



City of Ball Ground

BUILDING PERMIT Application

215 Valley St, P. O. Box 285 – Ball Ground, Georgia 30107

Phone: 770-735-2123 Fax: 770-735-4575

STAFF USE ONLY	
Permit Number:	Status:
Date Received:	
Date Reviewed:	

- Please ensure all spaces are filled out accurately before signing and returning this form.
- All documents required as part of the application package shall be submitted at the same time as the application.
- Submit only one application per request. If there are multiple landowners, etc., please copy and attach additional signature pages.

PROPERTY LOCATION INFORMATION

Property Address(es): _____

Tax Identification Number(s) (TIN): _____

Subdivision Name (If Applicable): _____

PROPERTY USE INFORMATION

Current Zoning: _____

Setbacks (Ft.) Front: _____ Side: _____ Rear: _____

Variances (If Applicable):

PROJECT INFORMATION

Application Type:

New Construction Addition Renovation Electrical Deck Pool Other

Construction Type: Residential Commercial, Industrial or Other

Description of Work:

Number of Stories: _____ Number of Bedrooms: _____ Number of Bathrooms: _____

Square Footage:

R-3 (heated/finished): _____ Deck: _____
Unfinished Basement: _____ Renovation: _____
U (garage/utility): _____ Finished Basement/Attic: _____
Covered Porch: _____

Check each of the following that apply to this project:

Piers/footings: _____ Gas: _____
Foundation Walls: _____ Roof: _____
Slab: _____ Decking: _____
Framing: _____ Pool: _____
Moisture Barrier: _____ Temporary Power: _____
Plumbing: _____ Permanent Power: _____
Electrical: _____ Fireplace: _____
Mechanical: _____

INFRASTRUCTURE INFORMATION

Water Service Type: Service Line Well

Provider (If applicable): _____

Wastewater Service Type: Sewer Septic

Provider (If applicable): _____

CONTRACTOR INFORMATION

Name (First and Last; Printed): _____

Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

PRIMARY CONTACT INFORMATION

Same as above

Name (First and Last; Printed): _____

Phone: _____

Email: _____

PROPERTY OWNER(S) INFORMATION

Same as above

Name (First and Last; Printed): _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

SUPPORTING DOCUMENTS REQUIRED FOR SUBMISSION:

- Please include the following:
 - A complete permit application.
 - A site plan, survey, scaled drawing or house location plan (HLP), not more than two years old, prepared by a design professional (an architect, engineer, landscape architect, or land surveyor). Incomplete or illegible plans will not be accepted. Refer to the attached site plan example for additional information.
 - Approval from the Environmental Health Department (If Septic Tank).
 - Water Department proof of meter and/or sewer fees.
 - Driver's License
 - Business License
 - State Contractor's License
 - Owner Building Permit Affidavit (If Homeowner Acting as General Contractor)
 - All subcontractor Affidavits (Inspections will not be performed until all affidavits are in)
 - Electrical, HVAC, Plumbing, Etc.
 - Payment of all fees

TYPES OF PROJECTS REQUIRING A BUILDING PERMIT

Building Permits ARE Required for:

- 1) New Construction
- 2) Additions (Including patios, decks, porches)
- 3) Renovation Work (Including new doors, windows, remodel involving electrical, plumbing, roofing and roofing repairs, hot water heaters, changes to any load bearing walls)
 - a) Permits are only required when changing out 50% or more of a combination of doors and windows.
- 4) Outbuildings over 200 sf

Building Permits ARE NOT Required for:

- 1) Painting
- 2) Counter Tops
- 3) Wall Papering
- 4) Storage Sheds Under 200 sf
- 5) Tile
- 6) Fences Under 7' Tall
- 7) Carpeting
- 8) Retaining Walls Under 3' Tall
- 9) Cabinets

Fee Schedule

- 1) All fees are based on the City of Ball Ground Fee Schedule

INSPECTIONS

Builders requesting an inspection should contact the City Hall at 770-735-2123. Every attempt will be made to provide a next day inspection service for all requests received prior to 2:00 p.m.

