



Johns Creek

BUILDING PERMIT SUBMITTAL REQUIREMENTS

NEW SINGLE FAMILY RESIDENTIAL

- ✓ Building Permit Application - Completed
- ✓ 3 Sets Site Plans
- ✓ 3 Sets Architectural Drawings (drawn to scale)
 - All Rooms must be identified as to use
 - Mechanical, Electrical and Plumbing equipment/fixtures must be shown on Plans
 - Truss Layouts, Engineered Joists & LVLs must be included in Submittal
- ✓ Residential Erosion Control/Tree Protection Agreement Form
- ✓ Hours of Construction Agreement
- ✓ 2009 Code Compliant RESCHECK report - Completed and Signed
- ✓ Fulton County Sewer and Water Permits
- ✓ State of Georgia Contractor's License
- ✓ Current Business License
- ✓ River Corridor Properties require a River Corridor As-Built Survey and Hold and Release Affidavit
- ✓ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

RESIDENTIAL – ADDITION

- ✓ Building Permit Application - Completed
- ✓ 3 Sets Site Plans
- ✓ 3 Sets Architectural Drawings (drawn to scale)
 - All Plans must show Existing to Proposed
 - All Rooms must be identified as to use
 - Mechanical, Electrical and Plumbing equipment/fixtures must be shown on Plans
 - Truss Layouts, Engineered Joists & LVLs must be included in Submittal
- ✓ Residential Erosion Control/Tree Protection Agreement Form
- ✓ Hours of Construction Agreement
- ✓ 2009 Code Compliant RESCHECK report - Completed and Signed
- ✓ Fulton County Sewer and Water Permits
- ✓ State of Georgia Contractor License
- ✓ Current Business License
- ✓ River Corridor Properties require a River Corridor As-Built Survey and Hold and Release Affidavit
- ✓ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

RESIDENTIAL – INTERIOR ALTERATIONS

- ✓ Building Permit Application - Completed
- ✓ 3 Sets Architectural Drawings (drawn to scale)
 - All Plans must show Existing to Proposed
 - All Rooms must be identified as to use
 - Mechanical, Electrical and Plumbing equipment/fixtures must be shown on Plans
- ✓ State of Georgia Contractor License
- ✓ Current Business License
- ✓ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

RESIDENTIAL DECKS & PORCHES

- ✓ Building Permit Application - Completed
- ✓ 3 Sets Site Plans (when required)
- ✓ 3 Sets Structural Drawings (drawn to scale), including Elevations
 - All Plans must show Existing to Proposed
 - Framing Detail
 - Footing Detail
 - Railing Detail
 - Stairway and Handrail Detail
- ✓ Residential Erosion Control/Tree Protection Agreement Form
- ✓ Hours of Construction Agreement
- ✓ State of Georgia Contractor License
- ✓ Current Business License
- ✓ River Corridor Properties require a River Corridor As-Built Survey and Hold and Release Affidavit
- ✓ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

RESIDENTIAL STORAGE SHED

- ✓ Building Permit Application - Completed
- ✓ 3 Sets Site Plans
- ✓ 3 Sets Structural Drawings & Elevations (Site Built) / 3 sets Manufacturer Specs & Elevations (Pre-Fab)
- ✓ Residential Erosion Control/Tree Protection Agreement Form
- ✓ Hours of Construction Agreement
- ✓ State of Georgia Contractor License (when required)
- ✓ Current Business License
- ✓ River Corridor Properties require a River Corridor As-Built Survey and Hold and Release Affidavit
- ✓ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

SUBCONTRACTOR AFFIDAVITS – RESIDENTIAL ONLY

- ✓ Residential Subcontractor Affidavit Form – Completed and Notarized
- ✓ State of Georgia Trade Contractors License
- ✓ Current Business License

HOMEOWNER AFFIDAVITS – RESIDENTIAL OWNER-OCCUPIED ONLY

- ✓ Homeowner Affidavit Form - SUBMITTED IN PERSON WITH PLANS (Notary Services available)
- ✓ Proof of Primary Residency

TRADE PERMIT APPLICATION

- ✓ Trade Permit Application – Completed
- ✓ State of Georgia Trade Contractors License
- ✓ Current Business License
- ✓ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

RETAINING WALL

- ✓ Retaining Wall Permit Application and Indemnification - Completed
- ✓ 3 Sets Engineer Stamped Drawings
- ✓ 3 Sets Site Plans, showing proposed wall location – drawn to scale
- ✓ Retaining Wall Indemnification Form with an Engineer's Stamp (Required on Walls 4ft and over)
- ✓ Residential or Commercial Erosion Control/Tree Protection Agreement Form
- ✓ Hours of Construction Agreement
- ✓ River Corridor Properties require a River Corridor As-Built Survey and Hold and Release Affidavit
- ✓ Current Business License
- ✓ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

