Residential Checklist for a Permit

950 Senoia Rd. Tyrone, GA 30290 Phone: (770) 487-4038
www.tyronega.gov

PROJ. ADDRESS:_____

PARCEL NO. _____

- ◯ Land Disturbance Permit Appl. (Disturbed AMT.)
- ◯ Building Permit Application
- ◯ Water Meter Receipt
- ◯ Septic Tank Letter Approved By Health Dept.
- ◯ One Set of Building Plans
- ◯ Site Plan
- ◯ Erosion Control Plan
- ◯ Erosion Control State Card
- ◯ NOI Submission (*If it applies*)
- ◯ Construction Entrance
- ◯ Contractor's State Card
- ◯ Contractor's Occupational Tax Certificate
- ◯ Electric License
- ◯ Electric State Card
- ◯ Plumber Occupational Tax Certificate
- ◯ Plumber State Card
- ◯ HVAC Occupational Tax Certificate
- ◯ HVAC State Card
- ◯ Copy of Certified Mail Card Showing NOI Submission (If it Applies)
- ◯ Temporary Power Release (This will need to be returned to the building office before temporary power will be released .)
- ◯ Affidavits: ELECTRICAL_____ PLUMBING_____ HVAC_____ (Must be originals. Copies will not be accepted.)

PLEASE OBAIN APPROVAL FROM FAYETTE COUNTY ENVIRONMENTAL HEALTH BEFORE APPLYING FOR EITHER OF THE BELOW MENTIONED ITEMS IF YOUR LOCATION IS ON A SEPTIC SYSTEM

- ◯ **FOR SWIMMING POOLS: Approval for construction.**
- ◯ **APPROVAL FOR ADDITIONS/ACCESSORY STRUCTURES**

Setbacks: Front (Req.)_____ (Plans)_____

Rear (Req.)_____ (Plans)_____

Side (Req.)_____ (Plans)_____

Side (Req.)_____ (Plans)_____

Zoning: _____

FOR OFFICE USE ONLY

- ◯ Flood Map
- ◯ Flood Plain Certificate
- ◯ Sent to EMC and Atlanta Gas Prior to C/O

A CERTIFICATE OF OCCUPANCY WILL BE ISSUED TWO BUSINESS DAYS AFTER ALL PAPERWORK IS SUBMITTED, THIS INCLUDES AN APPROVED FINAL INSPECTION

Plan Review Checklist

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Information contained in the drawings and specifications shall be at least the following:

Site plan draw to scale showing:

- ◯ Actual Dimensions of Property
- ◯ Street Address
- ◯ Lot Number
- ◯ Property Lines
- ◯ Building Location(s)
- ◯ Number of Units
- ◯ Flood Plains
- ◯ Buffers
- ◯ Retaining Walls
- ◯ Setbacks
- ◯ Easments

Please also include other information needed to determine if City Ordinances and building codes are being observed. The Building Official may require a boundary line survey prepared by a qualified surveyor.

If applicable, City will require:

- ◯ *As built foundation drawings* showing distance from the face of the finished wall to the property line; this is required if the proposed structure is within one(1) foot of any building setback, easement, buffer, or other site feature that restricts the structure's location
- ◯ *Finish Floor Elevation certificates* are required on any habitable structure built on a lot of record that includes or abuts any portion of a flood plain.

1 Copy of Building Plan including the following:

Plans shall included legible details, drawings, & notes that sufficiently describe the work to be done and show building codes compliance.

- ◯ Address
- ◯ Lot Number
- ◯ Homeowner's name/contact info
- ◯ Designer's Name(s)
- ◯ Designer's Contact Info
- ◯ Dimension, detailed floor plans that include deck footings and foundations as well as retaining walls as well as:
  - ◯ Footings
  - ◯ Concrete Walls
  - ◯ Slabs (*w/ typical sectionals & elevations showing Residential Building Code Compliance*)
- ◯ Elevation views of all sides of the structure
- ◯ Locations of electric meters & panels, water heaters, HVAC units, plumbing fixtures, cabinets, major appliances, etc. .
- ◯ One or more building sections showing typical structural details of the foundation, guard rails, hand rails, and attachment to the house.
- ◯ Engineered floor, roof, or other structural systems. These drawings must be signed and sealed by the Georgia Registered Design Professional in charge.
- ◯ Georgia Energy Code Compliance report.
- ◯ List of Plan Pages in Set
- ◯ Sq. Footage areas of each floor showing area of porches, decks, garages, basements etc.