

**APPLICATION FOR BUILDING PERMIT  
FEES ARE NON-REFUNDABLE**

**Bldg Permit No.**

This application is **not** a permit until fees are received and processed.  
Any work prior to permit issuance is prohibited.

**Please download and complete the Code Compliance Bond for a General Contractor or Waiver Letter.**

ADDRESS OF JOB		LOT NO.	
CONTRACTOR'S COMPANY NAME		PROPERTY OWNER NAME	
ADDRESS	TEL	ADDRESS	TEL
CITY	STATE	ZIP	CITY STATE ZIP
BUSINESS LICENSE NO.		STATE CARD NO.	

**THIS IS TO CERTIFY THAT I WILL PERSONALLY SUPERVISE THIS INSTALLATION**

OWNER/CONTRACTOR SIGNATURE \_\_\_\_\_ PLEASE PRINT \_\_\_\_\_  
(Please circle type)

**INTAKE REQUIREMENTS**

In addition to the required plan attachments below, you must submit a site plan and building permit application for the entire building. If the following documents and fees are not attached, the building permit application will not be accepted.

Concept Review	Yes	No	N/A	Neighborhood Comment Form	Yes	No	N/A
Preliminary Plat	Yes	No	N/A	Copy of Business License	Yes	No	N/A
Final Plat	Yes	No	N/A	Is this a Model Home?	Yes	No	N/A
Tree Save Requirements	Yes	No	N/A	Copy of the Unrecorded Final Plat Attached?	Yes	No	N/A
Landscape Plans	Yes	No	N/A	Copy of Rodent Letter Attached	Yes	No	N/A
Infill Compatibility Survey	Yes	No	N/A	Is A Site Plan Required For This Lot?	Yes	No	N/A
Digital Photo & Drawing attached (11 x 17 Required)	Yes	No	N/A	Is Site Plan Attached?	Yes	No	N/A
<b>Does property lie in a special flood hazard area</b>	Yes	No		Sign Permit	Yes	No	N/A

**PROJECT DESCRIPTION**

Description of Work \_\_\_\_\_

**PLEASE COMPLETE THE INFORMATION BELOW & CHECK ALL THAT APPLY**

Residential	Commercial	Rehab	Demo
Single-Family Attached Single-Family Detached Multi-Family  Square footage of Unit Side Yard of Setbacks No. of Acres No. of Units No. of Stories No. of Rooms No. of Baths No. of Bedrooms Attic Finished Unfinished  Valuation of Job \$ _____	Square footage _____ Tenant square footage _____ Tenant Name _____  No. of Floors No. of Units No. of Baths No. of Parking Spaces _____  Valuation of Job \$ _____	Commercial Residential Square Footage _____  Side Yard Setbacks Existing No. of Floors Proposed No. of Floors Existing No. of Bedrooms Proposed No. of Bedroom Existing No. of Baths Proposed No. of Baths _____  Valuation of Job \$ _____	Building Electrical Mechanical  Plumbing Fire Damage Rodent Letter Attached  Valuation of Job \$ _____

Click on this link to obtain a copy of this form from our website:  
[www.eastpointcity.org](http://www.eastpointcity.org), select **Planning & Community Development Department**.

**Acceptable Forms of Payment:**

Cash/Credit Card/ATM Card/Cashier's Check/Business Checks or Money Order  
PAYABLE TO: THE CITY OF EAST POINT & MAIL TO ABOVE ADDRESS **NO PERSONAL CHECKS**

**TOTAL ALL FEES**

Date Approved \_\_\_\_\_ BY: \_\_\_\_\_

3<sup>rd</sup> Re-submittal

2<sup>nd</sup> Re-submittal

1<sup>st</sup> Re-submittal

First Submittal

Rehab

Demo

Residential

Commercial



# HOMEOWNER BUILDING/TRADE PERMIT AFFIDAVIT

Building Permit No. \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Current Address \_\_\_\_\_

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

Construction Address \_\_\_\_\_

This department understands that as the homeowner you have the right to build on your property. As a public service to protect you and the investment in your property, this department has put together this information.

