

POLK COUNTY, GA. APPLICATION FOR A BUILDING PERMIT

RESIDENTIAL BUILDING PERMIT

THE FOLLOWING DOCUMENTS MUST ACCOMPANY YOUR APPLICATION FOR A RESIDENTIAL PERMIT.

1. Warranty Deed for the property, parcel or lot.
2. The property Plat, 2 copies
3. Septic Tank Permit from the Polk County Health Department (770) 749-2270 or a city letter for a sewage tap.
4. Blueprints or drawings of your building
5. A letter from the Polk County Water Authority on availability of water.

SITE INSPECTION APPLICATION/WAIVER

This information is used to determine if a site inspection on your lot or parcel is mandatory as required by county ordinance. If a site inspection is determined to be mandatory then the inspection will have to be made prior issuance of your permit. If a site inspection is not required, then you have the option to have a site inspection.

NAME, ADDRESS, & TEL# _____

LOT/PARCEL SIZE & LOCATION: _____

Is the lot/parcel in an approved subdivision? (YES) (NO) If "yes", what is the name of the subdivision? _____

Does your lot/parcel have frontage on an existing county or state road? (YES) (NO)

Road name: _____
Amount of road frontage _____

Do you an existing driveway? (YES) (NO)

Including yours, how many dwellings are using that driveway? _____

Is your lot or parcel served by an easement? (YES) (NO)

Including yours, how many lots/parcels are being served by this easement? _____

Are the easement rights listed in your warranty deed? (YES) (NO) (N/A)

Are there any other dwellings located on your lot/parcel? (YES) (NO)

Do you have sufficient property to meet county setback requirements? (YES) (NO)

What is water source? (County) (City) or (Private Well)

If your water source is with the city, have you contacted them to obtain water service? _____

See the Building Inspection Department for setback requirements.

GO TO NEXT PAGE

HAVE YOU READ AND ANSWERED ALL THE QUESTIONS ON THE PREVIOUS PAGE CAREFULLY? IF SO PLEASE COMPLETE THE CERTIFICATION BELOW.

CERTIFICATION

I UNDERSTAND THE REQUIREMENTS ON SITE INSPECTIONS. I HEREBY CERTIFY THAT THE INFORMATION I HAVE GIVEN IS TRUE AND ACCURATE. I UNDERSTAND AND ACCEPT THAT IF ANY INFORMATION I HAVE GIVEN IS FOUND TO BE INACCURATE THEN ANY PERMITS BASED ON THIS INFORMATION ARE SUBJECT TO BEING VOIDED AND/OR DENIED.

DATE

APPLICANT'S SIGNATURE

WAIVER

IF A SITE INSPECTION IS NOT REQUIRED, THEN I CHOOSE TO HAVE or NOT TO HAVE (circle one). I UNDERSTAND THAT BY CHOOSING NOT TO HAVE A SITE INSPECTION I FULLY ACCEPT ALL RESPONSIBILITIES OF MY PROPERTY COMPLYING WITH ALL COUNTY ORDINANCES.

DATE

APPLICANT'S SIGNATURE

APPROVAL _____
REASON FOR DENIAL _____

DENIED _____

DATE

BUILDING INSPECTOR

ORDINANCE CERTIFICATION

I HEREBY MAKE APPLICATION FOR A PERMIT TO PERFORM WORK EITHER ON A BUILDING OR TO LOCATE A MOBILE HOME. I HEREBY PROVIDE THE FOLLOWING CERTIFICATION AND INFORMATION AS PART OF MY APPLICATION:

- 1. LAND SUBDIVISION COMPLIANCE:** Polk County has a Land Subdivision Ordinance which must be followed generally anytime a lot, tract or parcel is divided into three or more sites or tracts, or anytime a new road is constructed. Please certify the following:

Is the lot/parcel in an approved subdivision? **(YES) (NO)**. If "yes", what is the name of the Subdivision? _____.

