



# **New Residential Building Permit Application Packet**

**Please fill out each page completely. Initial any pages that do not require information. Insert documents where specified.**



**Building & Safety Services Department**  
 110 Academy Street, Canton, Georgia 30114  
 770-704-0100

BUILDING PERMIT APPLICATION					
Site Address:				Ste./Lot #:	
Subdivision:			Project Name:		
Pod/Section:			Review #	Approval Date:	
Set Backs:(F)	(S)	(R)	(C)	Tax Parcel #	Zoning:
DESCRIPTION OF WORK					
(Please mark all that apply) <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> NON-RESIDENTIAL/COMMERCIAL <input type="checkbox"/> MULTI-FAMILY					
<input type="checkbox"/> New Construction	<input type="checkbox"/> Addition	<input type="checkbox"/> Repairs over \$300	<input type="checkbox"/> Demolish	<input type="checkbox"/> Exterior Renovations	<input type="checkbox"/> Move Building
<input type="checkbox"/> Interior Finish	<input type="checkbox"/> Foundation Only	<input type="checkbox"/> Accessory structure	<input type="checkbox"/> Shell Only	<input type="checkbox"/> Other _____	
DESCRIPTION OF BUILDING					
(Please mark all that apply)					
<input type="checkbox"/> Office/Bank/Professional	<input type="checkbox"/> Single Family	<input type="checkbox"/> Apartments	<input type="checkbox"/> Industrial	<input type="checkbox"/> Institutional /Hospital	<input type="checkbox"/> Hotel/Motel
<input type="checkbox"/> Educational/School	<input type="checkbox"/> Duplex	<input type="checkbox"/> Condominium	<input type="checkbox"/> Retail Store	<input type="checkbox"/> Amusement /Recreation	<input type="checkbox"/> Restaurant
<input type="checkbox"/> City/County Owned	<input type="checkbox"/> Townhouse	<input type="checkbox"/> Historical	<input type="checkbox"/> Service Station	<input type="checkbox"/> Church/Assembly	<input type="checkbox"/> Car Wash
<input type="checkbox"/> Sales Center/Trailer	<input type="checkbox"/> other				
Existing SQFT:		New SQFT:		Sprinkler: ___Y ___N	Construction Type:
Foundation Type: <input type="checkbox"/> Slab <input type="checkbox"/> Crawl Space <input type="checkbox"/> Split Level <input type="checkbox"/> Basement <input type="checkbox"/> Finished Basement					
Garage/Parking SQFT:		Covered Decks/Porches SQFT:		Finished Basement SQFT:	
No. Stories:	No. of Units:	No. of Buildings:	No. Bedrooms:	No. Bathrooms:	No. Driveways:
Proposed Structure Impervious Area:		Proposed Sidewalk/Patio Impervious Area:		Proposed Driveway/ Parking Impervious area:	
Total Heated SQFT:		Total Non-Heated SQFT:		Gross SQFT of Building:	
Construction Cost: \$			Valuation: \$		Power Co:
GENERAL CONTRACTOR INFORMATION					
Business License #: (attach Current Copy)		Issuing Authority:			Exp. Date:
Company Name:				Phone:	
Address:				Fax:	
City			State	Zip Code	
Contact Person:				Cell Phone:	
Contractor's State License #:				Exp. Date:	
PROPERTY OWNER INFORMATION					
Land Owner of Record:					
Address:				Phone:	
City:			State:	Zip:	
SIGNATURE					
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. <b>The site plan, which has been submitted, is true and accurate and the structure will be located within the allowable setbacks.</b> 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. This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced. <b>Final Foundation Survey required prior to framing of house. MINIMUM PERMIT FEE IS \$60.00 FOR RESIDENTIAL &amp; \$110.00 FOR COMMERCIAL</b>					
Signature of Applicant:				Date:	
STAFF ONLY USE					
Application Date:	Tech Initials	Plan Review #	Permit Total Cost \$	Permit No:	

**Please fill out packet completely.**

**Packet will need to be completed before a permit will be issued.**

***Initial any sheets that do not require a signature or other information.***

**Contractor**

Insert the following:

Copy of Business License – Must be current in the State of Georgia

Copy of Contractor's License in the State of Georgia – Must be current

Copy of Level 1A Card - Must be current

Be sure the 2<sup>nd</sup> page in this packet is filled out completely and notarized



