



FOR OFFICE USE ONLY	
Submittal Date: _____	Permit #: _____
Approved Date: _____	Initials: _____

**PLANNING & COMMUNITY DEVELOPMENT**

*eastpointcity.org*

2757 East Point Street, East Point, GA 30344  
 Phone: (404) 270-7212 Fax: (404) 270-2784

**CONSTRUCTION PERMIT APPLICATION FOR  
 ROOFS**

Submittal Requirements			
Permit Documents		Homeowner Documents	Contractor Documents
1. Permit Application 2. Permit Fees	+	1. Government Issued I.D. 2. Homeowners Affidavit 3. Proof of Homeownership 4. Notarized Permission Form (if representing Homeowner)	<div style="text-align: center; font-weight: bold; font-size: 18px; margin-bottom: 5px;">OR</div> 1. Government Issued I.D. 2. Business License 3. State License (if applicable) 4. Georgia Secretary of State Authorized Agent Form (if representing State Card Holder) 5. Bond Form or Waiver Packet (if applicable)

**PROJECT ADDRESS**

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

**CONTRACTOR**

Not a Contractor (Title): \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business License #: \_\_\_\_\_ State Card #: \_\_\_\_\_

**PROPERTY OWNER**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_ Suite: \_\_\_\_\_ E-mail: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**PROJECT DETAILS**

Commercial  Residential

**ESTIMATED VALUE \$** \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

**SIGNATURE**

My signature below certifies that I will personally supervise this installation:

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

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

This application is not a permit until fees are received and site plans are approved. Any work prior to permit issuance is prohibited.	Accepted forms of payment: Cash, Credit Card, ATM Card, Cashier's Check, Business Check or Money Order. <b>Fees are non-refundable.</b>	<b>TOTAL FEES:</b> \$ _____
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