If "no", then answer the following questions:

- A.** Do you have any knowledge that the site on which your structure or mobile home is located has been divided from a larger parcel? **(YES) (NO)**
- B.** Do you plan to divide the parcel on which your structure/mobile home is located? **(YES) (NO)**
- C.** Do you understand that the issuance of a building permit, mobile home placement, or a house number is not an authorization to subdivide property improperly? **(YES) (NO)**
- D.** Do you understand that a permit may be suspended or revoked upon determination that a violation of the County's subdivision ordinance is taking place and involves the site on which your structure is located? **(YES) (NO)**

PLEASE NOTE THAT ANY QUESTIONS OR CONCERNS REGARDING SUBDIVISION REQUIREMENTS SHOULD BE DIRECTED TO THE BUILDING INSPECTOR.

- 2. LAND TRACT USE:** Polk County Zoning Ordinance states that only one principal building may be located on a lot or parcel. State law and county ordinance declares that if more than one-acre is disturbed, and then the appropriate permits must be obtained. Please provide the following information.

- A.** Does the lot or tract on which the structure will be located have any other structures? **(YES) (NO)**. If "yes", indicate which: (CIRCLE ALL THAT APPLY) HOUSE | BARN | MOBILE HOME | STORAGE BUILDING | GARAGE | COMMERCIAL BUILDING | OTHER
- B.** If more than one acre of land is to be disturbed, has the appropriate SOIL-EROSION PERMIT been obtained from the EPD office in Cartersville? **(YES) (NO) (NOT APPLICABLE)**

- 3. STRUCTURE USE:** As owner of the structure, my plans are: **OWN TO OCCUPY**____ **OWN TO RENT**____ **SELL**____

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE TO THE BEST OF MY KNOWLEDGE.

DATE _____ APPLICANT'S SIGNATURE _____
APPLICATION FOR BUILDING PERMIT IN POLK COUNTY

LOCATION OF BUILDING: _____
(LOT#) (STREET OR ROAD)

OWNER: _____ ELECTRICAL SUB: _____
ADDRESS: _____ PLUMBING SUB: _____
PHONE#: _____ AIR-COND SUB: _____
HEATING SUB: _____

CONTRACTOR'S NAME: _____ PH#: _____

CONTRACTOR'S ADDRESS: _____

TYPE OF CONSTRUCTION: new construction addition alteration repair demolish

TYPE OF BUILDING: Residential Storage building Garage Other _____

IF A STORAGE/GARAGE BUILDING, IS THE USE FOR Personal use Business use

TYPE OF MATERIAL: Wood Brick Vinyl siding Concrete block Masonry Metal
 Other _____

SIZE OF BUILDING: FRONT _____ft DEPTH _____ft TOTAL FLOROR AREA (sq.ft.) _____

CARPORT-GARAGE SIZE: _____ BASEMENT: YES-NO SIZE: _____

OF STORIES: _____ # OF BEDROOMS: _____ # OF KITCHENS: _____ # OF BATHROOMS: _____

TYPE OF HEAT: GAS TOTAL ELECTRIC OTHER: _____

LOT SIZE: _____ IS YOUR BUILDING SITE IN THE FLOOD PLAIN: YES NO

TO BE FILLED OUT BY THE BUILDING INSPECTOR'S OFFICE

ESTIMATED COST OF BUILDING IS BASED ON \$65.00 PER SQUARE FOOT FOR HEATED SPACE {LIVING AREA} AND \$40.00 PER SQUARE FOOT FOR UNHEATED SPACE.

EST. COST OF HEATED AREA: _____ **EST.** COST OF UNHEATED AREA: _____

TOTAL **EST.** COST OF BUILDING: _____ PERMIT FEE IS: _____

PROPERTY IS ZONED AS: _____ MAP & PARCEL #: _____

NOTICE TO ALL HOMEOWNERS AND CONTRACTORS

Before a certificate of occupancy is issued on **ANY** structure, **ALL** systems will have needed to be inspected. This includes the Heating/Cooling system, Ground Fault, etc. These systems cannot be properly inspected until after the power is turned on. If the power is not on when you request a final inspection, we will conduct the final on all phases but **NOT** issue a certificate of occupancy. Once you have the power on in the structure another inspection of those systems is required for the issuance of a C.O.

