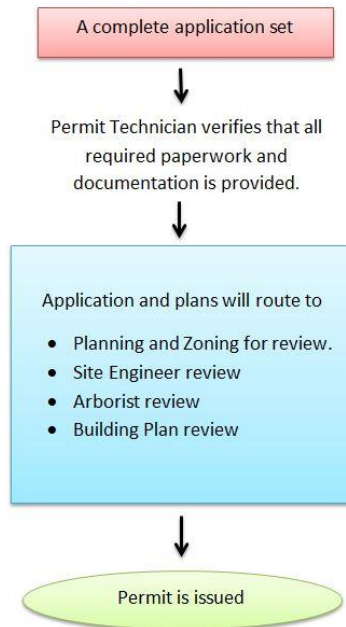




BUILDING PERMIT – HOME ADDITION

Home Addition Building Permit Process



DOCUMENTS YOU WILL NEED

1. Home Addition Building Permit Package
2. Copy of state and business license or
3. Home Owners Affidavit

IMPORTANT INFORMATION

If your lot has septic or a well, approval from the **Fulton County Environmental Health Department** will be required in the permit application, if a sleeping room is proposed.

For new construction, relocated dwellings you will need a Fulton County sewer tap-in permit and receipt and Fulton County water meter tap-in permit and receipt **from Fulton County Water/Sewer Department**.

NOTE: These forms are in addition to the site plans, construction plans or other outside documentation (i.e. Fulton County Environmental Health Department approvals). If you fail to provide all required documentation, issuance of your permit will be delayed.

ADDITIONAL FORMS YOU MAY NEED

1. **Variance Application** - If your plans fall outside of the limits of the zoning ordinance, you will be asked to submit a Variance Application.
2. **Land Disturbance Permit** - If the limits of land disturbance exceed one (1) acre you will be asked to apply for a Land Disturbance Permit (LDP).

CONTACT NUMBERS

Community Development Department (678)242-2545

Chief Building Official – Gary Mullinix (678)242-2547

Plans Examiner – Rick Slay (678)242-2582

City Arborist – Mark Law (678)242-2552

Fulton County Environmental Health Services (404)332-1801

Fulton County Water/Sewer (404)612-7518

Rescheck or documentation of Energy Code Compliance www.energycodes.gov

Building Guide for Homeowners



Additions to Single Family Dwellings

What you need to apply for a building permit:

<input type="checkbox"/> Site Plan	Page 2
<input type="checkbox"/> Floor Plan	Page 2
<input type="checkbox"/> Construction Details	Page 3
<input type="checkbox"/> Additional Requirements	Page 4
<input type="checkbox"/> Permit Application	

Why Do I need a Permit?

There are many important reasons to obtain building permits and to have inspections performed for your construction project.

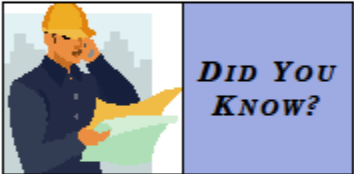
Protects property values
Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

Saves Money
Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

Makes Selling Property Easier
Listing associations require owners to disclose any home improvements or repairs and whether permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

Improves safety
Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor's experience and act as a system of checks and balances that can result in a safer project.

It's the Law
Permits are required by City Ordinance. Work without a permit may be subject to removal or other costly remedies.



DID YOU KNOW?

- As "owner-builder", you are the responsible party of record on such a permit. If your work is being performed by a contractor, you may protect yourself from possible liability if the contractor applies for the proper permit in his or her name.
 - If you plan to do your own work, with the exception of various trades that you plan to subcontract, the subcontractors must apply for trade permits.
 - If you plan to do your own work, including all of the trade work, then you may apply for the permit.
- NOTICE:** The State law requires you to occupy the structure for 2 years after such work has been completed.
- Frequent practices of unlicensed contractors is to secure "owner-builder" building and trades permits, erroneously implying that the property owner is providing his or her own labor and material personally.
 - It would benefit you to hire a licensed contractor to perform the trade work.
 - Permits are valid for work to begin within six months.

- ### Tips on hiring contractors
- ◆ Hire only licensed contractors.
 - ◆ Get at least 3 bids.
 - ◆ Get 3 references, and ask to see a project.
 - ◆ Get it in writing, but before you sign the contract, make sure you completely understand.
 - ◆ Do not make final payment until you have received a Certificate of Occupancy (CO) and until you are satisfied.
 - ◆ **Have the contractor apply for the required permits.**

What is a Site Plan?

