



Community Development Department

121 South McDonough Street, Jonesboro, GA 30236

Office: (770) 477-3569

<https://www.claytoncountyga.gov/government/community-development>



Residential Building Permit Application

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

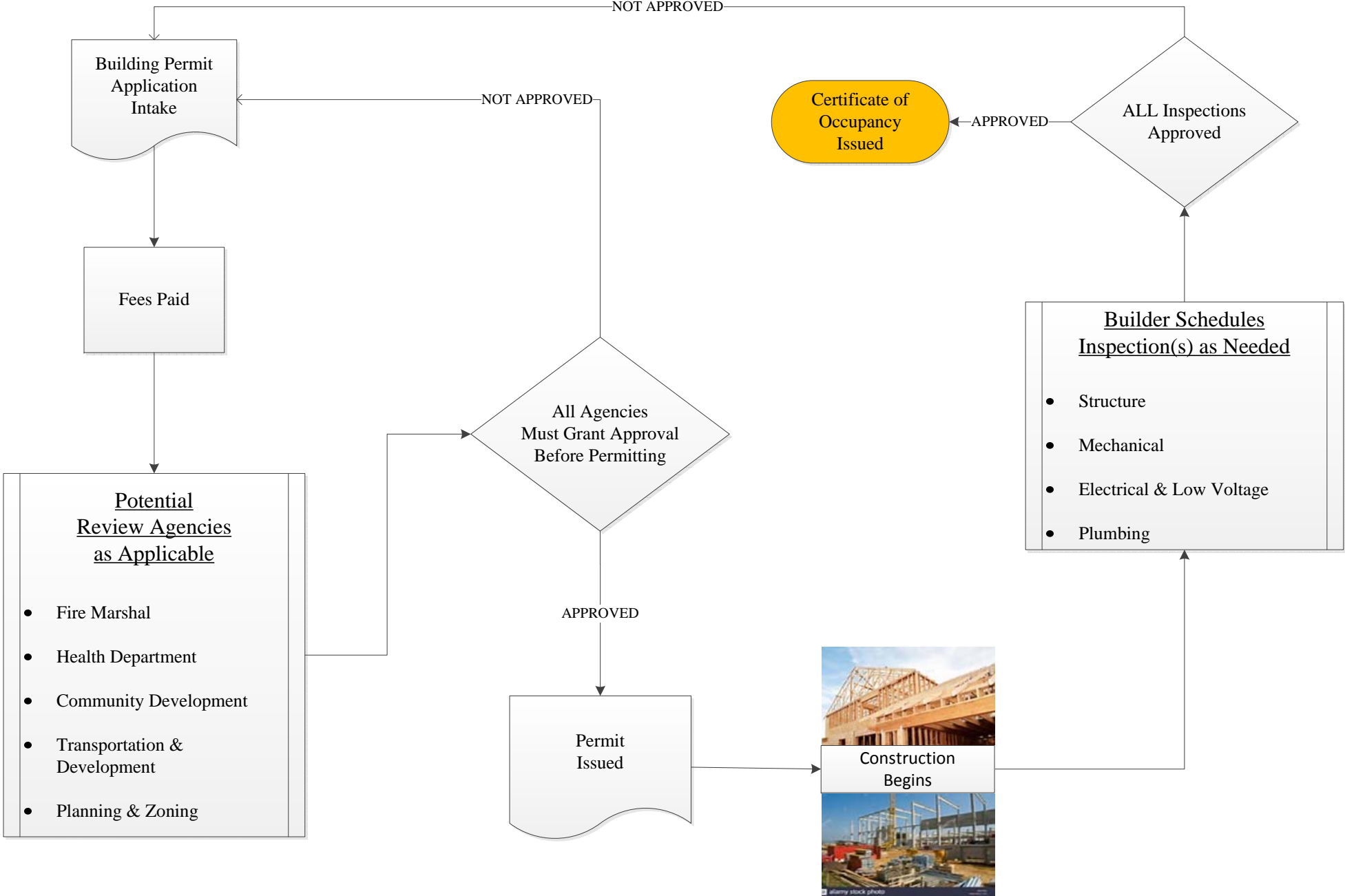
Issued when applicable codes have been met and all inspections approved.