## STATE LICENSING BOARD FOR RESIDENTIAL AND GENERAL CONTRACTORS

237 Coliseum Drive, Macon, GA 31217

478-207-2440

[www.sos.ga.gov/plb](http://www.sos.ga.gov/plb)

### Authorized Permit Agent Form (ONE FORM PER PERMIT)

This form may be used by a qualifying agent to designate an individual to obtain a permit on his/her behalf for a project for the qualifying company. The contractor should submit an original Authorized Permit Agent Form for each project for which he/she has designated an individual to pull permits. This designated individual shall further be identified as the authorized permit agent. This notarized form with an **ORIGINAL SIGNATURE** (no copies or faxes accepted), a copy of the contractor's license, a copy of the contractor's company license, and a copy of the driver's license of the authorized permit agent is to be given to the permit office in the city or county in which the project is located. **DO NOT SEND A COPY OF THIS FORM TO THE BOARD OFFICE UNLESS REQUESTED.**

License verification by permitting office should be completed by visiting <http://verify.sos.ga.gov/verification>

Name of Qualifying Agent:	
Contractor License # (Attach a copy of license.)	
Name of Licensed Company:	
Company License # (Attach a copy of license.)	
Name of Authorized Permit Agent: (Attach a copy of driver's license.)	

### PROJECT (an original form is required for each project):

Company listed on contract:	
Property Owner's Name:	
Street Address:	
Apartment or Suite #	
City, State, Zip:	

I hereby designate the above listed Authorized Permit Agent to apply for and obtain the permit(s) for the project listed above. The undersigned, being licensed as a qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

\_\_\_\_\_  
Original Signature of Qualifying Agent (no copies or faxes accepted)

State of \_\_\_\_\_ County of \_\_\_\_\_

NOTARY SEAL

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC My Commission Expires:



**Building & Safety Services Department**

110 Academy Street, Canton, Georgia 30114

770-704-0100

**Residential Plan Review Verification Form**

Please fill out the following information completely. You must provide the Project Review Number as well as the Model Name and/or Number.

**Project Information:**

Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Model name and/or number to be built: \_\_\_\_\_

Has this model already been approved through plan review?: (Y) (N)

If yes, what is the approved Project Review number? (This # begins with BPR): \_\_\_\_\_

Are there any modifications for this project/address from the original approved plans? (Y) (N)

If yes, provide the scope and any details and drawings of the modification.

Square Feet: \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Basement?: (Y) (N) If yes, is the basement finished?: (Y) (N)

Deck?: (Y) (N) If yes, what is the square footage of the deck?: \_\_\_\_\_

**Contractor Information:**

Contractor/Builder Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Business License #: \_\_\_\_\_ Expiration: \_\_\_\_\_

State License #: \_\_\_\_\_ Expiration: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

\_\_\_\_\_  
Signature of Licensed Contractor

\_\_\_\_\_  
Date



## RESIDENTIAL FEE SCHEDULE

**RESIDENTIAL BUILDING FEE:**

(Minimum Fee of \$50.00)

$$[(\underline{\hspace{2cm}} \times 100.00) + (\underline{\hspace{2cm}} \times 30.00)] = \underline{\hspace{2cm}} \times .0035 = \underline{\hspace{2cm}}$$

[(Heated/Livable SF)
(non-conditioned SF]
Total
Fee Amount

**RESIDENTIAL CERTIFICATE OF OCCUPANCY FEE:**

$$\$175.00 \times \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

# of units or buildings
Fee Amount

**DRIVEWAY FEE:**

\$25.00 for one entrance plus \$15.00 for each additional entrance

$$(\$25) + (15.00 \times \underline{\hspace{2cm}}) = \underline{\hspace{2cm}}$$

1 Driveway Cost
# of Additional Driveways
Fee Amount

**TECHNOLOGY FEE:**

\$10.00

$$\underline{\hspace{2cm}} + \underline{\hspace{2cm}} + \underline{\hspace{2cm}} + \underline{\hspace{2cm}} = \underline{\hspace{2cm}}$$

Building Fee
Certificate of Occupancy
Driveway
Technology Fee
Total Fees

(PERMITTING FEES WILL ALSO INCLUDE CURRENT IMPACT FEES)