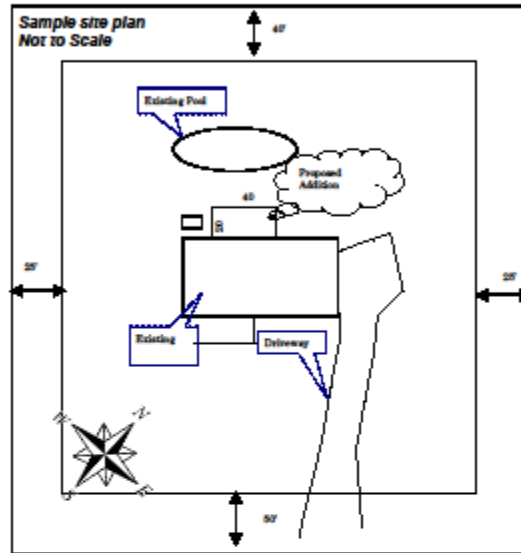
A site plan is a detailed drawing of your property, also known as a survey of your land. These are usually drawn by a land surveyor. The site plan will show the dimensions of your project and its relationship to existing setbacks, easements, utilities, other structures on the property, and distance to your property lines. If your project will require moving any utilities (gas, water, sewer/septic, electric, etc.), show where those meters will be relocated.

What is REQUIRED for a Permit?

Provide copies of the SITE PLAN

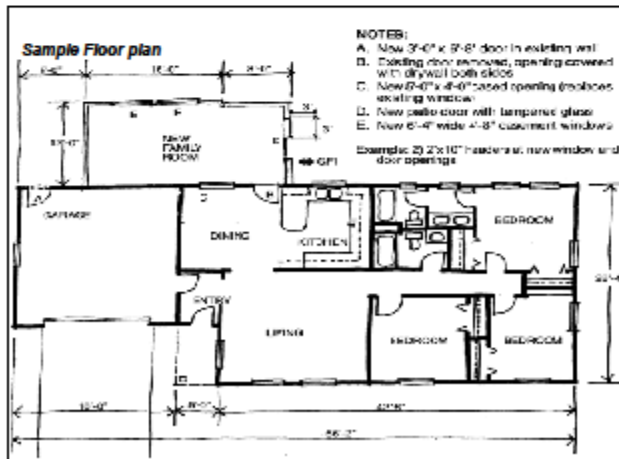
Notes:

- Structures shall not be permitted to be built over setback lines, easements, or property lines.
- A survey from a registered land surveyor will be required if your project is located in a protected area.
- An as-built survey is required if the structure is proposed within 12 inches of a required minimum setback.
- If your property is on a slope, you may be required to install silt fence to keep the dirt on your property.
- If you are on a septic tank, you will be required to have approval from the county health department prior to issuance of a permit.
- If you do not know the location of your utilities, contact the Utility Notification Center. Remember to ask them about the cost of this service.



Floor Plans

The floor plan is used to determine the complexity of the work and to validate the site plan. Floor plans must show existing dimensions of the house, dimensions of the new room, any new openings and items that will be relocated.



What is REQUIRED for a Permit?

Provide copies of the FLOOR PLAN

Notes:

- When plans show any new openings that exceed 6 feet in a bearing wall, detailed specifications will be required.
- Additions cannot enclose bedroom or basement egress windows.
- Heat is required in all habitable rooms. Show how heat will be supplied to the addition.
- Existing electric service may require an upgrade or relocation. Indicate the size of your existing electric service (AMPS) on your plan.

Construction Details

Construction details and specifications help the building department find problems before they occur in the field.

This example shows the types of detail our office will be looking for in your plan submittal.