OR

You can pay a \$300.00 refundable deposit and purchase a \$33.00 temporary electrical service to the house when you have the structure at least 85-90% complete. The meter base will be inspected and the code compliance sticker will be attached if the electrical inspection is ok. When **ALL** work is completed the final inspection can be accomplished on all phases and the certificate of occupancy issued with only (1) inspection. **THIS MUST BE RENEWED IF YOUR FINAL IS NOT ACCOMPLISHED WITHIN THE 60 DAYS ALLOTTED.** As a reminder, before you request a final inspection, please insure that the structure is 100% complete. 100% complete means that all work is completed, appliances are installed and ready for the homeowner to move in. Landscaping is exempt from this requirement.

ATTENTION

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The Environmental Protection Agency and Polk County Ordinances prohibits the use of "debris fills". Polk County Zoning Ordinance Article VI Section 6.14, states:

"The use of debris fill is prohibited at all construction sites or within any development. All waste and construction debris generated from construction must be disposed of properly. Items such as lumber, sheetrock, insulation, and cardboard, etc., must be disposed of in a properly licensed landfill. Penalties for violating this ordinance could be fines of up to \$1,000.00 or 60 days in jail."

Several companies provide containers just for the purpose of collecting such debris. If you have knowledge of anyone illegally disposing of construction debris, please call the Ordinance Enforcement Officer at (770)749-2193.

Polk County Ordinance Regulating Construction Sites states in Article III(2) that "all new construction sites shall have a commercially serviced dumpster containing 20 cubic yards or more."

HOMEOWNER/CONTRACTOR

I HAVE READ THE FOLLOWING REQUIREMENTS AND FULLY UNDERSTAND THAT I MUST COMPLY. I UNDERSTAND THAT IF I DO NOT COMPLY THAT I WILL RISK HAVING MY BUILDING PERMIT REVOKED, STOP WORK ORDER ISSUED OR ISSUED AN ORDINANCE VIOLATION CITATION BY THE POLK COUNTY ORDINANCE OFFICER.

1. The construction driveway must have a pad of #3 stone 12' wide and 50' in length.
2. The finished driveway must be at least 12' wide and paved 25' from the road for single-family residences. For multi-family residence and commercial development the driveway must be 24' wide and paved 25' from the road. Industrial development must be 30' wide. The material used can be concrete (4" thick) or asphalt (2" thick).
3. Must have a temporary restroom (portable Toilet) on the construction site.
4. Must have a debris container containing 20 cubic yards or more on the construction site.
5. Must have erosion and sedimentation controls measures in place to prevent sediment runoff.

I (DO) (DO NOT) request a copy of the ordinance covering the above listed items.

I have read and understand my obligations to follow the above measures.

(SIGNATURE)

(DATE)

APPLICATION FOR PHYSICAL ADDRESS

TO RECEIVE YOUR PHYSICAL ADDRESS, CALL OUR OFFICE AT (770) 749-2104/2193 OR COME BY AND PICK UP YOUR ADDRESS. ADDRESSES ARE NOT ASIGNED IN ADVANCE.

RESIDENT'S NAME: _____
(LAST) (FIRST) (INITIAL)

LOCATION: County Road Name: _____
House # on closest neighbor: _____ Their Name: _____
Nearest intersecting county road: _____
Detail direction to your location: _____

DESCRIPTION OF HOUSE

Check all that apply:
New____ Existing____ 1 sty____ 2 sty____ Basement____ Brick____
Wood____ Vinyl:____ Block:____ Masonry____ Carport____ Garage____
Porch____ Deck____ Tin Roof____ (Color)____ Shingle Roof____ (Color)____
Lot Size:_____ Distance off road:_____ Wooded:_____

Stage of construction: staked:_____ started:_____ finished:_____
Will your structure be visible from the road? _____

OR

DESCRIPTION OF MOBILE HOME

Check all that apply:
New:____ Used:____ Single wide:____ Double wide:____ Triple wide:____
Color:_____ Lot Size:_____ Distance off road:_____ Wooded:_____

Will your mobile home be permanently set up? _____
Will your mobile home be visible from the road? _____

ADDRESS WILL ONLY BE ASSIGNED FOR STRUCTURES BUILT ON OFFICIAL COUNTY ROADS. IF THE COUNTY HAS NOT ACCEPTED THE ROAD, NO ADDRESS WILL BE ASSIGNED.