Please read and initial each paragraph. If you do not understand a paragraph our office personnel will be happy to explain it to you.

1. I hold title to the above property, plan to reside there as my primary residence, will not sale for two years, and I am planning on doing the construction. (O.C.G.A. 43-41-17.h) A copy of this law is posted in the lobby or you can access the entire section of Georgia Law @ [http://sos.georgia.gov/acrobat/PLB/laws/49\\_Residential\\_And\\_General\\_Contractors\\_43-41.pdf](http://sos.georgia.gov/acrobat/PLB/laws/49_Residential_And_General_Contractors_43-41.pdf)

Initial \_\_\_\_\_

2. I understand that as a homeowner/builder I must abide by all zoning ordinances and building regulations in effect at the time of permit application.

Initial \_\_\_\_\_

3. I have a copy of the 2012 International Residential Code and understand that this department and its inspectors are there to help enforce and interpret the code. There is a copy of the code in this office for review, but we cannot give you a copy free of charge.

Initial \_\_\_\_\_

4. I understand that the building official and inspectors are **not** to design, alter or give advice on how to meet the code—only if the structure meets the minimum code.

Initial \_\_\_\_\_

5. I understand that as a homeowner/builder that any contract disputes with sub-contractors and I must be handled in a civil court with the advice of an attorney. This department will not mitigate any contract disputes.

Initial \_\_\_\_\_

6. I understand that if I compensate any person or company for work performed they are required to have a business license, a state card, and a code compliance bond or bond waiver in this jurisdiction. If for some reason they do not have the requirements I will be responsible and liable for the cost of the license.

Initial \_\_\_\_\_

7. I understand that if any person gets injured on my construction project, they are entitled to workmen's compensation. And if they do not possess a workmen's compensation policy I could be held liable for all doctor and related cost which could include loss of wages during recovery from their injury.

Initial \_\_\_\_\_

8. I understand that under State and Local Laws I cannot do any Electrical, Plumbing, Heating & Air Conditioning work on my property without first obtaining the proper licenses and permits.

Initial \_\_\_\_\_

9. Applicant acknowledges that knowingly falsifying statements made in the permit application will subject the applicant to possible prosecution. Georgia Criminal Code Section 26-2402 (False Swearing) calls for a possible fine of not more than \$1,000.00 or imprisonment for up to (5) years, or both.

Initial \_\_\_\_\_

APPLICANT ACKNOWLEDGES THAT HE/SHE IS AWARE THAT A PERMIT ISSUED UNDER THE PROVISIONS OF THE CODE **MAY BE REVOKED FOR FALSE STATEMENTS OR MISREPRESENTATION** AS TO THE MATERIAL FACTS IN THE APPLICATION OF WHICH THE PERMIT IS ISSUED. APPLICANT ACKNOWLEDGES THAT THE PERMIT REQUESTED WAS GIVEN SOLELY BASED ON THIS AFFIDAVIT, AND THE PERMIT IS BASED UPON MY SWEARING UNDER OATH THAT I RESIDE OR INTEND TO RESIDE ON THIS PROPERTY.

**APPLICANT FURTHER ACKNOWLEDGES THAT HE/SHE IS AWARE THAT ANY KNOWINGLY FALSE STATEMENTS MADE IN THE PERMIT APPLICATION WILL SUBJECT SAID APPLICANT TO PROSECUTION. FALSE SWEARING SUBJECTS YOU TO ALL PUNISHMENT APPLICABLE UNDER GEORGIA LAW INCLUDING BUT NOT LIMITED TO FINES OR IMPRISONMANT.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Signed

Sworn before me on this date \_\_\_\_\_

Notary Signature \_\_\_\_\_

(Seal)

My commission expires \_\_\_\_\_