Required Inspections:

- Temp Power (if used)
- Silt Fence and clearing
- Footing
- Wall (over 3')
- In slab plumbing (if present)
- Slab
- Rough-In (Framing, Mechanical, Electrical, Plumbing)
- Final (Includes landscape, tree replacement and sidewalk where required)
- Every site visit will include a silt and sediment control observation

APPLICANT'S AFFIDAVIT

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that NO work or installation has commenced prior to the issuance of a permit and that all work will be performed to the standards and all laws regulating construction in the City of Ball Ground or Cherokee County, GA. I understand that a separate permit may be required for Plumbing, Heating, Ventilation and Air Conditioning, Pools, Signs, etc. I certify that all the foregoing information is accurate, and all work will be done in compliance with all applicable laws and ordinances regulating construction and zoning in the City of Ball Ground, Cherokee County, and the State of Georgia.

Contractor Name (First and Last; Printed): _____

Phone: _____

Email: _____

Signature: _____

Date Signed: ____/____/____

Same as above

Property Owner Name (First and Last; Printed): _____

Phone: _____

Email: _____

Signature: _____

Date Signed: ____/____/____

OWNER BUILDING PERMIT AFFIDAVIT

The undersigned hereby applies for special consideration as a property owner desiring to perform construction or serve as general contractor for his or her own residence. In making this request for an owner/builder permit, the undersigned states the following to be true:

- *Applicant owns the property, intends to occupy the structure, and is not for use by the public and not offered for sale or lease.*
- *Applicant shall serve as the general contractor and accept inherent responsibilities for the work authorized by the approved permit in accordance with Georgia’s licensing law pertaining to Residential and General Contractors.*
- *If applicant is not installing the electrical, plumbing, or mechanical as building owner, he/she agrees to hire properly licensed electrical, plumbing, and mechanical contractors. As general contractor, applicant may contract with traditional specialty contractors or limited-service specialty contractors who are not required to hold a license as a residential or general contractor if performing within their specialty as provided for under O.C.G.A. 43-41-7. Applicant may not hire another individual to hire sub-contractors without that person being licensed as required by the State.*
- *Should applicant sell the home/building within 24 months following issuance of the certificate of occupancy; applicant understands he/she will not be allowed to permit another home/building unless applicant is duly licensed by the State of GA.*
- *Applicant agrees to build in accordance with applicable codes and strictly adhere to the inspections as required by the jurisdiction. Undersigned acknowledges that inspections must be performed in an established sequence as required by the jurisdiction and that work done in violation of the building codes must be corrected or may be ordered removed.*
- *Applicant acknowledges that he/she is aware that a permit issued under the provisions of the code may be revoked for false statements of misrepresentations as to the material fact in the application on which the permit was based.*
- *Applicant acknowledges that making false statements made in the permit application will subject said applicant to possible prosecution and/or fine. Georgia Criminal Code, Article 2, Section 16-10-20 (False Swearing) calls for a possible fine of not more than \$1000.00 or imprisonment for not less than one (1) nor more than five (5) years or both*

Sworn and subscribed this _____ day of _____, 20__

Applicant’s signature

Notary and Seal

SUB-CONTRACTOR AFFIDAVIT

This form must be completed, notarized and submitted to the City of Ball Ground prior to obtaining a Certificate of Occupancy. A copy of your current State Trade License must accompany all affidavits.

Job Site Address

Permit #

Subdivision

Lot#

Suite #

City

Zip Code

Description of work

This affidavit certifies that I am responsible for the:

- | | | |
|--|---|--|
| <input type="checkbox"/> Electrical Class I | <input type="checkbox"/> Electrical Class II (unrestricted) | <input type="checkbox"/> Low Voltage |
| <input type="checkbox"/> Mechanical / HVAC Class I | | <input type="checkbox"/> Mechanical / HVAC Class II (unrestricted) |
| <input type="checkbox"/> Plumbing Class I | <input type="checkbox"/> Plumbing Class II | <input type="checkbox"/> GAS (to include pools, heated spas and special equipment) |

The submittal of this affidavit is verification that the undersigned is licensed in the State of Georgia for the trade specified above. In the event of any changes in the status or involvement with this permit, the undersigned is responsible for the work until Cherokee County's Building Official has been notified in writing.

