

**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: \_\_\_\_\_

Commercial Residential Demo Rehab 1<sup>st</sup> Re-submittal 2<sup>nd</sup> Re-submittal 3<sup>rd</sup> Re-submittal First Submittal

**CITY OF EAST POINT  
STATE OF GEORGIA**

**GENERAL CONTRACTORS**

Principals Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Bond Number: \_\_\_\_\_

**KNOW ALL MEN BY THESE PRESENTS:**

That we \_\_\_\_\_ as Principal, and \_\_\_\_\_ as Surety, Incorporated in the State of \_\_\_\_\_, and duly licensed to act as Surety in the State of Georgia, are held and firmly bound unto East Point, Georgia, in the just sum of TWENTY FIVE THOUSAND AND NO/100 (\$25,000) DOLLARS, for payment of which, well and truly to be made, we bind ourselves, our successors and assign, each and every one of them, jointly and severally, firmly by these presents.

It is further understood and agreed that this bond is continuous and covers all construction done by the Principal, his Agents, or employees. Principal warrants that no construction has occurred prior to the enactment of this bond on work this bond covers. This bond is effective beginning on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

The condition of the above obligation is such that:

Whereas, the above bound Principal has made application to East Point as a contractor in accordance with the rules and regulations governing contractors in East Point, Georgia; and;

It is a condition of this bond that the said Principal is to comply with all of the requirements and provisions of the building and other codes of East Point and to correct any code violations discovered during construction and for a period of one (1) year from the date of final inspection; excepting routine maintenance, abuse, modification, and normal wear and tear. A further condition of this obligation is that if the Principal fails to correct any such code violations in accordance with East Point's Code Compliance Bond Ordinance, then the surety shall remedy the default within forty-five (45) days of notification by the city to do so. It is a further condition of these obligations that the Principal and Surety shall both be subject to suit, jointly and severally, by action by East Point, if in the discretion of the Chief Building Official of East Point it has been determined that said Principal has violated the building or other codes of East Point, or any provision thereof, for the purpose of requiring the necessary expenditure of funds to correct said violations on the part of said Principal, his Agents, or employees. Said Principal is hereby bound under said bond to faithfully perform all of his duties as such Principal and Contractor in compliance with the Building Code of East Point, and all other ordinances of East Point relating to buildings and the construction thereof.

Now should the said Principal faithfully perform all and singular his duties as a contractor during the term for which he has been licensed, and upon the terms required by the codes of East Point and by this bond, then the above bond is to be void; else to be of full force and effect.

Provided, further, that regardless of the number of years this bond shall continue or be continued in force and of the number of premiums that shall be payable or paid, the Surety shall not be liable hereunder for a larger amount, in the aggregate, than the amount of this bond; and

Provided, further, that if the Surety shall so elect, this bond may be canceled by the Surety as to subsequent liability by giving thirty (30) days notice in writing to said Principal and the Chief Building Official of the Planning and Community Development Department of East Point. Subsequent liability shall mean liability for jobs that have not been permitted or begun at the time of termination.

Signed, sealed and dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
Agent

\_\_\_\_\_  
Surety

By: \_\_\_\_\_

\_\_\_\_\_  
Contractor & Principal

Code Compliance Bond Indemnification

The homeowner, individual or other entity who shall make contracts for the erection, construction or repair of buildings for which a permit is required, hereby agrees to indemnify and hold harmless the City of East Point and the general contractor, electrical contractor, plumbing contractor or HVAC contractor against any and all liability, claims, suits, losses, costs and legal fees caused by, arising out of, or resulting from any negligent act or omission of the general contractor, electrical contractor, plumbing contractor or HVAC contractor in the performance and/or failure to perform including the negligent acts or omission of any general contractor, electrical contractor, plumbing contractor or HVAC contractor or any direct or indirect employees of the general contractor, electrical contractor, plumbing contractor or HVAC contractor.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Property Location

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Commission Expires

(SEAL)

Code Compliance Bond  
Waiver Letter

\_\_\_\_\_

Date

Department of Planning & Community Development  
1526 East Forrest Avenue – Suite 100  
East Point, Georgia 30344

Dear Sir:

My name is \_\_\_\_\_ and I am  
(Property Owner's Name)

writing to waive the requirement that \_\_\_\_\_  
(Company Name)

obtain a Code Compliance Bond for the purpose of permitting, to perform work on my property located at

\_\_\_\_\_  
(Address)

Please see contact information below.

Property Owner:

\_\_\_\_\_

Name

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip Code

\_\_\_\_\_

Phone Number

Alternate Phone Number

Contractor:

\_\_\_\_\_

Company Name

\_\_\_\_\_

Owner Name

\_\_\_\_\_

Address

\_\_\_\_\_

City, State, Zip Code

\_\_\_\_\_

Phone Number

Alternate Phone Number

Scope of Work:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Cost: \$ \_\_\_\_\_

\_\_\_\_\_

Print Name (property owner)

\_\_\_\_\_

Signature (property owner)

\_\_\_\_\_

Date

\_\_\_\_\_

Notary Public

\_\_\_\_\_

Commission Expires

(SEAL)