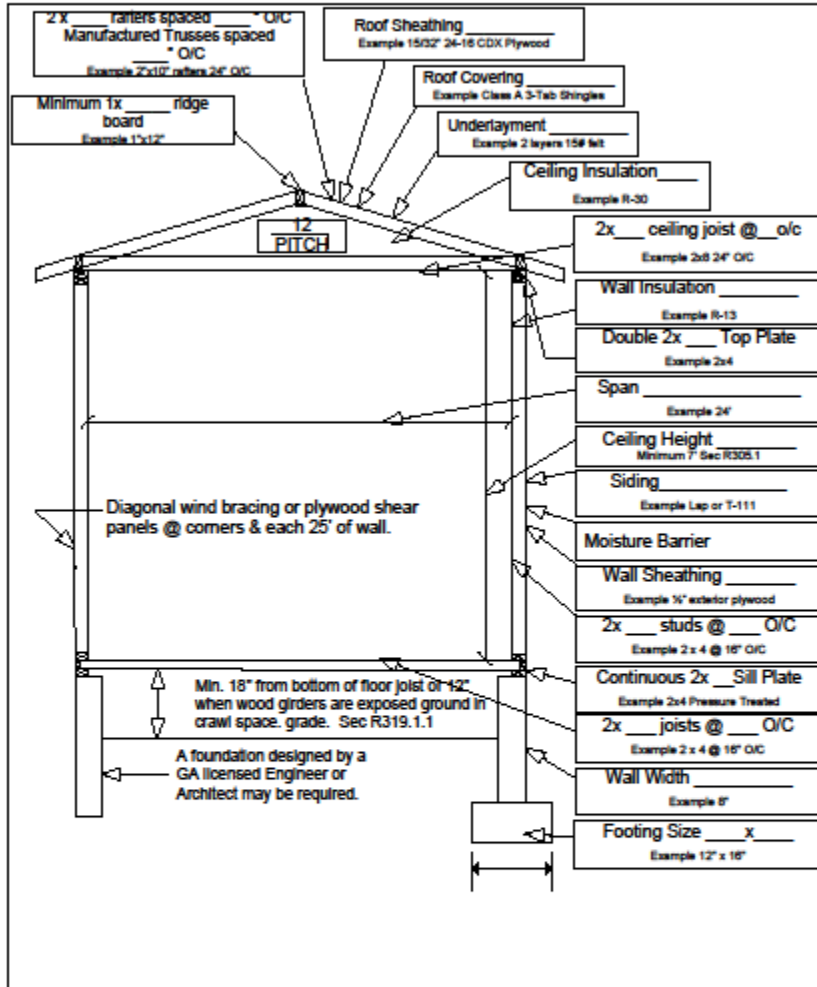
In addition to construction details such as these, you will need to submit details on:

1. Foundation detail
2. Exterior elevations
3. Energy Code Compliance Report (www.energycodes.gov) or REScheck calculations



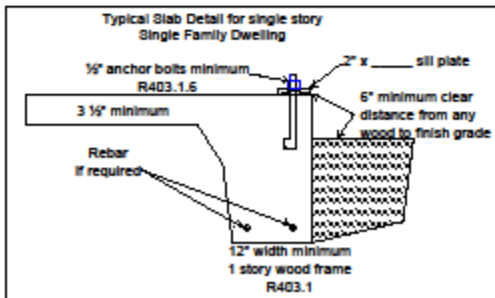
REMINDER:

Permits are only issued after plan review. The time required to conduct this review will depend on the completeness of the information we receive in the plans.



Notes:

- Provide solid 2x blocking between rafters or trusses and roof tie downs.
- Attic ventilation and access may be required.
- For roofs with slopes less than a 4:12 pitch, follow manufacturer's instructions for low slope application of roofing material.
- Where new roofs adjoin walls of an existing structure, flashing must be installed under the existing exterior finish material and over the new roof.
- For all pre-engineered systems, the manufacturer's specifica-



Additional Information

What will the building inspector look at?

A typical home addition project will require the following inspections:

1. **Foundation & Foundation Wall** Foundation inspections shall be made after trenches are excavated, reinforcement steel is in place, forms erected, and PRIOR to placing of concrete.
2. **Slab** Inspection shall be made PRIOR to placing concrete.
3. **Plumbing in Slab (if needed)** Inspection shall be made before any backfill.
4. **Exterior Framing** Inspection of the exterior wall sheathing fasteners and braced wall panels shall be made prior to concealment by moisture barrier (House Wrap).
5. **Moisture Barrier** Inspection of house wrap, membranes, flashings, and any other required moisture barriers shall be prior to the installation of exterior finishing material. This inspection may be made during the framing/rough inspection.
6. **Frame/Rough Inspection** This inspection is made after the roof, all framing, fire stopping, sheathing, draft stopping, bracing and fasteners are in place.
7. **Insulation** Inspection made after insulation in place, PRIOR to covering walls.
8. **Final** Inspection made AFTER the addition is completed.