ELECTRICAL, PLUMBING & MECHANICALS WORKSHEET

ELECTRICAL:

What is the amp service to your house: _____

Do you need a temporary service pole: _____

Do you want the temporary to permanent power to the house: _____

PLUMBING:

List the number of your fixtures:

Water closets: ____	Lavatories: ____	Bath/shower tubs: ____
Shower baths: ____	Sinks: ____	Sauna tub: ____
Waste disposal: ____	Dishwasher: ____	Flushing Cuspidor: ____
Sewer tap: ____	Wash machine: ____	Laundry tub: ____
Water heater: ____	Drink fountain: ____	Floor Drain: ____
Urinals: ____	Soda/bar sink: ____	Sand traps: ____

MECHANICALS:

List the number and tonnage of your mechanicals:

Heat pump: _____/_____ Warm air furnace: _____/_____
Air Condition: _____/_____ Gas lines: _____/_____

DRIVEWAY AND CULVERT CERIFICATION

Effective September 1, 2002, there will be a mandatory 2 working day waiting period for the issuance of all new construction building permit and mobile home placements. This will allow the building inspection departments sufficient time to verify all information required to issue a valid permit. Information such as map & parcel number, sufficient road front property, zoning, and land division.

The building permits office will give you a 3' stake at the time you get a building permit application. You must drive this stake in the center of your proposed driveway site. Make sure to drive this stake in the ditch and not on the edge of the road. The road department will inspect the driveway site to determine if a pipe is needed. If a pipe is needed they will determine the size, length, and number of pipes. This inspection will insure that the proper driveways and culverts are installed to help drain the water to the proper catch basin whether it is man-made or natural. The building inspection department must have completed driveway site certification from the road dept. before the building permit can be completed. The cost of the pipe(s) and other materials must be paid for at the time you obtain your building permit.

If you driveway site is on a state highway, you must then obtain a driveway permit from the State Highway Department. This permit must be presented to the building inspections department before final building permit will be issued.

PLEASE FILL OUT THE ATTACHED SHEET AND RETURN IT TO THE BUILDING INSPECTIONS OFFICE.

DOCUMENTS REQUIRED FOR ISSUANCE OF AN APPROPRIATE PERMIT ARE LISTED ON THE APPLICATION FORM AND IN THE BUILDING ISPECTION DEPARTMENT.

DRIVEWAY AND CULVERT CERTIFICATION

Article 6-6 Road-Driveway Requirements prohibits the installation or construction of a driveway that restricts or obstructs the flow of water onto county right of ways: such ordinance requires the installation of a county approved culvert pipe.

Please complete the following:

NAME: (PLEASE PRINT) _____
TEL# _____

ROAD NAME: _____
NEAREST INTERSECTING ROAD _____
CLOSEST EXISTING HOUSE # _____
DIRECTIONS FROM THE BUILDING INSPECTION OFFICE:

Does your driveway (or planned access) have an existing culvert pipe? ()YES ()NO

1. If "NO" the planned driveway entrance must be marked with a 3' stake provided by the building inspection department. **PLACE THAT STAKE IN THE DITCH AT THE CENTER OF YOUR PLANNED DRIVEWAY.** The road department will inspect your driveway site. The property owner may purchase the approved pipe from the building inspection department.
2. If "YES" the Polk County Road Department shall inspect the existing culvert pipe to determine if the pipe conforms to county standards and is serviceable. The property owner shall replace all pipes determined to be inadequate. The property owner may purchase the approved pipe from the building inspection department.

This form will be forwarded to the Polk County Road Department for driveway evaluation, the road dept. will inspect your site and determine if a pipe is needed, the size pipe to be installed and cost of the pipe. If your property fronts a county road, the road dept. will install the pipe on the county right of way for you.

I UNDERSTAND IT IS MY RESPONSIBILTY TO MEET THE COUNTY'S ORDINANCE REQUIREMENT AND COST REGARDING CULVERT (DRIVEWAY) PIPES.

(DATE)

(PROPERTY OWNER'S SIGNATURE)

(COUNTY USE ONLY)

Pipe Size: _____ # of Pipes _____ Band need: (YES) (NO)

Date pipe installed _____ Pipe price _____

(DATE)

(ROAD DEPARTMENT SIGNATURE)

CONSTRUCTION & INSPECTION REMINDERS

This sheet provided to make sure you are aware of inspection requirements and to help you avoid delays in your project. Remember, after you apply for a permit to building inspector has the right to visit your proposed site and/or property prior to issuing the permit. Thank you!