**Residential**

## Fees

	Parks	Police	Transportation	Admin (3%)	Total
1,200 or Less	\$ 1,506.00	\$ 17.00	\$ 1,916.00	\$ 103.17	\$ 3,542.17
1,201 to 1,700	\$ 2,360.00	\$ 27.00	\$ 3,002.00	\$ 161.67	\$ 5,550.67
1,701 to 2,300	\$ 3,095.00	\$ 36.00	\$ 3,938.00	\$ 212.07	\$ 7,281.07
2,301 to 3,000	\$ 3,748.00	\$ 44.00	\$ 4,768.00	\$ 256.80	\$ 8,816.80
3,001 and Greater	\$ 4,400.00	\$ 51.00	\$ 5,598.00	\$ 301.47	\$ 10,350.47

**Non-Residential**

## Fees

	Police	Transportation	Admin (3%)	Total (including 3% Admin Fee)
Industrial/Warehousing (per 1,000 sqft.)	\$ 1.89	\$ 158.00	\$ 4.80	\$ 164.69
Institutional (per 1,000 sqft.)	\$ 4.73	\$ 396.00	\$ 12.02	\$ 412.75
Hospital (per Bed)	\$ 27.44	\$ 2,300.00	\$ 69.82	\$ 2,397.26
Hotel & Motel (per Room)	\$ 13.45	\$ 1,128.00	\$ 34.24	\$ 1,175.69
Office (per 1,000 sqft.)	\$ 15.91	\$ 1,334.00	\$ 40.50	\$ 1,390.41
Commercial (per 1,000 sqft.)	\$ 45.20	\$ 3,789.00	\$ 115.03	\$ 3,949.23
Assisted Living Facility (per Bed)	\$ 14.82	\$ 1,243.00	\$ 37.73	\$ 1,295.55

**Residential - Fire and EMS**

Single-Family Detached Housing (per Dwelling)	\$580.6757
Apartment (per Dwelling)	\$580.6757
Residential Condominium/Townhouse (per Dwelling)	\$580.6757

**Non-Residential - Fire and EMS*****Port and Terminal***

Intermodal Truck Terminal (per sqft.)	\$0.2949
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***Industrial/Agricultural***

General Light Industrial (per sqft.)	\$0.4810
General Heavy Industrial (per sqft.)	\$0.3812
Manufacturing (per sqft.)	\$0.3738
Warehousing (per sqft.)	\$0.1907
Mini-Warehouse (per sqft.)	\$0.0160

***Recreational***

Racquet/Tennis Club (per sqft.)	\$0.0639
Recreational Community Center (per sqft.)	\$0.2586

***Institutional***

Private Elementary School (per sqft.)	\$0.2047
Day Care Center (per sqft.)	\$0.5873
Cemetery (per Acre)	\$16.9725

***Medical***

Nursing Home (per sqft.)	\$0.4859
Clinic (per sqft.)	\$0.8184

***Office***

General Office Building (per sqft.)	\$0.6925
Corporate Headquarters Building (per sqft.)	\$0.7138
Single-Tenant Office Building (per sqft.)	\$0.6562
Medical-Dental Office Building (per sqft.)	\$0.8452

***Retail***

Building Materials and Lumber Site (per sqft.)	\$0.2931
Hardware/Paint Store (per sqft.)	\$0.2008
Shopping Center (per sqft.)	\$0.3481
Specialty Retail Center (per sqft.)	\$0.4131
Automobile Sales (per sqft.)	\$0.3184
Auto Parts Store (per sqft.)	\$0.2000
Supermarket (per sqft.)	\$0.2427
Convenience Market with Gas Pumps (per sqft.)	\$0.3752
Pharmacy/Drugstore (per sqft.)	\$0.3481
Furniture Store (per sqft.)	\$0.0865

***Services***

Drive-In Bank (per sqft.)	\$0.9980
Quality Restaurant (per sqft.)	\$1.5549
High-Turnover (Sit-Down) Restaurant (per sqft.)	\$1.5549
Fast-Food Restaurant (per sqft.)	\$2.2719
Quick Lubrication Vehicle Shop (per Service Bay)	\$437.7306



BUILDING PERMIT ADD-ON FEE  
Unfinished Streets

Effective Date: April 18, 2014  
Revised: February 19, 2015

DEVELOPMENT	FEE PER LOT
Iris Park	\$1,551.00
River Green	\$2,752.00
Great Sky	\$673.16
Laurel Canyon excluding Soleil	\$1,231.00
Towne Mill	\$1,455.00
Park Village	\$1,256.00
Franklin Park at River Green	\$1,298.00



