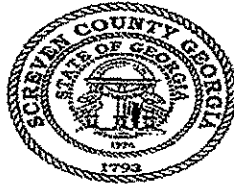


# ***Permitting Requirements for residential dwellings & additions***



The following is a list of documents that need to be submitted with your application, in order to permit a new dwelling or addition in Screven County. Please note, that it may take up to **5 business days**, to review and approve the submittals for permitting. Exclusion of any of the items below will delay the issuance of the permit.

## ***1. Building plans: (Must Include)***

- ***Working plan (must show all relevant dimensions, must include dimensions on, windows, doors, and area rooms)***
- ***Footing and Foundation Plan***
- ***Elevations***
- ***Electrical Plan (must include smoke alarm placement and GFI locations)***

## ***2. Septic approval, from the Health Department***

## ***3. Verification of payment of current year's taxes.***

## ***4. Copy of recorded plat and deed for property.***

## ***5. Copy of State issued license for contractors including residential contractor, electrical contractor, mechanical contractor, plumbing contractor, and low voltage contractor.***

## ***6. Signed affidavits from each individual contractor that is to be listed on the project.***

## ***7. Site-map of the exact location, of new construction.***

\*We are located in the Screven County Courthouse, suite 101.

### **ZONING OFFICE Address & Contacts:**

Screven County Zoning Office  
216 Mims Road  
PO BOX 159  
Sylvania, GA 30467

Phone# 912-564-2951

Fax# 912-564-5995

### **Randy Hagan**

Zoning Administrator and Building Inspector

[zoning@planters.net](mailto:zoning@planters.net)

### **Michelle Jackson**

Zoning Administrative Assistant

[Zone-sec@planters.net](mailto:Zone-sec@planters.net)

# APPLICATION FOR BUILDING PERMIT

SC 311

Map \_\_\_\_\_ Parcel \_\_\_\_\_ Zoning District \_\_\_\_\_  
DB \_\_\_\_\_ Pg \_\_\_\_\_ PB \_\_\_\_\_ Pg \_\_\_\_\_  
Lot Size \_\_\_\_\_ Lot No. \_\_\_\_\_  
Septic Tank: Existing \_\_\_\_\_ New \_\_\_\_\_

Date \_\_\_\_\_ 2 \_\_\_\_\_  
Estimated Cost \$ \_\_\_\_\_  
Permit Fee \$ \_\_\_\_\_

\*To Obtain a 911 Address -Screven County E-911 Coordinator, located at  
337 Rocky Ford Rd, Sylvania, GA 30467 #912-564-5868

Taxes Due: \_\_\_\_\_

I hereby make application for a building permit as follows, and if permit is granted I agree to conform to Georgia State Laws and Screven County ordinances regulating same and in accordance with plans and specifications submitted: I will not begin any construction (i.e. footing, foundations, etc.) until this permit has been issued and a copy posted on construction site.

Owner \_\_\_\_\_ Address \_\_\_\_\_

911 Address \_\_\_\_\_ Phone No. \_\_\_\_\_

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

### TYPE OF CONSTRUCTION

- ERECT
- REPAIR
- MAKE ADDITION TO
- RE-ROOF
- RE-SIDE
- MOVING
- RELOCATE
- DEMOLITION
- REMODEL
- ELECTRIC ONLY
- SEPTIC ONLY

### USE

- 1-FAMILY RESIDENCE
- DUPLEX
- APARTMENT
- PRIVATE GARAGE
- STORAGE BUILDING
- CHURCH
- SWIMMING POOL
- BARN
- OFFICE
- FACTORY
- WAREHOUSE
- AUTO STORAGE
- REPAIR GARAGE
- SERVICE STATION
- ACCESSORY BLDG.
- SIGN
- OTHER (SPECIFY) \_\_\_\_\_

WILL YOU BE CLEARING LAND? Yes No  
If yes, amount to be cleared: \_\_\_\_\_ acres

IS THIS RENTAL PROPERTY? Yes No

No. Stories \_\_\_\_\_ Baths \_\_\_\_\_ Bedrooms \_\_\_\_\_ No. Of Residents \_\_\_\_\_ Heating Type \_\_\_\_\_

Total Sq. Ft. Area \_\_\_\_\_ Heated Area \_\_\_\_\_ Air Cond. Type \_\_\_\_\_

Type Roofing \_\_\_\_\_ Foundation \_\_\_\_\_

Interior Walls \_\_\_\_\_ Exterior Walls \_\_\_\_\_

I certify that I understand all building and zoning requirements, including those "special" requirements for flood prone areas.