SWIMMING POOL

- ✓ Pool Permit Application – Completed
- ✓ 3 Site Plans – Dimensioned, detailed plans showing pool location, profile section of pool, equipment location and related plumbing from pool to pool equipment
- ✓ 3 Sets of electrical plans with the following information:
 - Show the bonding grid around pool
 - Show the wet niche fixture grounding detail
 - Show distance from the inside edge of the pool to GFCI receptacles
 - Show that pump motors and wet niche fixtures are protected with GFCI overcurrent devices
 - Show any electrical components such as lights, power line, etc... over pool
 - Residential Pools must show alarm system for doors leading to pool area
- ✓ Commercial/Public Pools require Fulton County Health Department Review and Approval Stamp on all Plans and an Approved Final Inspection at project completion
- ✓ Hours of Construction Agreement
- ✓ Residential or Commercial Erosion Control/Tree Protection Agreement Form
- ✓ River Corridor Properties require a River Corridor As-Built Survey and Hold and Release Affidavit
- ✓ Current Business License
- ✓ If no fence on property, a Fence Permit Application must also be submitted
- ✓ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

CELL TOWER CO-LOCATE

- ✓ Building Permit Application - Completed
- ✓ 3 Sets of Engineered Structural Drawings
- ✓ 3 Sets Site Plans (when required)
- ✓ State of Georgia Contractors License (when required)
- ✓ Current Business License
- ✓ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

BUILDING DEMOLITION PERMIT

- ✓ Building Permit Application – Completed
- ✓ 3 Sets Site Plans
- ✓ Vermin Abatement Certification
- ✓ Asbestos Abatement Certification
- ✓ Residential Erosion Control/Tree Protection Agreement Form
- ✓ Hours of Construction Agreement
- ✓ Current Business License
- ✓ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

COMMERCIAL INTERIOR DEMOLITION

- ✓ Building Permit Application – Completed
- ✓ 3 sets Demolition Plans
- ✓ State of Georgia Contractor License
- ✓ Current Business License
- ✓ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

COMMERCIAL - NEW CONSTRUCTION

- ✓ Building Permit Application - Completed
- ✓ 3 Sets of Structural Drawings - (Sealed When Required)
- ✓ Fulton County Sewer and Water Permits
- ✓ 2009 Code Compliant COMcheck report – Completed and Signed
- ✓ Drawings must show all MEPs
- ✓ State of Georgia Contractors License
- ✓ Current Business License
- ✓ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

COMMERCIAL FOOD SERVICE ESTABLISHMENTS - NEW AND EXISTING – ADDITIONAL REQUIREMENTS

- ✓ PRIOR TO SUBMITTAL THE FOLLOWING STEPS MUST BE TAKEN:
 - Fulton County Health Department Approval – Each set requires Original Stamp
 - Fulton County Public Works Pre-Treatment Permit & FOG Discharge Approval FOR NEW & EXISTING GREASE TRAP INTERCEPTORS – Each set requires Original Stamp.

COMMERCIAL – INTERIOR ALTERATIONS

- ✓ Building Permit Application - Completed
- ✓ 3 Sets of Construction Drawings – (Sealed When Required)
 - All Plans must show Existing to Proposed
 - All Rooms must be identified as to use
 - All Mechanical, Plumbing and Electrical must be shown on Plans
- ✓ State of Georgia Contractors License
- ✓ Current Business License
- ✓ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

COMMERCIAL FOOD SERVICE ESTABLISHMENTS - NEW AND EXISTING – ADDITIONAL REQUIREMENTS

- ✓ PRIOR TO SUBMITTAL THE FOLLOWING STEPS MUST BE TAKEN:
 - Fulton County Health Department Approval – Each set requires Original Stamp
 - Fulton County Public Works Pre-Treatment Permit & FOG Discharge Approval FOR NEW & EXISTING GREASE TRAP INTERCEPTORS – Each set requires Original Stamp.

CO/CC REQUEST – COMMERCIAL ONLY

- ✓ CO Request Form – Completed (submitted by General Contractor)
- ✓ Submit Prior to Final Inspections
- ✓ Original Permit Card(s) from jobsite required at CO Pickup
- ✓ CO Fee and Re-inspection fees will be tallied after the final building inspection has been performed