



## **BUILDING PERMIT APPLICATION**

P.O. Box 300 700 Hwy 293 Emerson, GA 30137  
Phone (770) 382-9819

This application is for construction, including new structures, dwelling repair or additions, detached garages, retaining walls, pools, decks, covered patios or porches.

Please help us process your application faster by providing all requested information listed below.

Architect's stamp required for any multi-story structure or building, assembly, educational and institutional. Architect's stamp required for single story buildings and structures with floor area greater than 5,000 square feet (O.C.G.A. 43-4-14).

Engineer's stamp required for structural, mechanical, electrical, and plumbing drawings when the total project cost is \$100,000 or greater. (O.C.G.A. 43-15-24).

1. A complete set of digital drawings consisting of the following in PDF format:
  - a. Foundation Plan
  - b. Mechanical, Electrical, Plumbing layout
  - c. Wall Section, Framing Details
  - d. Life Safety Plan, Emergency Lighting, Exit signage
  - e. Door and window Schedule
  - f. Include a statement of all applicable codes for project design
  - g. Truss drawings, including reactions, profiles and truss layout if your structure is using pre-manufactured trusses. If not, the construction plans must show the roof-framing layout.
  - h. Engineering Calculations if your proposed building(s) does not follow the conventional construction provisions of the IBC, or if geotechnical engineering and/or foundation engineering was requested as noted above.
2. Complete construction details and structural calculations stamped and signed by a professional engineer for all retaining walls.
3. Utility application if your proposed project will have City of Emerson water or sewer services. If not, please submit proof of potable water and a copy of the septic permit or existing system evaluation from the Bartow County Health Department.
4. If any proposed work is within the street right-of-way such as a new driveway, curb cut, city sidewalks or underground utility work a complete Construction Plan application must be submitted as well.

**PLANS MUST BE SUBMITTED SEPARATELY TO THE BARTOW COUNTY FIRE  
MARSHAL FOR REVIEW AND APPROVAL BEFORE A PERMIT WILL BE ISSUED.**

<b>Application Date</b>	
<b>Project Name</b>	
<b>Tax Parcel ID:</b>	
<b>Project Address</b>	
<b>Classification:</b>	<input type="checkbox"/> Residential Single Family <input type="checkbox"/> Residential - Multi Family <input type="checkbox"/> Commercial <input type="checkbox"/> Other (Describe)
<b>Type of Work</b>	<input type="checkbox"/> New <input type="checkbox"/> Repair <input type="checkbox"/> Interior Improvements <input type="checkbox"/> Other
<b>Scope of Work:</b>  Describe the work to be performed	
<b>Work Permit Covers:</b>	<input type="checkbox"/> Building <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical (Up to 400 Amps) <input type="checkbox"/> Electrical (Over 400 Amps) <input type="checkbox"/> Pool <input type="checkbox"/> Sign <input type="checkbox"/> Tower <input type="checkbox"/> Retaining Wall <input type="checkbox"/> Change of Occupancy <input type="checkbox"/> Shell Only <input type="checkbox"/> Fence <input type="checkbox"/> Mobile Home <input type="checkbox"/> Temporary Construction Office
<b>Water:</b>	Water Meter Size: _____ Irrigation Meter Size*: _____  Fire Suppression System: _____  *Rain sensors required on all irrigation systems
<b>Sanitary Plumbing:</b>	<input type="checkbox"/> Sewer <input type="checkbox"/> Septic (On-Site Sewage)  Septic tanks must be approved by the City Council and Department of Public Health. Please include evidence of Department of Public Health Site Approval for On-Site Sewage Management System.

**Building permit fees are payable when the permit is ready to issue. The fees are based on the latest version of the ICC Building Valuation Data (iccsafe.org). There may be water/sewer fees in addition to the building permit fees.**

IBC Type of Construction: \_\_\_\_\_ IBC Group Code: \_\_\_\_\_

Census Code \_\_\_\_\_ Occupancy Load \_\_\_\_\_

Total Square Footage: \_\_\_\_\_ Retaining Wall Length (ft) \_\_\_\_\_

Project Valuation (\$): \_\_\_\_\_

Units: \_\_\_\_\_ Stories: \_\_\_\_\_

Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_

APPLICANT	
Contact Name	
Company Name	
Address	
Phone	
Email	

OWNER	
Name	
Company Name	
Address	
Phone	
Email	

DESIGN PROFESSIONAL / ARCHITECT / ENGINEER			
Name			
Company		Address	
Phone		Email	

**\*\*\*EACH CONTRACTOR MUST PROVIDE THE FOLLOWING CREDENTIALS\*\*\***

**Drivers License, State Contractor's License and Business License**

<b>CONTRACTOR</b>	
<b>Contact Name</b>	
<b>Position</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>State License #</b>	
<b>License Class</b>	

<b>ELECTRICAL CONTRACTOR</b>	
<b>Contact Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>State License #</b>	

<b>PLUMBING CONTRACTOR</b>	
<b>Contact Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>State License #</b>	

<b>MECHANICAL CONTRACTOR</b>	
<b>Contact Name</b>	
<b>Company Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>Email</b>	
<b>State License #</b>	

Building permits become null and void if authorized work or construction is not completed within 12 months of the permit issue date or if work is suspended or abandoned for a period of 12 months at any time after work is started.

I hereby certify that I have read and examined this application and the information provided herein is true and correct. No changes shall be made from that which is stated in this application or in attached plans and specifications. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code of any other state or local law regulating construction or the performance of construction. I further certify that all construction will comply with all adopted codes, ordinance and that there may be a fee associated with obtaining a permit.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_