Owner \_\_\_\_\_ Approved \_\_\_\_\_

By: \_\_\_\_\_ Agent \_\_\_\_\_ Date \_\_\_\_\_

Contractor \_\_\_\_\_

Phone No. \_\_\_\_\_

CALL 24 HOURS IN  
ADVANCE FOR INSPECTIONS  
912-564-2951

**THIS PERMIT EXPIRES IN 6 MONTHS**  
**TAX ASSESSORS OFFICE WILL BE REVIEWING THIS**  
**APPLICATION FOR TAX INFORMATION**

216 Mims Road  
P. O. Box 159  
Sylvania, Georgia 30467  
Phone: 912-564-2951 Fax 912-564-5995

Randy Hagan-Building Administrator, Code Enforcement Officer

Inspection Form for Single Family Residential Building/Duplex

Project Name: \_\_\_\_\_

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

Construction Contact: \_\_\_\_\_

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

Please fill out the below questions regarding the submitted building plans:

1. Heated Square Feet \_\_\_\_\_
2. Foundation construction: Mono Slab \_\_\_\_\_ Footing \_\_\_\_\_ or Crawl Space \_\_\_\_\_  
Size of floor joist: 2x6 \_\_\_\_\_ 2x8 \_\_\_\_\_ 2x10 \_\_\_\_\_ 2x12 \_\_\_\_\_
3. Wood Framing Wall  
Exterior: 2x4 \_\_\_\_\_ 2x6 \_\_\_\_\_ Other \_\_\_\_\_  
Interior: 2x4 \_\_\_\_\_ 2x6 \_\_\_\_\_ Other \_\_\_\_\_
4. Wood Framing Roof  
Pitch \_\_\_\_\_ Truss \_\_\_\_\_ Solid Sawn \_\_\_\_\_  
2x6 \_\_\_\_\_ 2x8 \_\_\_\_\_ 2x10 \_\_\_\_\_ Other \_\_\_\_\_
5. Total number of tons for the home \_\_\_\_\_ Gas \_\_\_\_\_ Electric \_\_\_\_\_  
Total number of units \_\_\_\_\_ total number of tons for each unit \_\_\_\_\_
6. Size of the electrical service for the home or each unit \_\_\_\_\_  
Overhead \_\_\_\_\_ Underground \_\_\_\_\_  
Service Company: GA Power \_\_\_\_\_ Excelsior \_\_\_\_\_
7. Total number of circuits \_\_\_\_\_
8. Type of Insulation  
Batt \_\_\_\_\_ Blown \_\_\_\_\_ Foam \_\_\_\_\_ Other \_\_\_\_\_

I hereby certify: That I have read this application and that all information contained herein is true and correct: That I agree to comply with all City Ordinances and the 2018 International Residential Code with Georgia Amendments.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

This form has been reviewed by: \_\_\_\_\_

\_\_\_\_\_  
Signature of Building Official or Building Inspector

\_\_\_\_\_  
Date



CONTRACTING  
Contractor Affidavit  
Screven County, Georgia  
Building Inspection Department

NOTICE: CONTRACTOR AFFIDAVITS MUST BE AN ORIGINAL, NOTARIZED DOCUMENT SIGNED BY THE LICENSED CONTRACTOR. THIS AFFIDAVIT IS TO BE SUBMITTED TO THE BUILDING INSPECTIONS DEPARTMENT WHEN APPLYING FOR A BUILDING PERMIT. A PERMIT IS REQUIRED FOR ANY PLUMBING WORK OTHER THAN AN ORDINARY REPAIR. IN THE CASE OF AN EMERGENCY SITUATION (i.e. hot water heater failure, etc.) A PERMIT MAY BE OBTAINED WITHIN 48 HOURS OF INSTALLATION.

BUILDING PERMIT#: \_\_\_\_\_

OWNER: \_\_\_\_\_

JOB SITE ADDRESS: \_\_\_\_\_

GENERAL CONTRACTOR: \_\_\_\_\_

THIS AFFIDAVIT CERTIFIES THAT CONTRACTING, CONSTRUCTION MANAGEMENT, AND SUPERVISION OF THIS PROJECT WILL MEET THE REQUIREMENTS OF THE 2018 EDITION OF THE INTERNATIONAL RESIDENTIAL/BUILDING CODES AS AMENDED BY GEORGIA INCLUDING LICENSED ACTIVITIES REQUIREMENTS AS OUTLINED IN O.C.G.A. 43-41 RESIDENTIAL AND GENERAL CONTRACTORS.