General Contractor

Phone #

Sub-Contractor Name (please print)

Email

State License Number

Expiration Date

Company Name

Business Phone #

Company Address

Company Email

I certify that I have and will comply with all codes and ordinances adopted by the City of Ball Ground that pertain to the work specified above. The undersigned, upon oath, states that the above information is true and correct, understands that the permit issued is only for construction as stated and that the occupancy of the structure is not permissible until all requirements are met and a Certificate of Occupancy has been issued by the City of Ball Ground.

APPLICANT'S NAME

APPLICANT'S SIGNATURE

DATE

Sworn to and subscribed before me,

This ___ day of ___, 20__

SEAL

(Notary Public – Please notarize with official seal)

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE OF 1 FOOT IN 54,500+ FEET, AN ANGULAR ERROR OF .03 SECONDS PER ANGLE POINT AND WAS ADJUSTED USING THE LEAST SQUARES METHOD. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND FOUND TO BE ACCURATE TO 1 FOOT IN 100,000+ FEET. AN ELECTRONIC TOTAL STATION AND A 100' CHAIN WERE USED TO GATHER THE INFORMATION USED IN THE PREPARATION OF THIS PLAT. NO N.G.S. MONUMENT WAS FOUND WITHIN 500 FEET OF THIS PROPERTY. THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON. THIS PLAT DOES NOT EXTEND TO ANY UNNAMED PERSON, PERSONS, OR ENTITY WITHOUT EXPRESS RECERTIFICATION BY THE SURVEYOR NAMING SAID PERSON, PERSONS OR ENTITY. THESE DOCUMENTS, AS INSTRUMENTS OF SERVICE REMAIN THE PROPERTY OF A SURVEYING FIRM, INC. AND NO PART THEREOF MAY BE USED, COPIED OR REPRODUCED IN ANY FORM WITHOUT WRITTEN PERMISSION. COPYRIGHT ©2018 SURVEYING FIRM, INC. *** ALL MATTERS PERTAINING TO TITLE ARE EXCEPTED ***

BOUNDARY BY A SURVEYOR
PER PB ###, PG ###,
CLERK OF SUPERIOR COURT,
CHEROKEE COUNTY.