The permit technician will let you know your projects' required inspections when the permit is issued.

The purpose of this guide is to assist you in the permitting process. This handout is intended to cover information for a basic plan submittal and typical project under the building codes. It is not intended to cover all circumstances. Depending on the scope and complexity of your project, additional information may be required. Discuss your project with city staff to determine if it is subject to additional requirements.

How do I schedule a required inspection?

Please call **the inspection line** and leave all information requested in the message. Inspection requests received before 4:00 pm will be performed on the next business day.

Want to know more? Need more help?

We hope you found the information in this guide useful. If you have any questions, please contact us.

City of Milton Building Department
13000 Deerfield Pkwy Suite 107 F
Milton, GA 30004
Office # 678-242-2547
Fax # 678-242-2550

HOME ADDITIONS - BUILDING PERMITS CHECKLIST

Major Alterations, Building Additions, New Buildings and Decks

Building Permit Number: _____ Submittal Date: _____
(Assigned by Staff)

Subdivision Name (if any): _____ Tax/Parcel ID #: _____

Parcel Address: _____ Lot #: _____

Permittee: _____ Signature: _____
(Print Name) (Signature)

Firm: _____ Phone: _____

Address: _____

Accepted/Denied by: _____

Minimum Requirements

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

General Permit Requirements for Major Alterations, Building Additions, New Buildings, & Decks

(Alterations involving removal, modification or addition of load-bearing structural elements; building additions; new buildings; or decks greater than 6 ft above grade.)

THE BUILDING PERMIT CARD AND A COPY OF THE PERMITTED BUILDING PLANS MUST BE POSTED ON THE PERMITTED JOB SITE AT THE RIGHT OF WAY, WEATHER PROTECTED AND READILY AVAILABLE TO THE INSPECTORS AT ALL TIMES.

NO PERMIT CARD = PROJECT IS IN VIOLATION = NO INSPECTIONS.

- ___ 1. **Completed Building Permit Application.**
- ___ 2. **Submittal fee.** (Please be advised that any person who commences work before obtaining the necessary permits shall be subject to a penalty of 100 percent of the usual permit fee in addition to the required permit fees or a possible court citation.)
- ___ 3. **Residential Erosion Control Agreement.** (Not applicable for interior alterations.)

- ___ 4. **Three (3) copies of sealed, signed and dated Site Plans.** Refer to Single Family Site Plan checklist and appropriate Site Checklists. Site Plans must bear the professional seal and signature of an Engineer, Land Surveyor, Architect, or Landscape Architect having registration in the State of Georgia.
- ___ 5. **Three (3) copies Building Plans bearing the name, signature, street address and telephone number of the person responsible for the design. Building Plans should bear the professional seal and signature of the appropriate design professionals.** (See Plan Requirements below.)
- ___ 6. **Approved Fulton County sewer tap-in permit and receipt.** (New construction and relocated dwellings only.)
- ___ 7. **Approved Fulton County septic/well Permit.** (New construction, relocated dwellings & additional bedrooms.)
- ___ 8. **Approved City of Fulton County water meter tap-in permit and receipt.** (New construction and relocated dwellings only.)
- ___ 9. **Letter from Homeowners' Association, Design Review Board, etc., approving construction.** (Applies only to exterior renovations/additions when governed by subdivision covenants or Zoning restrictions.)
- ___ 10. **Proof of valid contractor business license.**

Plan Requirements for Major Alterations, Building Additions, New Buildings & Decks

- ___ 1. Building Plans must include the Owner's name, street address, and telephone number. Provide email address, if available.
- ___ 2. Building Plans must also include the name, signature, street address and telephone number of the person or firm submitting the building plans. Drawings should be sealed, signed and dated by the appropriate Registered Design Professional licensed to practice in the state of Georgia. Provide email address, if available.
- ___ 3. Plans shall be to scale and fully dimensioned. Minimum drawing size shall be 11" x 17". All text and dimensions must be of sufficient size to be clearly legible.
- ___ 4. Provide a fully dimensioned foundation plan showing the location of all footings at foundation walls, exterior walls and interior load bearing walls. Note that a separate Retaining Wall Permit is required for any wall that extends more than 15 ft from the house foundation, regardless of construction type or whether or not the wall is connected to the house foundation.
- ___ 5. Include details of footings, foundation walls and concrete floors. Show heights, widths, depths, thicknesses, reinforcing steel, connections, supports, and any other details necessary to verify code compliance.
- ___ 6. Provide a fully dimensioned floor plan of each floor level, including decks, balconies, porches, etc. Label each room with intended use, i.e. bedroom, living room, etc.