Please indicate applicable state GA license:

- Residential Basic Company
- Residential Basic Individual
- Residential Basic Qualifying Agent
- Residential Light Company
- Residential Light Commercial Individual
- Residential Light Qualifying Agent
- General Contractor Company
- General Contractor Individual
- General Contractor Qualifying Agent

THE SUBMITTAL OF THIS AFFIDAVIT IS VERIFICATION THAT THE UNDERSIGNED IS A LICENSED CONTRACTOR IN THE STATE OF GA. IN THE EVENT OF ANY CHANGE IN STATUS OR INVOLVEMENT WITH THIS PERMIT, THE UNDERSIGNED IS CONSIDERED RESPONSIBLE UNTIL SCREVEN COUNTY BUILDING INSPECTIONS HAS BEEN NOTIFIED IN WRITING OF ANY CHANGE IN JOB RESPONSIBILITIES. UNDERSIGNED IS ALSO RESPONSIBLE FOR NOTIFYING SCREVEN COUNTY BUILDING DEPARTMENT IF AND WHEN ANY SANCTIONS ARE IMPOSED BY THE STATE CONSTRUCTION INDUSTRY LICENSING BOARD AFFECTING THE CONTRACTORS LICENSE.

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS LICENSE # AND COUNTY ISSUING: \_\_\_\_\_

STATE LICENSE# \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

NAME OF CARD HOLDER: \_\_\_\_\_

SIGNATURE OF CARD HOLDER: \_\_\_\_\_

NOTARY SIGNATURE/SEAL:



**PLUMBING  
Sub-Contractor Affidavit**

**NOTICE: SUB-CONTRACTOR AFFIDAVITS MUST BE AN ORIGINAL, NOTARIZED DOCUMENT SIGNED BY THE LICENSED CONTRACTOR. THIS AFFIDAVIT IS TO BE SUBMITTED TO THE BUILDING INSPECTIONS DEPARTMENT WHEN APPLYING FOR BUILDING PERMITS. A PERMIT IS REQUIRED FOR ANY PLUMBING WORK OTHER THAN AN ORDINARY REPAIR. IN THE CASE OF AN EMERGENCY SITUATION (i.e. hot water heater failure, etc.) A PERMIT MAY BE OBTAINED WITHIN 48 HOURS OF INSTALLATION.**

**BUILDING PERMIT#** \_\_\_\_\_ **OWNER:** \_\_\_\_\_

**JOB SITE ADDRESS:** \_\_\_\_\_

**GENERAL CONTRACTOR:** \_\_\_\_\_

**THIS AFFIDAVIT CERTIFIES THAT THE PLUMBING INSTALLATION WILL BE INSTALLED TO THE REQUIREMENTS OF THE 2018 EDITION OF THE INTERNATIONAL PLUMBING CODE AS AMENDED INCLUDING REQUIREMENTS FOR TESTING AS OUTLINED IN SECTION 312 AND REQUIREMENTS FOR PURGING/DISINFECTING AS REQUIRED IN SECTION 602 OF THE 2006 IPC.**

Please indicate applicable state GA license:

\_\_\_\_\_ **MASTER PLUMBER, CLASS I (RESTRICTED TO SINGLE FAMILY, LEVEL 1 DUPLEX AND COMM STRUCTURES NOT TO EXCEED 10,000 SQ.FT.)**

\_\_\_\_\_ **MASTER PLUMBER, CLASS II (Unrestricted)**

**THE SUBMITTAL OF THIS AFFIDAVIT IS VERIFICATION THAT THE UNDERSIGNED IS A LICENSED PLUMBER IN THE STATE OF GA. IN THE EVENT OF ANY CHANGE IN THE STATUS OR INVOLVEMENT WITH THIS PERMIT, THE UNDERSIGNED IS CONSIDERED RESPONSIBLE UNTIL SCREVEN COUNTY BUILDING INSPECTIONS HAS BEEN NOTIFIED IN WRITING OF ANY CHANGE IN JOB RESPONSIBILITIES. SUB-CONTRACTOR IS ALSO RESPONSIBLE FOR NOTIFYING SCREVEN COUNTY BUILDING DEPARTMENT IF AND WHEN ANY SANCTIONS ARE IMPOSED BY THE STATE CONSTRUCTION LICENSING BOARD AFFECTING THE PLUMBER'S LICENSE.**