1. **SETBACKS:** [THE DISTANCES FROM PROPERTY LINES AND ROAD RIGHT-OF-WAY]. Your home or building must be constructed at least the following distances from property lines and road right-of-way: Front Setback: _____ feet Rear Setback: _____ feet Side Setback: _____ feet
2. **ROAD RIGHT-OF-WAY:** The right-of-way distance varies from road to road. If you are unsure or have questions, please contact either the Building Inspector's or County Commission's Office.
3. **SEPTIC TANK:** To obtain a building permit you must furnish a copy of the septic tank permit. Septic tank permits and inspections are controlled by the Health Department {Ware St. in Cedartown}. If you use an existing septic tank you still must have it inspected by the Health Department. It's important to get your tank installed as soon as possible as final electric power will not be authorized until your septic system is installed and approved by the Health Department.
4. **LICENSED CONTRACTORS:** A property owner may perform their own work; however, if you have someone else performing work for you, the person must have the appropriate state license. i.e., licensed electrician, licensed plumber, or mechanical licensed {heating & air}.
5. **REQUIRED PERMITS:** The following permits are required: (a). Building Permits {Construction} (b). Electrical Permit {Wiring & Temporary Pole} (c). Temporary Electrical to the house {Only if temporary service is used} (d). Plumbing Permit (e). Mechanical Permit {Heating & Air Condition}. **NO INSPECTION WILL BE DONE UNTIL EACH PERMITS HAS BEEN OBTAINED.**
6. **REQUEST FOR INSPECTION:** Requests for inspection must be made one working day in advance, i.e., day's notice must be given. Inspections are not made on weekends or holidays. Call the Permit Clerk at **(770) 749-2104** to schedule Inspections.
7. **REQUIRED INSPECTIONS:** The following inspections are required: (a). Footing {must be made prior to pouring} (b). Temporary Electrical Power Poll {if needed} (c). Rough In's {framing, electrical, plumbing & heating/air condition. (d). Insulation. (e). Final {all phases inspected including air pressure test on gas lines and permanent power on/in the building}.
8. **SPECIAL ELECTRICAL INSPECTION:** If final power is needed in order to work inside during inclement weather only you may apply {a deposit & fee is charged} for a special electrical inspection and the Building Inspector will determine if it's safe for power to be turned on prior to final inspection.
9. **DRIVEWAY REQUIREMENT:** Polk County requires an adequate sized culvert pipe {determined by the road department} to be placed on county right-of-way for driveways. The driveway edge {concrete or asphalt} must meet flush with the county pavement so as to not create a road hazard. **The driveway must be paved to a width of 12 feet and at least distance of 25 feet from the road.**
10. **MONOLITHIC SLAB:** On a monolithic slab you must have 4 inches of gravel to allow for earth expansion. This slab must be inspected before any concrete is poured.

PLEASE READ CAREFULLY.

PLEASE NOTE

Article XII, Section 12.4, Polk County Zoning Ordinance, effective January 1, 1999 states that “any building permit issued shall become invalid unless the work authorized by it shall have been commenced within six (6) months of the date of issue or if the work authorized by the permit is suspended or abandoned for a period of one (1) year”.

MEANING: YOUR PERMITS (ALL PERMITS WILL EXPIRE 6 MONTHS FROM THE DATE OF ISSUE IF NO WORK HAS BEEN STARTED. IF YOU HAVE STARTED WORK ON YOUR BUILDING AND STOP, THEN THE PERMIT WILL EXPIRE 12 MONTHS AFTER WORK HAS BEEN STOPPED.

EXAMPLE: YOU PURCHASE A BUILDING PERMITS ON FEB. 1, 01, THEN WORK MUST HAVE BEEN STARTED BEFORE JULY 31, 01. IF WORK HAS NOT COMMENCED BY AUG. 1, 01, THEN THAT PERMIT EXPIRES. THIS APPLIES TO ALL PERMITS.