- ___ 7. Plans must plainly delineate existing and new items. Show location of existing and proposed construction, systems and equipment in the area to be modified, including water heaters, electrical service and distribution panels, HVAC equipment, plumbing fixtures, major appliances, fireplaces, countertops, cabinets, and other built-in items. Identify whether appliances and equipment are electric or gas.
- ___ 8. Show location, size and type of all windows, doors and openings between rooms.
- ___ 9. Show location and identify exterior and interior load-bearing and shear walls supporting floors and roofs above. Note how load-bearing and shear walls are anchored to the foundation.
- ___ 10. Show size and spacing of all framing members for floors, ceilings, roofs, etc., as applicable.
- ___ 11. Include floor and roof framing notes and details.
- ___ 12. For building additions and new buildings, include dimensioned elevation drawings of all four elevations, detailing exterior finish materials, roof lines and pitches.
- ___ 13. Copy of Rescheck or documentation of Energy Code Compliance. (www.energycodes.gov) and Manual J for HVAC systems or equivalent.
- ___ 15. The project has been designed and will be constructed in accordance with the 2006 International Residential Code with Georgia State Amendments, including the additional criteria established by the City of Milton, and set forth in Table R301.2(1) below:

Milton' Table R301.2(1) Climatic and Geographic Design Data								
Ground Snow Load	Wind Speed (mph)	Seismic Design Category	Subject to Damage From				Winter Design Temp.	Flood Hazards FIRM Panels (22 June 1998)
			Weathering	Frost line depth	Termite	Decay		
5 psf	90/40	B	Moderate	12 in.	Very Heavy	Moderate to Severe	22°F	13121C 0044E 13121C 0063E 13121C 0064E 13121C 0132E 13121C 0134E 13121C 0139E 13121C 0140E 13121C 0141E 13121C 0142E 13121C 0143E 13121C 0144E 13121C 0151E 13121C 0152E 13121C 0153E 13121C 0154E 13121C 0160E 13121C 0161E 13121C 0163E

16. Additional Requirements for Townhouses and Duplexes:

In addition to providing all applicable items above for detached single family residential, provide the following additional items:

- Party Walls (Tenant Separation) – Provide on the drawings the applicable fire tested assembly by an approved fire testing agency for all fire resistant construction throughout the building, to include but not limited to roof/ceilings, floor/ceilings, columns and wall assemblies. Reference IBC 703.2 & 703.3 or IRC 321.2, as applicable. (See following item.)
- Identify the number of stories:
 - ✓ Four or more stories, design shall be in accordance with IBC 2012 with GA State Amendments.
 - ✓ Three stories or less, design shall be in accordance with IRC 2012 with GA State Amendments.
- Indicate the garage separation from dwelling, to include but not be limited to floor/ceiling, interior walls, etc. Reference IBC 302.3.3 or IRC 309.2, as applicable.



SINGLE FAMILY SITE PLAN CHECKLIST

Building Permit Number: _____ Submittal Date: _____
Assigned by Staff

Subdivision Name (if any): _____ Tax/Parcel ID #: _____

Parcel Address: _____ Lot #: _____

Permittee: _____ Signature: _____
Print Name Signature

Firm: _____ Phone: _____

Address: _____

Accepted/Denied by: _____

Minimum Requirements

The following documents, if applicable, are required in order to obtain approval of the Single Family Site Plan (SFSP).

1. A Complete Single Family Site Plan (SFSP), per the following checklist.
2. Fulton County Sewer Tap-in Permit (if applicable).
3. Fulton County Health Department Septic and Well Permits (if applicable).
4. Approval from City of Milton Overlay District (if applicable).
5. Residential Erosion Control Agreement.
6. Retaining Wall Indemnification Agreement and Plan Stamped by Professional Engineer (if applicable).
7. Driveway Indemnification Agreement (if applicable).
8. Pool Permit (if applicable).

Review Questions

Of the following, please check all that apply to the site.