**COMPANY NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_ **BUSINESSPHONE** \_\_\_\_\_

**BUSINESS LICENSE # AND COUNTY ISSUING:** \_\_\_\_\_

**STATE LICENSE #** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

**PRINTED NAME ON CARD:** \_\_\_\_\_

**SIGNATURE OF CARD HOLDER:** \_\_\_\_\_

**NOTARY**

**SIGNATURE/SEAL:** \_\_\_\_\_



**ELECTRICAL  
Sub-Contractor Affidavit**

**NOTICE: SUB-CONTRACTOR AFFIDAVITS MUST BE AN ORIGINAL, NOTARIZED DOCUMENT SIGNED BY THE LICENSED CONTRACTOR. THIS AFFIDAVIT IS TO BE SUBMITTED TO THE BUILDING INSPECTIONS DEPARTMENT WHEN APPLYING FOR BUILDING PERMITS. A PERMIT IS REQUIRED FOR ANY ELECTRICAL INSTALLATION OTHER THAN AN ORDINARY REPAIR. IN THE CASE OF AN EMERGENCY SITUATION (affecting the health, safety and welfare of the occupant) A PERMIT MAY BE OBTAINED WITHIN 48 HOURS OF INSTALLATION.**

**BUILDING PERMIT#** \_\_\_\_\_ **OWNER:** \_\_\_\_\_

**JOB SITE ADDRESS:** \_\_\_\_\_

**GENERAL CONTRACTOR:** \_\_\_\_\_

**THIS AFFIDAVIT CERTIFIES THAT THE ELECTRICAL INSTALLATION WILL BE INSTALLED TO THE REQUIREMENTS OF THE 2018 NATIONAL ELECTRICAL CODE AS AMENDED BY THE STATE OF GA.**

Please indicate applicable state GA license:

\_\_\_\_\_ **ELECTRICAL CONTRACTOR, CLASS I**(restricted to single phase, not to exceed 400 amps)

\_\_\_\_\_ **ELECTRICAL CONTRACTOR, CLASS II**(Unrestricted)

**THE SUBMITTAL OF THIS AFFIDAVIT IS VERIFICATION THAT I AM A GA STATE LICENSED ELECTRICAL CONTRACTOR. IN THE EVENT OF ANY CHANGE IN THE STATUS OR INVOLVEMENT WITH THIS PERMIT, THE UNDERSIGNED IS CONSIDERED RESPONSIBLE UNTIL SCREVEN COUNTY BUILDING INSPECTIONS HAS BEEN NOTIFIED IN WRITING OF ANY CHANGE IN JOB RESPONSIBILITIES. SUB-CONTRACTOR IS ALSO RESPONSIBLE FOR NOTIFYING SCREVEN COUNTY BUILDING DEPARTMENT IF AND WHEN ANY SANCTIONS ARE IMPOSED BY THE STATE CONSTRUCTION INDUSTRY LICENSING BOARD AFFECTING THE ELECTRICAL CONTRACTOR'S LICENSE.**

**COMPANY NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_ **BUSINESSPHONE** \_\_\_\_\_

**BUSINESS LICENSE # AND COUNTY ISSUING:** \_\_\_\_\_

**STATE LICENSE #** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

**PRINTED NAME ON CARD:** \_\_\_\_\_

**SIGNATURE OF CARD HOLDER:** \_\_\_\_\_

**NOTARY SIGNATURE/SEAL:** \_\_\_\_\_

STATE OF GEORGIA  
SCREVEN COUNTY

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

HOME OWNER PERMIT AFFIDAVIT  
NEW CONSTRUCTION/RENOVATION

I \_\_\_\_\_ agree to accept full responsibility and liability for the work authorized by the issued permit. I agree to comply with all applicable building codes and request the required inspections. I understand that as the homeowner I am to reside at the residence for which the permit is issued.

