple <input type="checkbox"/> Mercantile <input type="checkbox"/> Factory/Industrial <input type="checkbox"/> Other						
<b>TYPE OF WORK</b>				<b>DESCRIPTION OF WORK</b>		
<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Demolition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Damage Assessment <input type="checkbox"/> Shell Only <input type="checkbox"/> Slab Only <input type="checkbox"/> Interior Finish						
<b>Estimated Cost</b> (construction or move-in cost) \$				<b>Adjusted Estimated Cost</b> (SBCCI) \$		
Final Plat Recorded: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable				Change of Ownership <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
Model Home Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable				Did the Previous Business Close? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable		
LDP Project Name:				LDP Project #:		Flood Plain : <input type="checkbox"/> Yes <input type="checkbox"/> No

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### Structure Details:

<b>INDICATE ALL ADDITIONAL PERMITS REQUIRED TO COMPLETE THIS JOB:</b>				
<input type="checkbox"/> Electrical <input type="checkbox"/> HVAC <input type="checkbox"/> Plumbing <input type="checkbox"/> Garbage Disposal <input type="checkbox"/> T-Pole <input type="checkbox"/> Low Voltage <input type="checkbox"/> Other _____				
<b>CHECK ONE: Sprinkler system?</b>		<b>CHECK ONE: SANITARY FACILITIES</b>		<b>CHECK ONE: ELEVATORS?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Sewer <input type="checkbox"/> Septic		<input type="checkbox"/> Yes (# of Elevators) _____ <input type="checkbox"/> No
<b># of Stories:</b>	<b># of Total Rooms:</b>	<b># of Baths/Restrooms:</b>	<b># of Kitchens:</b>	<b># of Bedrooms:</b>
Total Square Footage _____	Finished Floor Area (Heated) _____	Unfinished Floor Area _____	Garage Floor Area _____	Outdoor Living Area _____ <input type="checkbox"/> Deck/Porch <input type="checkbox"/> Patio
<b>Foundation Type:</b>	<b>Power Company:</b>	<b>Cooling:</b>	<b>Heating:</b>	<b>Fireplace:</b>
<input type="checkbox"/> Slab <input type="checkbox"/> Basement <input type="checkbox"/> Crawl Space	<input type="checkbox"/> Georgia Power <input type="checkbox"/> Central GA EMC <input type="checkbox"/> Fayette Coweta EMC	<input type="checkbox"/> Gas <input type="checkbox"/> Electric	<input type="checkbox"/> Gas <input type="checkbox"/> Electric	<input type="checkbox"/> Prefab <input type="checkbox"/> Masonry
<b>Basement:</b> Floor Area: _____ <input type="checkbox"/> Finished _____ <input type="checkbox"/> Unfinished _____				
<b>BUILDING/STRUCTURE/SETBACKS:</b>		<b>PROPERTY INFO:</b>	<b>Exterior Finish:</b>	<b>Roofing:</b>
Left _____ Right _____ Front _____ Rear _____		Lot Size _____ Easement: <input type="checkbox"/> Yes <input type="checkbox"/> No	(Materials)	(Materials)
<b>Impervious Area Sq. Ft:</b>	<b>Is Grading Needed:</b>		<b>Number of Units:</b>	<b>Height:</b>
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A			
<b>Check Construction Type (New Construction/Additions)</b>		<b>(IBC) Construction Types [staff only]</b>		
<input type="checkbox"/> Type IA <input type="checkbox"/> Type IIA <input type="checkbox"/> Type IIIA <input type="checkbox"/> Type IV <input type="checkbox"/> Type IB <input type="checkbox"/> Type IIB <input type="checkbox"/> Type IIIB <input type="checkbox"/> Type VA <input type="checkbox"/> Type VB		<input type="checkbox"/> Type IA <input type="checkbox"/> Type IIA <input type="checkbox"/> Type IIIA <input type="checkbox"/> Type IV <input type="checkbox"/> Type IB <input type="checkbox"/> Type IIB <input type="checkbox"/> Type IIIB <input type="checkbox"/> Type VA <input type="checkbox"/> Type VB		
<b>Building Permit Application submittal requirements is outlined in the Residential and Commercial matrix available online or in the Community Development Department Office.</b>				
<b>Minimum Permit Fee: \$50.00</b>		<b>Certificate of Occupancy Fee: \$35.00</b>		

**\*\* Note: Only the Property Owner, Architect or General Contractor should sign this application. EXCEPTION: If a tenant is applying to move into a residential space, then the tenant should sign.**

I, \_\_\_\_\_, do solemnly swear that the information on this application is true, and that no false or  
**PRINT NAME**

misleading statement is submitted herein to obtain a building permit or certificate of occupancy. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of any building permit or certificate of occupancy issued as a result of this application. I understand that I must comply with all county ordinances and regulations. I hereby agree to provide any clearance(s) and/or inspection report(s) required prior to issuance of a permit or certificate of occupancy. I further agree that I shall be responsible from the date of this permit, or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether from basic services or additional services, to persons or property. I agree to exonerate, indemnify and save harmless the county from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the building permit issued as a result of this application.

**Signature** \_\_\_\_\_