- Proposed Sewer tap
- Existing or Proposed Septic System
- Proposed Water System Tap
- Existing or Proposed Water Well
- Design Review Board Action Required
- Existing Home Owner's Association
- Land Disturbance over 5,000 s.f.
- Alteration (no expansion of existing building footprint)

- | | |
|--|--|
| <input type="checkbox"/> Addition to existing building footprint | <input type="checkbox"/> New Building Construction |
| <input type="checkbox"/> Proposed Pool | <input type="checkbox"/> Existing or Proposed Detention Pond |
| <input type="checkbox"/> Flood Plain on site
Buffer(s) | <input type="checkbox"/> City of Milton Tributary and/or State Water |

Required SFSP Items

Provide all items listed below. If not applicable, applicant shall note on this checklist, and shall explain by notation on the plans. An incomplete application will not be accepted into the review process.

General Requirements

- ___ 1. Three (3) copies of Single Family Site Plan (SFSP). Plan must bear professional seal and signature of an Engineer, Land Surveyor, Architect or Landscape Architect having registration in the State of Georgia.
- ___ 2. Submittal fee and completed application.

Plan Requirements

- ___ 1. Maximum sheet size shall be 24" x 36" (min. font size of 0.08).
- ___ 2. Project name and address, subdivision name and lot number (if applicable), landlot, district, and zoning.
- ___ 3. Owner's name and complete address including zip code.
- ___ 4. Name and telephone number 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 Milton Zoning Ordinance) 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 distances to lot lines for all above ground structures.
- ___ 11. Locations 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 distances 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, access easements, sewer easements, and drainage easements, etc.
- ___ 14. Location of driveway (existing and proposed) and the proposed construction entrance. Dimension 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 note 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 within a zone [A, AE, shaded zone X] as defined by F.I.R.M Community Panel Number(s) 135160 _____ for unincorporated Fulton County, Georgia. (Use June 22, 1998 map)."

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 elevations 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.

- ___ 16. If the site includes a stormwater detention pond or a normally wet pond or lake, submittal of a Certificate of Elevation will be required.

Storm Water

- ___ 1. ARC approval, if required.
- ___ 2. Location of any City of Milton tributary buffers, or state water buffers, if applicable.
- ___ 3. If land disturbance is 5,000 square feet or greater, provide stormwater management facilities that will provide stormwater storage for 1.2 inches of runoff from all impervious surfaces within the site. Configure facility so that the designed discharge duration of the WQ_v exceeds 24 hours. Voids within stone infiltration trenches or similar shall be considered to be 40% of stone volume. Show on site plan the layout and details of the stormwater management facilities. Provide supporting calculations with the site plan.
- ___ 4. Where existing runoff leaves the site in a sheet flow condition, runoff shall leave the site in a sheet flow condition after development.

Utilities and Other Structures (Not Including the House)

____ 1. If a pool is proposed, the location of the pool must be shown on the plan. Provide dimensions relating the pool to the house, other structures, and the property lines. **(Note: a Pool Permit will be required prior to SFSP approval).**

____ 2. If a pool is proposed, evidence that a back flow preventer exists **(Note: if a backflow preventer does not exist, it must be installed as part of the pool installation and must be shown as proposed on the SFSP).**

____ 3. If installation of a septic system is proposed or required (including replacements), the location of the system must be shown on the plan. Provide dimensions relating the septic tank, field lines, dosing tanks (if applicable), etc. to the house, other structures and the property lines. The location of the septic system must coincide with the location shown on the Septic Permit documents. **(Note: a copy of the Septic Permit will be required prior to SFSP approval).**

____ 4. Heights of all retaining walls with spot elevations along wall at top and bottom. Wall heights between 4 and 6 feet will require a Wall Indemnification Agreement from the owner/builder or plans bearing a professional seal and signature of an Engineer having registration in the State of Georgia. For wall heights 6 feet and over, plans must bear a professional seal and signature of an Engineer having registration in the State of Georgia. **(Note: a copy of Wall Indemnification Agreement or plans with a professional seal and signature will be required prior to SFSP approval).**

Trees

____ 1. Location of any specimen trees. A specimen tree is any deciduous tree with a diameter at breast height (DBH) of 27 inches and larger, or a coniferous tree with a DBH of 24 inches and larger.

____ 2. Location of all landscape strips and tree save areas.

____ 3. Arborist approval required.

Sediment and Erosion Control

- ___ 1. A delineation of the limits of disturbance and a statement of the estimated square feet of area 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 fence, construction exit, level spreader, rip-rap, mulching, temporary and permanent seeding, etc.
- ___ 4. Direction of existing and proposed storm water or drainage flow by use of arrows.