\_\_\_\_\_  
Signature of Applicant



**MECHANICAL  
Sub-Contractor Affidavit**

**NOTICE: SUB-CONTRACTOR AFFIDAVITS MUST BE AN ORIGINAL, NOTARIZED DOCUMENT SIGNED BY THE LICENSED CONTRACTOR. THIS AFFIDAVIT IS TO BE SUBMITTED TO THE BUILDING INSPECTIONS DEPARTMENT WHEN APPLYING FOR BUILDING PERMITS. A PERMIT IS REQUIRED FOR ANY HVAC INSTALLATION OTHER THAN AN ORDINARY REPAIR. IN THE CASE OF AN EMERGENCY SITUATION (affecting the health, safety, and welfare of the occupant) A PERMIT FOR REPLACEMENT UNIT MAY BE OBTAINED WITHIN 48 HOURS OF INSTALLATION.**

**BUILDING PERMIT#** \_\_\_\_\_ **OWNER:** \_\_\_\_\_

**JOB SITE ADDRESS:** \_\_\_\_\_

**GENERAL CONTRACTOR:** \_\_\_\_\_

**THIS AFFIDAVIT CERTIFIES THAT THE HVAC INSTALLATION WILL BE INSTALLED TO THE REQUIREMENTS OF THE 2018 IRC FOR RESIDENTIAL APPLICATION & 2018 IMC & IFGC FOR COMMERCIAL PROJECTS. PLEASE NOTE THAT THE AFOREMENTIONED CODES HAVE BEEN AMENDED BY THE STATE OF GA AND STATE AMENDMENTS ARE APPLICABLE.**

Please indicate applicable state GA license:

\_\_\_\_\_ **CONDITIONED AIR CONTRACTOR, CLASS I (Restricted to 60,000 BTU cooling and 175,000 BTU heating)**

\_\_\_\_\_ **CONDITIONED AIR CONTRACTOR, CLASS II (Unrestricted)**

**THE SUBMITTAL OF THIS AFFIDAVIT IS VERIFICATION THAT I AM A GA STATE LICENSED AIR CONDITIONED CONTRACTOR. IN THE EVENT OF ANY CHANGE IN THE STATUS OR INVOLVEMENT WITH THIS PERMIT, THE UNDERSIGNED IS CONSIDERED RESPONSIBLE UNTIL SCREVEN COUNTY BUILDING INSPECTIONS HAS BEEN NOTIFIED IN WRITING OF ANY CHANGE IN JOB RESPONSIBILITIES. SUB-CONTRACTOR IS ALSO RESPONSIBLE FOR NOTIFYING SCREVEN COUNTY BUILDING DEPARTMENT IF AND WHEN ANY SANCTIONS ARE IMPOSED BY THE STATE CONSTRUCTION INDUSTRY LICENSING BOARD AFFECTING THE AIR CONDITIONED CONTRACTOR'S LICENSE.**

**COMPANY NAME:** \_\_\_\_\_

**COMPANY ADDRESS:** \_\_\_\_\_

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP CODE:** \_\_\_\_\_ **BUSINESSPHONE** \_\_\_\_\_

**BUSINESS LICENSE # AND COUNTY ISSUING:** \_\_\_\_\_

**STATE LICENSE #** \_\_\_\_\_ **EXPIRATION DATE:** \_\_\_\_\_

**PRINTED NAME ON CARD:** \_\_\_\_\_

**SIGNATURE OF CARD HOLDER:** \_\_\_\_\_

**NOTARY**

**SIGNATURE/SEAL:** \_\_\_\_\_





**LOW-VOLTAGE ELECTRICAL  
Sub-Contractor Affidavit**

**NOTICE: SUB-CONTRACTOR AFFIDAVITS MUST BE AN ORIGINAL, NOTARIZED DOCUMENT SIGNED BY THE LICENSED CONTRACTOR. THIS AFFIDAVIT IS TO BE SUBMITTED TO THE BUILDING INSPECTIONS DEPARTMENT WHEN APPLYING FOR BUILDING PERMITS. A PERMIT IS REQUIRED FOR ANY ELECTRICAL INSTALLATION OTHER THAN AN ORDINARY REPAIR. IN THE CASE OF AN EMERGENCY SITUATION (affecting the health, safety and welfare of the occupant) A PERMIT MAY BE OBTAINED WITHIN 48 HOURS OF INSTALLATION.**

BUILDING PERMIT# \_\_\_\_\_ OWNER: \_\_\_\_\_

JOB SITE ADDRESS: \_\_\_\_\_

GENERAL CONTRACTOR: \_\_\_\_\_

**THIS AFFIDAVIT CERTIFIES THAT THE LOW VOLTAGE INSTALLATION WILL BE INSTALLED TO THE REQUIREMENTS OF THE 2018 NATIONAL ELECTRICAL CODE AS AMENDED BY THE STATE OF GA.**

Please indicate the category of the LOW VOLTAGE license for which the permit is being obtained:

\_\_\_ ALARMS

\_\_\_ GENERAL

\_\_\_ TELECOMMUNICATIONS

\_\_\_ UNRESTRICTED

**THE SUBMITTAL OF THIS AFFIDAVIT IS TESTAMENT THAT SUB-CONTRACTOR HOLDS LOW-VOLTAGE LICENSE IN THE STATE OF GA. IN THE EVENT OF ANY CHANGE IN THE STATUS OR INVOLVEMENT WITH THIS PERMIT, THE UNDERSIGNED IS CONSIDERED RESPONSIBLE UNTIL SCREVEN COUNTY BUILDING INSPECTIONS HAS BEEN NOTIFIED IN WRITING OF ANY CHANGE IN JOB RESPONSIBILITIES. SUB-CONTRACTOR IS ALSO RESPONSIBLE FOR NOTIFYING SCREVEN COUNTY BUILDING DEPARTMENT IF AND WHEN ANY SANCTIONS ARE IMPOSED BY THE STATE CONSTRUCTION INDUSTRY LICENSING BOARD AFFECTING THE LOW VOLTAGE CONTRACTOR'S LICENSE.**

COMPANY NAME: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_ BUSINESSPHONE \_\_\_\_\_

BUSINESS LICENSE # AND COUNTY ISSUING: \_\_\_\_\_

STATE LICENSE # \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

PRINTED NAME ON CARD: \_\_\_\_\_

SIGNATURE OF CARD HOLDER: \_\_\_\_\_

NOTARY SIGNATURE/SEAL: \_\_\_\_\_

STATE OF GEORGIA  
SCREVEN COUNTY

AFFIDAVIT  
OF OCCUPANCY

I, \_\_\_\_\_, do hereby affirm that I will not occupy or allow residence-located at \_\_\_\_\_, Screven County, Georgia until I have been given a Certificate of Occupancy or other such related final inspection and approval by the Screven County Building Inspections Department. I understand that use of the above referenced location prior to such Certification or final inspection is a violation of applicable State and local laws and may Subject me to applicable fines and penalties.

\_\_\_\_\_  
Signature of Applicant

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_

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

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

(Seal)

**AFFIDAVIT**

Under oath and penalty of perjury, I (we) \_\_\_\_\_  
 represent to the Screven County Planning Commission that I (we) am/are the owner(s) of the tract of land  
 described as: (complete legal description not required) \_\_\_\_\_  
 I (We) have complete authority and all powers associated with the fee simple ownership of this land. I  
 (We) am/are presenting a plat to the Screven County Planning Commission for the purpose of subdividing  
 my land to convey \_\_\_\_\_ acres of land to \_\_\_\_\_ Grantee,  
 who is related to me as my \_\_\_\_\_ (legal  
 relationship). I (we) further represent that this is the only such conveyance to this family member under the  
 provisions of the Screven County Land Development Ordinance, 66-181 and 66-292 (a) (3), and that there  
 remain at least three (3) acres in the original parcel of land.

Sworn and subscribed this \_\_\_\_\_ day of \_\_\_\_\_ 2 \_\_\_\_\_.

Name

Address

L.S.

(Sign here)

\_\_\_\_\_  
Name (please type or print)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 2 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public for the State of \_\_\_\_\_

My Commission expires \_\_\_\_\_

(SEAL)



## OWNER BUILDING PERMIT AFFIDAVIT

The undersigned hereby applies for special consideration as a property owner desiring to build or serve as general contractor for property owned by and intended to be utilized by the same. In making this request for an owner/builder permit, the undersigned states the following to be true:

\*Applicant agrees that the building or structure is located on real property owned by said applicant and is intended upon completion for use or occupancy by applicant and/or applicant's family, firm or corporation and its employees and will not be used by the general public and not offered for sale or lease.

\*Applicant shall serve as the general contractor and accept inherent responsibilities for the work authorized by the approved permit in accordance with Georgia's licensing law pertaining to Residential and General Contractors.

\*If applicant is not installing the electrical, plumbing or HVAC as building owner, he/she agrees to hire properly licensed contractors. As general contractor, applicant may contract with Traditional Specialty Contractors or Limited Service Specialty Contractors who are not required to hold a license as a residential or general contractor if performing within their specialty as provided under O.C.G.A. 43-41-7, **but applicant may not contract with another to hire sub-contractors without that person being licensed as required by the state.**

\*Should applicant sell the home/building within 24 months following issuance of the certificate of occupancy, applicant understands he/she **will not be allowed to permit another home/building** unless applicant is duly licensed by the State of GA.