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-foot 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.

Building Permit Application Process



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 (If applicable)	State License	Business License	Authorized Agent Form (if	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	X												
Additions	X		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			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		X												
Power Reconnect	X										X	X		X												
Renovations	X							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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**** Note: Only the Property Owner, General Contractor or Authorized Agent should sign this application.**

Note: Applications that are incomplete or have insufficient funds, will not be processed. Applications will be deemed Abandoned if the applicant is non responsive during the review. Permit and license refunds are based on the percentage of the application process completed.

Applicant Type: <input type="radio"/> Owner <input type="radio"/> Contractor <input type="radio"/> Authorized Agent		Subdivision Name	
Job Address:		Apt/Lot#	City/ State/ Zip
		Unit/Suite#	
Contractor Name		Company/ Business Name	
Address		City/State/ Zip	
Mobile #	Tel#	Email: (Required for online access)	

PERMIT TYPE <input type="radio"/> Single Family Detached <input type="radio"/> Condo <input type="radio"/> Apartment <input type="radio"/> Duplex <input type="radio"/> Townhome <input type="radio"/> House moving in/out of County <input type="radio"/> Mobile Home	DESCRIPTION OF WORK Select Use of Structure: Personal Care Home Town Home Boarding Home Group Home Single Family Detached	TYPE OF WORK <input type="radio"/> New <input type="radio"/> Addition <input type="radio"/> Demolition <input type="radio"/> Renovation <input type="radio"/> Accessory Structure <input type="radio"/> Damage Assessment <input type="radio"/> Slab Only
INDICATE ALL ADDITIONAL PERMITS REQUIRED TO COMPLETE THIS JOB: <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 _____		

STRUCTURE DETAILS

CHECK ONE: Sprinkler system? <input type="radio"/> Yes <input type="radio"/> No	CHECK ONE: SANITARY FACILITIES <input type="radio"/> Sewer <input type="radio"/> Septic	SLAB INSPECTION TYPE <input type="radio"/> Mono Slab <input type="radio"/> Slab	# of Stories:	Total Square Footage:
Foundation Type: <input type="radio"/> Slab <input type="radio"/> Basement <input type="radio"/> Crawl Space	Power Company: <input type="radio"/> Georgia Power <input type="radio"/> Central GA EMC <input type="radio"/> Fayette Coweta EMC	HOUSE PLAN TYPE	# of Units:	Finished Floor Area (Heated):
Heating: <input type="radio"/> Gas <input type="radio"/> Electric	Fireplace: <input type="radio"/> Prefab <input type="radio"/> Masonry	Basement: Floor Area: _____ Finished _____ Unfinished _____	# of Baths/Restrooms:	Unfinished Floor Area:
	Cooling: <input type="radio"/> Gas <input type="radio"/> Electric	Building Height:	# of Kitchens:	Garage Floor Area:
			# of Bedrooms:	Outdoor Living Area: sq ft. _____ <input type="radio"/> Deck/Porch <input type="radio"/> Patio

LOT DETAILS

BUILDING/STRUCTURE/SETBACKS: Left _____ Right _____ Front _____ Rear _____	PROPERTY INFO: Lot Size _____ Easement: <input type="radio"/> Yes <input type="radio"/> No	Flood Plain: <input type="radio"/> Yes <input type="radio"/> No	Impervious Area Sq. Ft.:
Is Grading Needed: <input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> N/A	Estimated Cost (construction or move-in cost)	Adjusted Estimated Cost (SBCCI)	

(Minimum Permit Fee: \$75.00; Certificate of Occupancy Fee: \$35.00)

I do solemnly swear that the information on this application is true, and that no false or 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/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. **NOTICE: A zoning review and building plans redline are required before a permit can be issued. Should you decide not to make required revisions to the application and/or supporting documents, you will forfeit the building permit application fees. The cost to reinitiate an abandoned permit application is \$75.**

Print Name

Signature

Date