## Foundation Location Certificate

I, \_\_\_\_\_ a licensed builder in the City of Canton, Georgia hereby certify that NO part of the building or accessory structure constructed at:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Lot Number

\_\_\_\_\_  
Subdivision / Project Name

\_\_\_\_\_  
Pod/Section Name

**Shall not encroach into any recorded easement.**

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
General Contractor (or Supervisor) Signature

\_\_\_\_\_  
Print or Type Name Clearly

\_\_\_\_\_  
Company Name

**All recorded easements must be clearly identified on the lot at the time of the footing/monolithic slab inspection. A foundation location survey is required within 14 days of this inspection and must be approved thru planning and zoning before any other inspections can be scheduled.**

**CITY OF CANTON**  
**BUILDING & SAFETY SERVICES DEPARTMENT**  
110 Academy Street, Canton, GA 30114  
Phone: 770-704-0100

**State law requires compliance with the Georgia State Energy Code for Buildings.**

Builder:	_____
Sub-division:	_____
Address:	_____
Lot:	_____

**PLEASE CHECK THE METHOD USED TO GAIN COMPLIANCE:**

- REScheck software or trade off worksheet  
Available on the US Dept. of Energy website at: [www.energycodes.gov](http://www.energycodes.gov)
  
- Chapter 4 approach of the IECC 2008 Edition with Georgia State Amendments
  
- Chapter 5 approach of the IECC 2008 Edition with Georgia State Amendments
  
- Chapter 6 approach of the IECC 2008 Edition with Georgia State Amendments
  
- "Single Step" Residential Energy Code Compliance (GA State Amendment).
  
- COMcheck software  
Available on the U.S. Department of Energy website at: [www.energycodes.gov](http://www.energycodes.gov)
  
- Chapter 7 approach of the IECC 2008 Edition with GA State Amendments
  
- Chapter 8 approach of the IECC 2008 Edition with GA State Amendments
  
- "Single Step" Commercial Energy Code Compliance (GA State Amendments)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

As can be seen in Table 404.1.1b of the code, the minimum required foundation wall thickness for those applications which do not require design is 8 inches (203 mm). Footnote 2 permits a reduction in wall thickness to 6 inches (152 mm) as long as the reinforcing steel closer to the inside face of the wall, the effective depth of the wall element which resists bending is increased; therefore, the flexural capacity of the wall is increased. Placement of the reinforcement to achieve this reduction in wall thickness is shown in Figure 404.1.1c.