\*Applicant agrees to build in accordance with applicable codes and strictly adhere to the inspections as required by the jurisdiction. Undersigned acknowledges that inspections must be performed in an established sequence as required by the jurisdiction and that work done in violation of the building codes must be corrected or may be ordered removed. ***The applicant understands that the building inspector may require licensed contractors to perform work if applicant is unable to competently complete the project.***

\*Applicant acknowledges that he/she is aware that a permit issued under the provisions of the code be revoked for false statements of misrepresentations as to the material fact in the application on which the permit was based.

\*Applicant acknowledges that making false statements made in the permit application will subject said applicant to possible prosecution and/or fine. Georgia Criminal Code, Article 2, Section 16-10-20(False Swearing) calls for a possible fine of not more than \$1000.00 or imprisonment for not less than one (1) nor more than five (5) years or both.

Sworn and subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Applicants Signature \_\_\_\_\_ Notary \_\_\_\_\_  
(Seal)

**SCREVEN COUNTY PLANNING & ZONING DEPARTMENT**  
**P. O. BOX 159 SYLVANIA, GA., 30467 912-564-2951**

**SET-BACK REQUIREMENTS**

If you are replacing an existing home, the new home can be no closer to front property line than the one, which it replaces.

These setbacks apply to all new structures on the property, not just the primary building.

		<u>R-1</u>	<u>R-2</u>	<u>AG-3</u>
FRONT:	Arterial Street	80'	80'	100'
	Collector Street	60'	60'	100'
	Local Street	40'	40'	100'
SIDE:	Arterial Street	40'	40'	30'
	Collector Street	30'	30'	30'
	Local Street	20'	20'	30'
REAR:	Arterial Street	20'	20'	50'
	Collector Street	10'	10'	50'
	Local Street	10'	10'	50'

If you are placing an accessory building on your property it must be no closer than 12' from the residential structure and located in the rear or side of the residential structure.

If your lot is a substandard lot and you cannot meet the above listed setbacks the Zoning Administrator will work with you to establish workable dimensions and record them below.

FRONT \_\_\_\_\_ SIDE \_\_\_\_\_ REAR \_\_\_\_\_

I have read and agree to the above setbacks.