HOUSE LOCATION PLAN

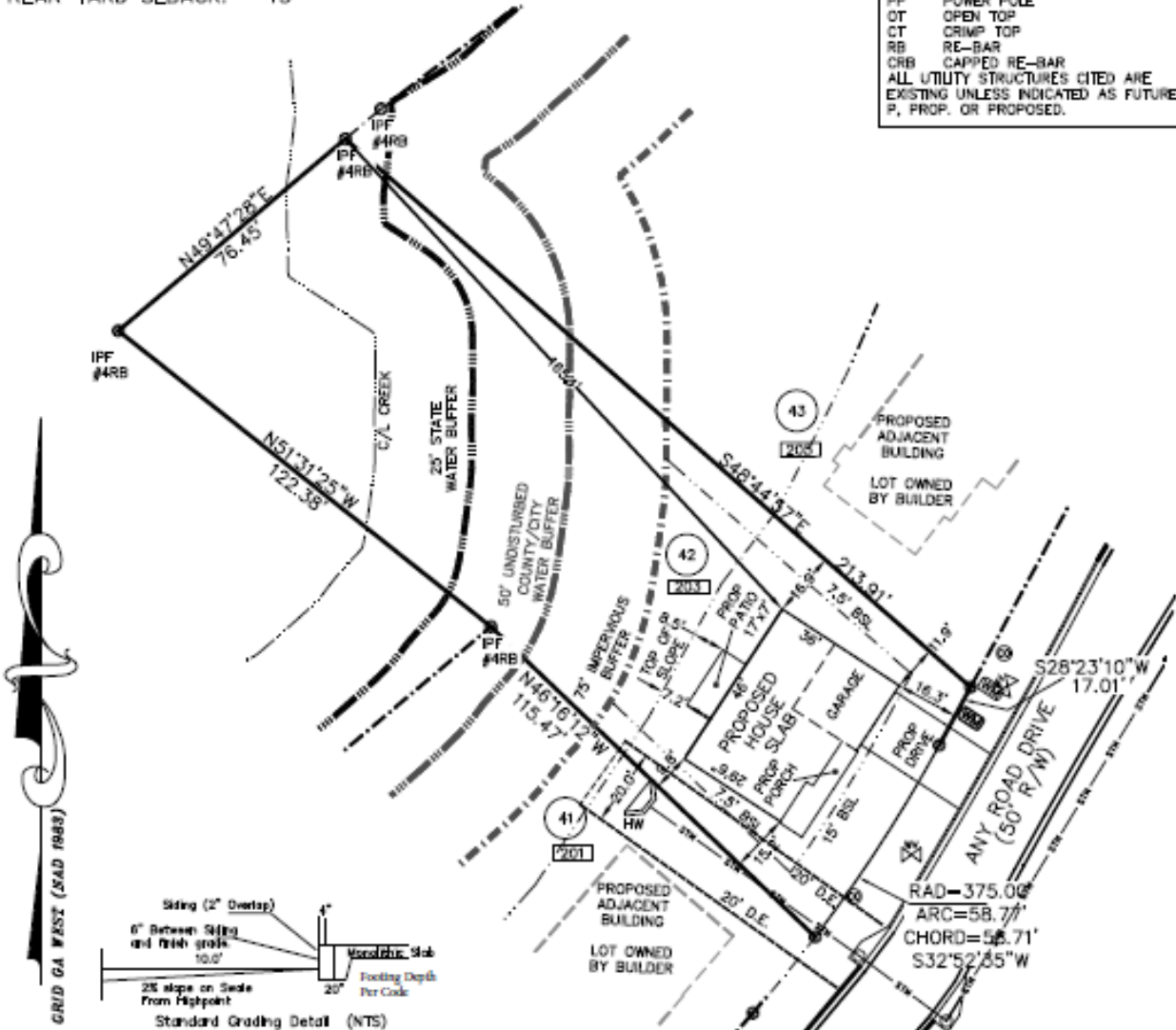
LEGEND

- CMP CORRUGATED METAL PIPE
 - DE DRAINAGE EASEMENT
 - SSE SANITARY SEWER EASEMENT
 - BSL BUILDING SETBACK LINE
 - IPF IRON PIN FOUND
 - IPS IRON PIN SET
 - CB CATCH BASIN
 - DI DROP INLET
 - YI YARD INLET
 - JB JUNCTION BOX
 - HW HEAD WALL
 - POB POINT OF BEGINNING
 - MH MAN HOLE
 - ⊙ CLEAN OUT
 - R/W RIGHT-OF-WAY
 - PP POWER POLE
 - OT OPEN TOP
 - CT CRIMP TOP
 - RB RE-BAR
 - CRB CAPPED RE-BAR
- ALL UTILITY STRUCTURES CITED ARE EXISTING UNLESS INDICATED AS FUTURE, P, PROP. OR PROPOSED.

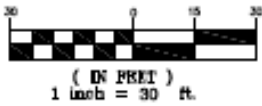
NO MINIMUM FFE REQ'D
PER PB ###, PG ###

LOT 42
203 ANY ROAD
CANTON, GA.
16,404 Sq Ft
0.376 Ac.
PIN: XX-XXXX-XXXX
TIN: XXXXXX-XXX

ZONED: R15
FRONT YARD SETBACK: 15'
SIDE YARD SETBACK: 7.5'
REAR YARD SEBACK: 15'



ANY Road
Suite XXX
ANY CITY, GA 30XXX
Ph. (###) XXX-XXXX
Fax (###) XXX-XXXX
www.website.com



<p>SURVEYOR'S STAMP</p> <p>DATE</p>	JOB: _____		DATE _____	
	BUILDER;S NAME			SCALE 1" = 30'
	LAND LOT ###	# DISTRICT ##	SECTION ##	CHEROKEE COUNTY, GEORGIA
	SUBDIVISION ANY SUBDIVISION		PHASE: # SECTIONS #	PB XXX PG XXX
	LOT(S) ###	REVISION: _____	BY: _____	DATE: _____
<p>I HAVE THIS DATE, EXAMINED THE "FIA OFFICIAL FLOOD HAZARD MAP" AND FOUND REFERENCED PARCEL (●) (IS NOT) IN AN AREA HAVING SPECIAL FLOOD HAZARDS.</p> <p>MAP ID _____ FEMA MAP # _____ EFFECTIVE DATE : _____ DATE</p>				
JOB # XXXXX				