Note to Applicant and/or Design Professional

Although the following section is intended to be completed by staff during the review process, please read for applicable requirements and comments. All items must be either marked not applicable or initialed by staff before the SFSP can be approved. For items found to not be applicable, staff will duly note below and no further action by the applicant will be required for the item. All items marked with an “X” must be provided prior to approval of the SFSP.

- _____ 1. Fulton County Sewer Tap-in Permit (if applicable).
- _____ 2. Fulton County Health Department Septic Permit (if applicable).
- _____ 3. Fulton County Well Permits (if applicable).
- _____ 4. Residential Erosion Control Agreement.
- _____ 5. Retaining Wall Indemnification Agreement or Plan Stamped by Professional Engineer.
- _____ 6. Pool Permit (if applicable).
- _____ 7. A Tax Status Form completed by Fulton County Tax Commissioner’s office verifying taxes are paid.



SITE PLAN REVIEW ON SINGLE FAMILY RESIDENTIAL (DETACHED) LOTS

Date: _____ Site Address: _____

Requirements

The following information must be included in an application package before Milton will accept an application:

- Three (3) copies of a site plan (24" x 36" maximum size). Plan must include information regarding the following:

- | Yes | No | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Location, size and type of Specimen Trees. (Impact of Specimen Tree may require Board of Zoning Appeals Hearing and approval). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Location of stream buffers. (Encroachments into stream buffers may require Board of Zoning Appeals Hearing and approval and/or a Variance from the State of Georgia EPD). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. Type of proposed sanitary system
<input type="checkbox"/> Sewer
<input type="checkbox"/> Septic |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. Site proximity to the Chattahoochee River Corridor. (Proposed Developments within the Chattahoochee River Corridor require Atlanta Regional Commission Approval). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Site proximity to any Milton Overlay Districts. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Statement pertaining to Flood Plan per checklist. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Zoning of property. |

The plan will initially screened by the Department of Community Development to confirm that the above information is included for any clarifications or revisions required. If major deficiencies are identified, the plans will be returned to the applicant.

Submittal Accepted/Rejected (Comments) 	I acknowledge the acceptance/rejection of plans for a site permit for the address shown below. Reasons for rejection have been explained to me. Signature: _____ Printed Name: _____ Company: _____ Phone Number: _____
_____ Milton Department of Community Development	



RESIDENTIAL SUBCONTRACTOR AFFIDAVIT

NOTICE: This form must be completed, signed and submitted to the Community Development Department before a Certificate of Occupancy will be issued. **A Copy of your current Business License and State Trade License must accompany all affidavits.** All information requested on this form is mandatory.

Building Permit #: _____

Job Site Address: _____

Subdivision: _____ **Lot/Bldg/Ste:** _____

General Contractor: _____

This is to certify that I am responsible for the:

_____ **Electrical**

_____ **Plumbing**

_____ **Mechanical/HVAC**

_____ **Low Voltage**

_____ **Other**

_____ **Gas**

I certify that I have and will comply with all codes and ordinances adopted by the City of Milton that pertain 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 of any change. I further agree to indemnify the City of Milton and its operator from any liability for damages and loss of property if the work performed by our firm has not been installed in accordance with these codes and ordinances.

Signature: _____ **Date:** _____

State License: _____ **Expiration:** _____

Business License & Jurisdiction: _____ **Expiration:** _____

Sub-Contractor Name: _____

Address: _____

Telephone Number: _____

Fax Affidavit to 678-242-2550

FOR BUILDING INSPECTIONS CALL 678-242-2566



ELECTRICAL, PLUMBING & MECHANICAL PERMIT APPLICATION	
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial	Permit Number: _____ Please check one: <input type="checkbox"/> Install <input type="checkbox"/> Repair <input type="checkbox"/> Replace <input type="checkbox"/> Meter replacement inspection (Power) <input type="checkbox"/> Gas Line (Gas Service) ESTIMATED VALUE (<i>Labor & Materials</i>): _____ Date: _____
Applicant Name: _____ Phone: _____ Email: _____ Fax: _____	

