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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

Residential Building Permit Application

PATRICK EJIKE
DIRECTOR

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 paper & PDF file of site plan with boundary line survey 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-feet undisturbed buffers of state waters from wrested 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	GDOT / County T&D 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								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								x			
Special Event	x				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								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]

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

Owner/Applicant/Tenant

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

Contractor

Contractor Name			**Authorized Agent**		
Company Name			**Business Name**		
Address			Address		
City	State	Zip	City	State	Zip
Tel#	Mobile #		Tel#	Mobile #	
Fax #	Email		Fax #	Email	

Contractor's Business License # **State License #** ☐ Qualifying Agent ☐ Licensed Individual

Qualifications Held: ☐ Residential Basic Contractor ☐ Residential Light Commercial ☐ General Contractor

Trade Restrictions: ☐ Class I (Restricted) ☐ Class II (Non Restricted)

Job Information

Check Applicable Type: ☐ Residential ☐ Retail ☐ Apartment ☐ Assembly ☐ Business ☐ Education ☐ Storage ☐ Condo Stack Flats ☐ Condo Townhouse ☐ Townhouse Fee Simple ☐ Mercantile ☐ Factory/Industrial ☐ Other

TYPE OF WORK	**DESCRIPTION OF WORK**
☐ New ☐ Addition ☐ Demolition ☐ Alteration ☐ Repair ☐ Damage Assessment ☐ Shell Only ☐ Slab Only ☐ Interior Finish	
Estimated Cost (construction or move-in cost) $	**Adjusted Estimated Cost** (SBCCI) $

Final Plat Recorded: ☐ Yes ☐ No ☐ Not Applicable	Change of Ownership ☐ Yes ☐ No ☐ Not Applicable	
Model Home Permit: ☐ Yes ☐ No ☐ Not Applicable	Did the Previous Business Close? ☐ Yes ☐ No ☐ Not Applicable	
LDP Project Name:	LDP Project #:	Flood Plain : ☐ Yes ☐ No

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Structure Details:

INDICATE ALL ADDITIONAL PERMITS REQUIRED TO COMPLETE THIS JOB:

☐ Electrical ☐ HVAC ☐ Plumbing ☐ Garbage Disposal ☐ T-Pole ☐ Low Voltage ☐ Other _____

CHECK ONE: Sprinkler system?	**CHECK ONE: SANITARY FACILITIES**	**CHECK ONE: ELEVATORS?**
☐ Yes ☐ No	☐ Sewer ☐ Septic	☐ Yes (# of Elevators) _____ ☐ No

# of Stories:	**# of Total Rooms:**	**# of Baths/Restrooms:**	**# of Kitchens:**	**# of Bedrooms:**
Total Square Footage _____	Finished Floor Area (Heated)_____	Unfinished Floor Area _____	Garage Floor Area_____	Outdoor Living Area _____ ☐ Deck/Porch ☐ Patio
Foundation Type: ☐ Slab ☐ Basement ☐ Crawl Space	**Power Company:** ☐ Georgia Power ☐ Central GA EMC ☐ Fayette Coweta EMC	**Cooling:** ☐ Gas ☐ Electric	**Heating:** ☐ Gas ☐ Electric	**Fireplace:** ☐ Prefab ☐ Masonry

Basement: Floor Area: _____ ☐ Finished _____ ☐ Unfinished _____

BUILDING/STRUCTURE/SETBACKS:	**PROPERTY INFO:**	**Exterior Finish:**	**Roofing:**
Left _____ Right _____ Front _____ Rear _____	Lot Size _____ Easement: ☐ Yes ☐ No	(Materials)	(Materials)

Impervious Area Sq. Ft:	**Is Grading Needed:**	**Number of Units:**	**Height:**
	☐ Yes ☐ No ☐ N/A		

Check Construction Type (New Construction/Additions)	**(IBC) Construction Types [staff only]**
☐ Type IA ☐ Type IIA ☐ Type IIIA ☐ Type IV ☐ Type IB ☐ Type IIB ☐ Type IIIB ☐ Type VA ☐ Type VB	☐ Type IA ☐ Type IIA ☐ Type IIIA ☐ Type IV ☐ Type IB ☐ Type IIB ☐ Type IIIB ☐ Type VA ☐ Type VB

Building Permit Application submittal requirements is outlined in the Residential and Commercial matrix available online or in the Community Development Department Office.