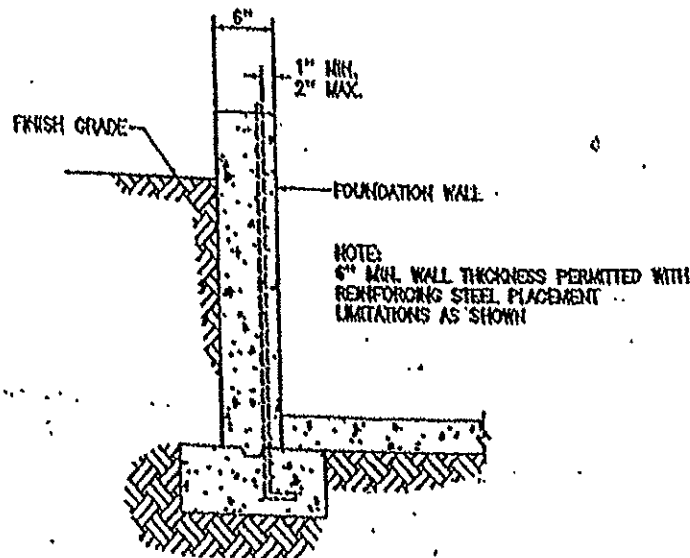


Figure 404.1.1c

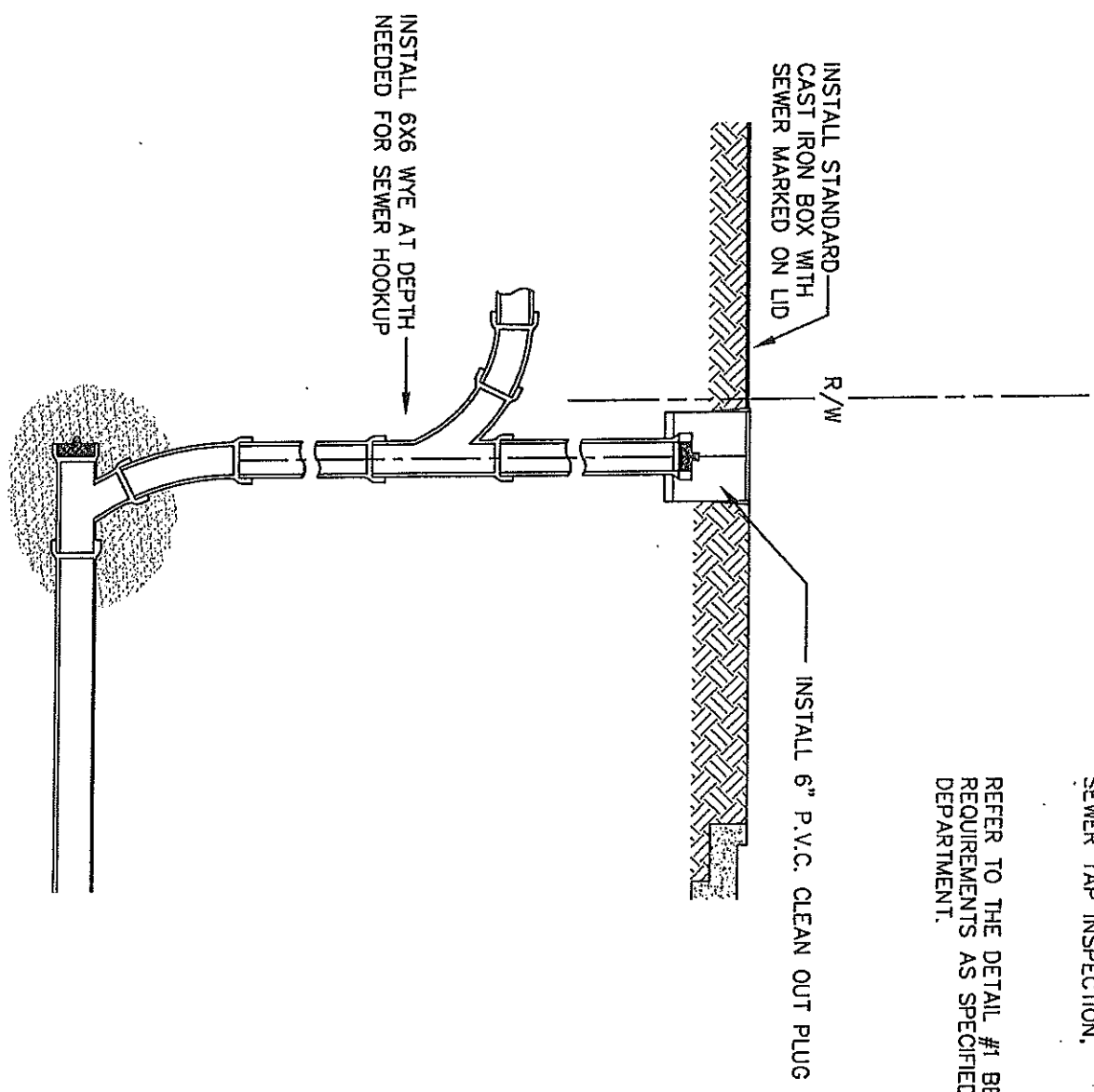
PLACEMENT OF REINFORCEMENT IN 6 INCH FOUNDATION WALLS

For S1: 1 INCH = 25.4 MM

**404.1.3 Backfill.** A minimum distance above adjacent grade to which the foundation must be extended is necessary to provide termite protection and minimize the chance of decay resulting from moisture migrating to the wood framing. A reduced foundation extension is permitted when veneer is used.

SEWER TAPS REQUIRE A PLUMBING APPLICATION AND SHOULD BE INSTALLED BY A LICENSED PLUMBER OR LICENSED UTILITY CONTRACTOR. PLEASE CALL FOR A SEWER TAP INSPECTION.

REFER TO THE DETAIL #1 BELOW. PLEASE PAY CLOSE ATTENTION TO THE REQUIREMENTS AS SPECIFIED BY THE CITY OF CANTON BUILDING INSPECTIONS DEPARTMENT.



