

Residential Building Permit Submittal Requirements by Type

The following items are required before the application will be accepted

- **NEW SINGLE FAMILY RESIDENTIAL**
- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- General Contractor's Information
 1. Authorized Permit Agent Form, notarized and copies of Driver's Licenses
 2. Copy of State Professional Trade License
 3. Copy of Business License/Occupation Tax Jurisdiction & Number.
- Residential Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Fulton County Sewer and Water Permits
- Residential Subcontractor Affidavit – for each trade:
 1. Mechanical, Electrical, Plumbing, Gas, Low Voltage, Other
 2. Copy of State Professional Trade License, and Driver's License
 3. Copy of Business License/Occupation Tax Jurisdiction & No.
- Drawings and Plans:
- 3 Sets of Site Plans
- 3 Sets of Architectural Drawings (drawn to scale 11" x 17" min.)
 1. All Rooms must be identified as to use
 2. Mechanical, Electrical and Plumbing equipment/fixtures must be shown on plans
 3. Truss Layouts, Engineered Joists & LVLs must be included in submittal
 4. HVAC Equipment sizing calculations based on Manual J & S.
- Credit Card Payment Authorization Form (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL – ADDITION**
- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- General Contractor's Information
 1. Authorized Permit Agent Form, notarized and copies of Driver's Licenses
 2. Copy of State Professional Trade License
 3. Copy of Business License/Occupation Tax Jurisdiction & Number.
- Residential Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Residential Subcontractor Affidavit – for each trade:
 1. Mechanical, Electrical, Plumbing, Gas, Low Voltage, Other
 2. Copy of State Professional Trade License, and Driver's License
 3. Copy of Business License/Occupation Tax Jurisdiction & No.
- Drawings and Plans:
- 3 Sets of Site Plans
- 3 Sets of Architectural Drawings (drawn to scale 11" x 17" min.)
 1. All Rooms must be identified as to use
 2. Mechanical, Electrical and Plumbing equipment/fixtures must be shown on plans
 3. Truss Layouts, Engineered Joists & LVLs must be included in submittal
- Credit Card Payment Authorization Form (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL ALTERATIONS - EXTERIOR**
- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- General Contractor's Information
 1. Authorized Permit Agent Form, notarized and copies of Driver's Licenses
 2. Copy of State Professional Trade License
 3. Copy of Business License/Occupation Tax Jurisdiction & Number.
- Residential Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Residential Subcontractor Affidavit – for each trade:
 1. Mechanical, Electrical, Plumbing, Gas, Low Voltage, Other
 2. Copy of State Professional Trade License, and Driver's License
 3. Copy of Business License/Occupation Tax Jurisdiction & No.
- Drawings and Plans:
- 3 Sets of Architectural Drawings (drawn to scale)
 1. Framing plans with dimensions
 2. Elevation or façade views from all sides
 3. All Plans must show Existing & Proposed Conditions
- Credit Card Payment Authorization Form (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL ALTERATIONS - INTERIOR**
- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- General Contractor's Information
 1. Authorized Permit Agent Form, notarized and copies of Driver's Licenses
 2. Copy of State Professional Trade License
 3. Copy of Business License/Occupation Tax Jurisdiction & Number.
- Hours of Construction Agreement
- Residential Subcontractor Affidavit – for each trade:
 1. Mechanical, Electrical, Plumbing, Gas, Low Voltage, Other
 2. Copy of State Professional Trade License, and Driver's License
 3. Copy of Business License/Occupation Tax Jurisdiction & No.
- Drawings and Plans:
- 3 Sets of Architectural Drawings (drawn to scale 11" x 17" min.)
 1. All Rooms must be identified as to use
 2. All Plans must show Existing & Proposed Conditions
 3. Mechanical, Electrical and Plumbing equipment/fixtures must be shown on plans
 4. Engineered wood products must be stamped by engineer and included in submittal
- Credit Card Payment Authorization Form (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL DECKS**
- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- General Contractor's Information
 1. Authorized Permit Agent Form, notarized and copies of Driver's Licenses
 2. Copy of State Professional Trade License (If Applicable)
 3. Copy of Business License/Occupation Tax Jurisdiction & Number.
- Residential Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Drawings and Plans:
- 3 Sets of Site Plans, located new or expanded deck
- 3 Sets of Structural Drawings (drawn to scale 11" x 17" min.)

1. All Plans must show Existing & Proposed Conditions
 2. Footing plan with dimensions
 3. Framing Information (size of members, direction, spacing, species and grade)
 4. Ledger, guardrail, stairway and handrail details (see copy of the Johns Creek Prescriptive Deck Details)
 5. Elevations or façade views from all sides with dimensions
- Credit Card Payment Authorization Form (if applicable)
 - All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL COVERED PORCHES**

- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor's current Business License and copy of Driver's License
- Residential Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Residential Subcontractor Affidavit – for possible trades:
 1. Electrical, Gas, and/or Low Voltage trades
 2. Copy of State Professional Trade License
 3. Copy of Business License/Occupation Tax Jurisdiction & No.
- Drawings and Plans:
 - 3 Sets of Site Plans, located new or expanded deck
 - 3 Sets of Structural Drawings (drawn to scale 11" x 17" min.)
 1. All Plans must show Existing & Proposed conditions
 2. Footing plan with dimensions
 3. Framing Information (size of members, direction, spacing, species and grade)
 4. Ledger, guardrail, stairway and handrail details (or copy of the Johns Creek Prescriptive Deck Details)
 5. Elevations or façade views from all sides with dimensions
- Credit Card Payment Authorization Form (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL DEMOLITION - EXTERIOR**

- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor's current Business License and copy of Driver's License
- Residential Erosion Control/Tree Protection Agreement Form
- Hours of Construction Agreement
- Pest/Vermin Abatement Certification
- Asbestos Abatement Survey
- Georgia Asbestos Project Notification Form for Demolition
- Drawings and Plans:
 1. 3 Copies of a Site Plan or Plat of Survey, identifying extent of demolition
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL OUTDOOR FIREPLACE**

- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor's current Business License and copy of Driver's License
- Residential Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Residential Subcontractor Affidavit – for possible trades:
 1. Electrical, Gas, and/or Low Voltage trades
 2. Copy of State Professional Trade License
 3. Copy of Business License/Occupation Tax Jurisdiction & No.
- Drawings and Specifications:

- 3 Sets of Site Plans, locating outdoor fireplace relative to home and property lines
- 3 Sets of Architectural Drawings (drawn to scale 11" x 17" min.)
 1. All Plans must show Existing & Proposed conditions
 2. Elevations or façade views from all sides with dimensions (if applicable)
 3. Manufacturer's specifications if prefabricated fireplace is used
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL RESIDING**

- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor's current Business License and copy of Driver's License
- Specifications:
 1. Manufacturer's Installation Guide for the new Moisture Barrier
 2. Manufacturer's Installation Guide for the new Siding or wall covering
- Copy of State of Georgia Contractor's License, if carpentry is involved – sheathing removal
- Credit Card Payment Authorization Form (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL RETAINING WALLS**

- Retaining Wall Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Indemnification for Retaining Wall – completed, signed and dated by Applicant/Agent
- Contractor's current Business License and copy of Driver's License
- Residential Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Drawings and Specifications:
- 3 Sets of Site Plans, locating wall(s) – (drawn to scale 11" x 17" min.)
 1. 3 Sets of Engineered Stamped plans and sections
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL ROOF REPLACEMENT**

- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor's current Business License and copy of Driver's License
- Credit Card Payment Authorization Form (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL SOLAR PV PANELS**

- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor's current Business License and copy of Driver's License
- Copy of Manufacturer's specifications and installation guide
- Credit Card Payment Authorization Form (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL STORAGE SHED**

- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor's current Business License and copy of Driver's License
- Residential Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Drawings and Plans:
 1. 3 Sets of Site Plans, locating shed with dimensions to property lines
- 3 Sets Structural Drawings & Elevations (Site Built) OR 3 sets Manufacturer Specs & Elevations (Prefabricated)

- Credit Card Payment Authorization Form (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL SWIMMING POOL/SPA**
- Pool Permit Application – ALL fields completed, signed and dated by Applicant/Agent
 1. Pool permit is required for aboveground pools over 24” in height.
- Contractor’s current Business License and copy of Driver’s License
- Residential Erosion Control and Tree Protection Agreement Form
- Hours of Construction Agreement
- Drawings and Specifications:
 1. 3 Sets of Site Plans, locating pool or spa with dimensions to property lines
- 3 Sets of Structural Drawings (drawn to scale 11” x 17” min.)
 1. Enlarged plan (dimensioned), with profile/section of pool showing depths, equipment location and related plumbing from pool to pool equipment
 2. Must note alarm system for windows & doors leading to pool area when home is part of fence/barrier
 3. Show or note the bonding grid around pool
 4. Provide a list or schedule of all pool equipment with model numbers.
- If no code compliant fence on property, a Fence Permit Application must also be submitted
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL TRADE PERMITS**
- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor’s current Business License
 1. Copy of State Professional Trade License
 2. Copy of Business License/Occupation Tax Jurisdiction & No.
 3. Copy of Driver’s license
- Credit Card Payment Authorization Form (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **RESIDENTIAL WINDOW REPLACEMENT** (in kind – no change in size)
- Building Permit Application – ALL fields completed, signed and dated by Applicant/Agent
- Contractor’s current Business License and copy of Driver’s License
- Copy of Manufacturer’s specifications with fenestration’s/skylight’s U-Factor.
- Credit Card Payment Authorization Form (if applicable)
- All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

- **SUBCONTRACTOR AFFIDAVITS – RESIDENTIAL ONLY**
- Residential Subcontractor Affidavit Form – Typed, Completed and Notarized
- State of Georgia Trade Contractors License
- Current Business License
- Copy of Driver’s License

- **HOMEOWNER AFFIDAVITS – RESIDENTIAL OWNER-OCCUPIED ONLY**
- Homeowner Affidavit Form - SUBMITTED IN PERSON WITH PLANS (Notary Services available)
- Homeowner will need to certify a working knowledge of all construction codes and ordinances adopted by the City of Johns Creek for the trade they will be responsible for, and demonstrate proficiency in performing that trade. Otherwise, a Subcontractor Affidavit will be required.
- Proof of Primary Residency/Ownership

General Note

- **All plans,(site and arch/engineering plans) must be legible without the aid of magnification.**