EXAMPLE: YOU PURCHASE A BUILDING PERMIT ON FEB. 1, 01 AND WORK COMMENCES. YOUR LAST INSPECTION IS DONE AUG. 15, 01 AND NO MORE WORK IS DONE FOR THE NEXT 12 MONTHS, YOUR PERMIT WILL EXPIRE ON AUG. 14, 02. THIS APPLIES TO ALL PERMITS.

IF YOU WISH TO RESUME YOUR BUILDING PROJECT, YOU MUST RENEW THE PERMIT. GRANTING REFUNDS OR CREDITS ARE NOT AUTHORIZED.

YOUR APPEAL PROCESS WILL BE THROUGH THE POLK COUNTY ZONING BOARD. YOU MAY CONTACT KIM GRAHAM (Polk County Planning & Zoning Administrator) at (770) 749-2193 AND REQUEST TO BE PLACE ON THE AGENDA OF THE NEXT SCHEDULED MEETING. YOU MUST APPEAR IN PERSON.

NOTICE

Effective immediately, Polk County Building Inspection Department will charge a **RE-INSPECTION FEE** OF \$33.00.

The re-inspection fee shall be required when a permit-holder request an inspection, and upon the inspector's arrival at the site the permit-holder's work is not ready for inspection and the inspector is required to return at a later time, then the \$33.00 re-inspection fee, as established by the Board of Commissioners shall be paid prior to making the re-inspection.

NOTE: This is not to be routinely applied; not applied when there is a problem found in a valid inspection; **ONLY** when the builder schedules an inspection and then doesn't get ready and fails to call and cancel.

Brian McCray
Polk County Building Inspector

New Residential Homebuilders and Mobile Home Locations

Re: Article VI Section 6.8 OFF STREET PARKING

Except in the C-1, general business district, off street automobile parking shall be provided on every lot on which any of the following uses are here after established. Such automobile parking or storage space shall be provided with vehicular access to a street or alley and shall be equal in area to at least the minimum requirements for the specific use as set forth below. Each off street parking space shall be at least eight (8) feet six (6) inches wide and eighteen (18) feet deep.

Section 6.8.2 states that all off street automobile parking in residential districts shall be so arranged that vehicles will no be required to back into a major or arterial street, road or highway when leaving the premises.

Section 6.8.3: Use Classification for residential/single family homes require that all structures shall have a minimum of two spaces for each dwelling.

The Building Inspector will inspect all driveways for compliance. In the future, all driveways must be completed and will be inspected for compliance at the time of the final inspection.

Failure to comply with this ordinance could subject the builder to fines of up to \$1000.00 for each violation.

If you have questions or inquires, please call my office, if I'm not in please leave a message and I will return you call. (770) 749-2193

Randell Brazier
Polk County Police Department
Ordinance Enforcement

SITE INSPECTION REQUIREMENT POLICY

PURPOSE: Site inspections are made prior to issuance of building permits or mobile home placement permits and is necessary to make certain tat the proposed site meets all county requirements and ordinances.

TIME FRAME FOR INSPECTIONS: County staff have three (3) working days in which to make a site inspection from the time of initial application. (Example: Mr. Smith applies for a permit on Monday, the site inspection would have to be made by the close of business on Thursday or if the applications was made Friday, the site inspection would have to be made by the close of business Wednesday.)

MANDATORY SITE INSPECTIONS: Prior to issuance of a permit, a site inspection is mandatory and will be conducted in the following situations: (1) Proposed construction or mobile home placement on a lot or parcel which does not have a minimum of 125' of frontage on a road which is part of the official county (or state) road system. (2) Proposed construction or mobile home placement on a lot or parcel that is served by an easement. (3) Any other reason deemed necessary by the building inspector.

OPTIONAL SITE INSPECTIONS: A site inspection, made prior to issuance of a permit, is optional in the following situations: (1) Proposed construction or mobile home placement on a lot in an approved subdivision. (2) Proposed construction or mobile home placement on a lot or parcel which has a minimum of 125' of road frontage on a road that is part of the official county (or state) road system. (3) Waiver agreement is required when qualifying applicant elects to omit the site inspection under this section.

FEE: The fee for a site inspection shall be **\$33.00**. This fee is due before any site inspection can take place and is not refundable regardless of the outcome of the site inspection.