CITY OF CANTON, GA
SEWER SERVICE CLEAN OUT
STANDARD DETAIL 419--B



To: All Builders  
Re: Warming Fire

As per Georgia Department of Natural Resources Environmental Protection Division Air Protection Branch, Chapter 391-3-1:

Open burning is only allowed at construction sites if the following items are met:

1. Prevailing winds at the time of the burning are away from the major portion of the area's population.
2. The location of the burning is at least 1,000 feet from any occupied structure, or lesser distance if approved by the Fire Department.
3. Heavy oils, asphalt materials, items containing natural or synthetic rubber or any materials other than plant growth are not burned.
4. Warming fires shall be in a non-combustible container and meet the above requirements.

If you have any questions, please call the Canton Building & Safety Services at 770-704-0100.

# Temporary Construction Power Tampering/Modification Form

Field modification and/or tampering with an approved temporary electrical service that results in the exposure of live parts is a code violation and shall be dealt with accordingly.

If City of Canton personnel discover a temporary construction power service that has been modified or tampered with in any way and is being utilized in an unsafe manner, immediate disconnection will result.

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Signature

---

Date

**City of Canton**  
**Soil Erosion and Sedimentation Control Agreement**

No inspections will be made if site is not in compliance. Notice of non-compliance will be issued followed by court citation if corrections are not made within three (3) working days. Reinspections fees will be assessed for each follow up inspection and doubled until permit revoked.

General Notes

1. The construction pad shall be maintained in a condition which will prevent tracking or flow of mud on public streets.
2. Silt fences and hay bale barriers shall be cleaned or replaced and maintained in functional condition until permanent erosion control measures are established.
3. Silt fence fabric shall be comprised of GA Department of Transportation qualified products listed 36, for silt fence fabric.
4. All grassing shall be in accordance with Chapter 6, Section III "Vegetative Practices" of the Manual for Erosion and Sediment Control in Georgia.
5. All other work shall be performed in accordance with the same manual.
6. The contractor shall furnish the City of Canton with a schedule of anticipated starting and completion dates.
7. Erosion control devices will be in place before site disturbance and will be periodically inspected and repaired or restored as needed to function properly until permanent measures are established and project is completed, i.e.: construction exists and silt fences shall be retopped or cleaned as silt reduces their effectiveness.
8. Any additional construction other than shown on the original plan will require separate and additional soil erosion and sediment control measures and approval.
9. Temporary vegetation (grass seed & Straw) and/or heavy mulch will be used to stabilize all Disturbed areas except the footprint of structure and construction entrance. In no case shall a site be left bare for more than fourteen (14) days of clearing.
10. All stockpiles shall be covered with plastic or temporary vegetation until such stockpiles are replaced or removed.
11. All disturbed areas will be permanently landscaped and grassed as quickly as possible.
12. All work shall be performed in accordance with the specifications of the Manual for Erosion and Sediment: control in Georgia.
13. Additional measures may be required to control erosion as determined necessary by the City Inspector.

Person responsible for erosion control measures is;

\_\_\_\_\_  
Name

\_\_\_\_\_  
Emergency Phone Number

# **Georgia Energy Code Compliance Certificate**

**A certificate shall be readily accessible and posted on the electrical distribution panel or air handler.**

**List primary type when there is more than one value for each component (i.e. certificate shall list the value covering the largest area). The certificate shall be completed by the builder or registered design professional.**

**Insert Here:**

**Copy of Water and Sewer Tap  
Application From  
City or County**

## **Required Inspections for Residential Construction**

- T-Pole
- Footing
- Poured Wall (Forms on both sides installed)
- Plumbing/Electrical Under Slab
- Slab Prep
- Sewer Lateral & Tap
- Mono Slab
- Sheathing
- Porch Cover
- House Wrap
- Roughs (Building, Electrical, LV, Mechanical & Plumbing)
- Insulation
- Temp to Perm (Temporary Power)
- Finals (Building, Electrical, LV, Mechanical & Plumbing)\*

\* Planning & Zoning and Soil & Erosion inspections will also be conducted at the final inspection.

Foundation Survey must be submitted and approved after the footing/slab is poured before any further inspections will be scheduled or conducted.

***Note:*** For temporary to permanent power connection, the house **MUST** be drywalled.