JOB SITE ADDRESS: _____ LOT/SUITE NUMBER: _____

SUBDIVISION NAME: _____

SCOPE OF WORK: _____

Property Owner	Name: _____ City: _____ State: _____ Zip: _____
General Contractor	Name: _____ Phone/Cell: _____ Email Address: _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. **There will be a \$50 re-inspection fee for each failed inspection.**

Signature of Permittee

Date

Applicant MUST attach a copy of:

- Driver's license, State certification card, Business license (Occupational Tax Certificate)

Admin Fee \$ _____	Permit Fee \$ _____	Total Fee \$ _____
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**Community Development
 HOMEOWNER-OCCUPANT AFFIDAVIT**

THIS FORM MAY ONLY BE USED BY THE OWNER OF A SINGLE FAMILY RESIDENCE RESIDING IN THE RESIDENCE.

NOTICE: This form must be completed, signed and submitted to the Department of Community Development before a Certificate of Occupancy will be issued. All information requested on this form is mandatory.

Building Permit #: _____

Address: _____

Subdivision: _____ Lot/Bldg/Ste: _____

This is to certify that I am responsible for the:

_____ Electrical	_____ Plumbing
_____ Mechanical (Use of Freon restricted to Licensed Contractors)	_____ Low Voltage
_____ Building	_____ Other

I certify that I have and will comply with all codes and ordinances adopted by the City of Milton that pertain to the construction of this structure. I further agree to indemnify the City of Milton and its operator from any liability for damages and loss of property if the work performed by me has not been installed in accordance with these codes and ordinances.

Homeowner-occupant (print name): _____

Sign / Date: _____

Telephone: _____



Residential Erosion and Sedimentation Control and Tree Protection Agreement

Building Permit No. _____

This permit authorizes _____ (owner/contractor/both) to begin residential grading/land disturbance on property owned by _____,

Located in _____ Subdivision, Lot Number _____,

or at the following address: _____

The authorized person acknowledges that he/she is responsible for taking adequate steps to:

Provide Erosion Control

1. Control soil erosion on said property.
2. Control the movement of sediment off the site by means of property constructed and maintained BMP's, including, but not limited to, silt fence, hay bales, etc in those areas where water exits the property.
3. Keep mud off the adjoining streets by construction and maintenance of a construction exit and removal of mud from the street when necessary.
4. Otherwise comply with all applicable erosion and sedimentation requirements, including those of the City of Milton Soil Erosion and Sedimentation Control Ordinance, 2005.
5. These provisions and others are outlined in the Soil Erosion City of Milton Soil Erosion and Sedimentation Control Ordinance, 2005. (Please initial the appropriate statement below.)

____ I, THE UNDERSIGNED AUTHORIZED PERSON, have obtained a copy of this Ordinance at this time and understand the provision of the Law.

____ I, THE UNDERSIGNED AUTHORIZED PERSON, decline a copy of the Ordinance at this time. However, I do hereby attest that I do understand the provisions of the Law.

Provide Tree Protection

1. Protect areas of existing trees/tree save areas on this lot so that a minimum of 20 tree units per acre are left after construction is completed. If a specimen or heritage tree exists on the lot and is in the way of proposed construction please contact the City of Milton Arborist at 678-242-2552 to schedule an on-site meeting if there are any questions or other clarifications required.

2. Tree fence with tree save signage is required on a lot when clearing and grading for home construction commences. All tree fences shall remain and be maintained until the home construction is 100% completed.
3. Otherwise comply with all applicable Tree Preservation requirements, including those of the Tree Preservation Ordinance and Administrative Guidelines.

Specimen or Heritage Trees—Any tree in fair or better condition which equals or exceeds the following diameter sizes:

- A. Large hardwoods like Oaks, Maples, Yellow Poplars, and Hickories 27 inch diameter at 4 ½ feet above the ground.
- B. Large hardwoods Beeches 24 inch diameter at 4 ½ feet above the ground.
- C. Large softwoods like Pines and Cedars 24 inch diameter at 4 ½ feet above the ground.
- D. Small flowering trees like Dogwoods, Redbuds, and Sourwoods 10 inch diameter at 4 ½ feet above the ground.

Failure to follow the above requirements will result in the issuance of a stop work order and a citation to appear in municipal court.

Effective this _____ day of _____, 20_____

Permittee: _____

Print Name: _____

Address: _____ City/State/Zip: _____

City of Milton Official: _____

Display this permit at the main point of access and visible from the street.