Minimum Permit Fee: $75.00		***Certificate of Occupancy Fee: $35.00***

**** 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 _____

Welcome to Relay Permitting

In an effort to streamline our operations and improve customer service, Clayton County has implemented an Interactive Voice Response (IVR) system.

We encourage you to use the IVR system to fulfill many of your needs. You can use the system 24 hours a day, 7 days a week, 365 days a year to do many things:

- Schedule an Inspection
- Reschedule an Inspection
- Cancel an Inspection
- Obtain Inspection Results

Powered By Selectron
VOICE · WEB · MOBILE

www.SelectronTechnologies.com

Schedule, Reschedule or
Cancel an Inspection...
Just a Phone Call Away!

Clayton County
Community Development
121 South McDonough Street
Jonesboro, GA 30236

Clayton County Relay Permitting

Quick Reference Guide

(770) 347-0497

Manage Your Inspections

To use Relay Permitting, just follow these simple steps:

1. Call Relay Permitting at
   (770) 347-0497.
2. When the system answers, choose which option.
3. Enter your Permit Number when prompted.
4. Enter the inspection code for the type of inspection needed.

You will be prompted through the entire process. Press [*] at any time for more information on how to use the system. To return to the previous menu at any time, press the [#] key.

Choose Your Option

When Relay Permitting answers your call, you'll hear the following options:

Press [1]	Schedule an Inspection
Press [2]	Cancel/Reschedule and Inspection
Press [3]	Obtain Inspection Results
Press [0]	Transfer to Staff
Press [#]	Return to Previous Menu
Press [*]	Additional Information

You may perform multiple transactions during each call. At the end of the call you will be issued a confirmation number that we recommend that you keep for your records.

Live customer service staff can be reached between the hours of 8:00 a.m.–5:00 p.m. Monday through Friday.

When Inspections Are Not Allowed to Be Scheduled

The IVR system will not allow you to schedule an inspection if any of the following situations apply to your permit:

- Fees Are Owed
- There Is a "HOLD" Status on Your Permit
- Your Permit Is Expired

Instead, you will be prompted to either reenter the permit number or press the pound [#] key to return to the main menu.

Inspection Codes

BUILDING
105 Setback/Footings
110 Slab
111 Wall Coverup
112 Ceiling Coverup
115 Mono Slab
119 Exterior Wrap
120 Framing/Rough
121 Internal Only Rough
122 Demo/Fire Ruling
123 Utility Temp
124 Internal Only Final
125 Outside Final
130 Interior Finish
140 Swimming Pool Final
150 Modular Final

ELECTRICAL
205 Temporary Pole
206 Temporary Power
207 Slab
208 Wall Coverup
209 Ceiling Coverup
210 Swimming Pool
211 Swimming Pool Bonding
215 Rough
217 Demo/Fire Ruling
218 Temporary Utility Electric
220 Residential Final
221 Underground Electrical
225 Commercial Final
250 Modular Final

LOW VOLTAGE
301 Rough
302 Final

MECHANICAL
405 Rough
406 Wall Coverup
407 Demo/Fire Ruling
408 Ceiling Coverup
409 Temporary Utility Gas
410 Final
411 Gas Line

PLUMBING
505 Sewer
510 Slab
511 Wall Coverup
512 Ceiling Coverup
513 Water Line Per Line Foot
514 Gas Line Per Line Foot
515 Rough
516 Sprinkler Rough
517 Demo/Fire Ruling
518 Utility Temporary
519 Grease/Sand Trap
520 Final
540 Swimming Pool
550 Modular Final
591 Sprinkler Final

GENERAL
605 General Code/Half Sheet
701 Mobile Home Combination