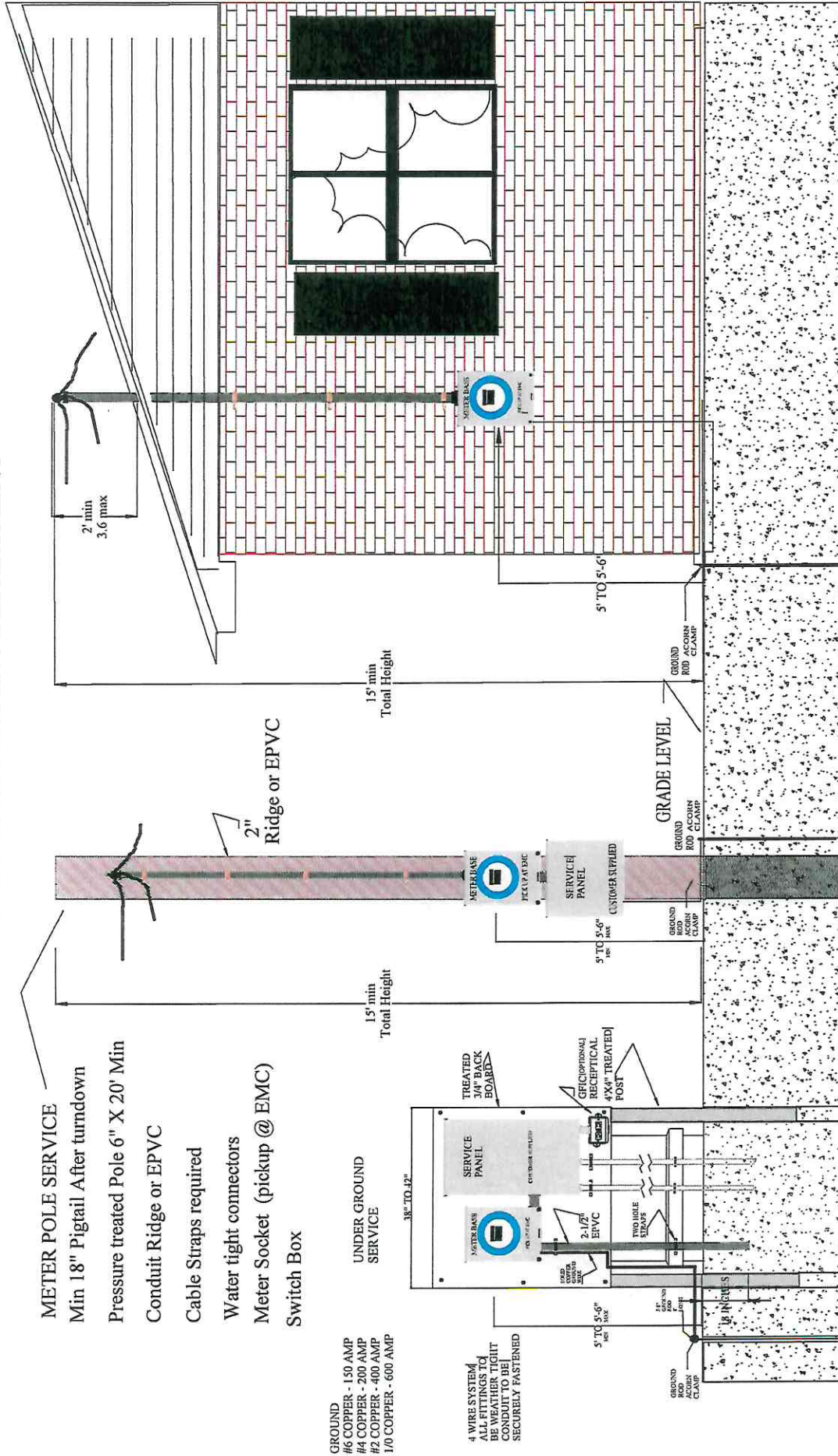
2

Signature \_\_\_\_\_

Date \_\_\_\_\_

# SCREVEN COUNTY ZONING DEPARTMENT

- METER POLE SERVICE
- Min 18" Pigtail After turnout
- Pressure treated Pole 6" X 20' Min
- Conduit Ridge or EPVC
- Cable Straps required
- Water tight connectors
- Meter Socket (pickup @ EMC)
- Switch Box



GROUND  
 #6 COPPER - 150 AMP  
 #4 COPPER - 200 AMP  
 #2 COPPER - 400 AMP  
 1/0 COPPER - 600 AMP

4 WIRE SYSTEM  
 ALL FITTINGS TO  
 BE WEATHER TIGHT  
 CONDUIT TO BE  
 SECURELY FASTENED

2ND GROUND ROD TO BE PLACE 6' FROM FIRST

NOTE: All-wiring requirements are subject to change and should conform to individual County Zoning Department for prior inspection.

# IRC & IBC Required Inspections

Once construction begins inspections are required at specific points in the construction process. (See Typical Building Inspections below.) These inspections are often necessarily sequential, and continuing work may have to wait for approval of a completed part of the project, so arranging inspections can be critical to the timing of the entire project.

The responsibility to call for inspections falls to the individual who signed the permit application. For inspections inside an existing home, someone has to be present on site to admit the building official. Inspections can be scheduled by phoning the department number above during business hours. Licensed sub-contractors may arrange inspection for their work, but each applicant should be clear on who will schedule the inspections and at what point in the process.

## Required Inspections

### Required Inspections per International Residential Code [IRC].

R109.1.1 - **Foundation inspection.** Inspection of the foundation shall be made after poles or piers are set or trenches or basement areas are excavated and any required forms erected and any required reinforcing steel is in place and supported prior to the placing of concrete. The foundation inspection shall include excavations for thickened slabs intended for the support of bearing walls, partitions, structural supports, or equipment and special requirements for wood foundations.

R109.1.2 - **Plumbing, mechanical, gas and electrical systems inspection.** Rough inspection of plumbing, mechanical, gas and electrical systems shall be made prior to covering or concealment, before fixtures or appliances are set or installed, and prior to framing inspection.

- Exception: Backfilling of ground-source heat pump loop systems tested in accordance with Section M2105.1 prior to inspection shall be permitted.

R109.1.3 - **Floodplain inspections.** For construction in flood hazard areas as established by Table R301.2(1), upon placement of the lowest floor, including basement, and prior to further vertical construction, the building official shall require submission of documentation, prepared and sealed by a registered design professional, of the elevation of the lowest floor, including basement, required in Section R322.

R109.1.4 - **Frame and masonry inspection.** Inspection of framing and masonry construction shall be made after the roof, masonry; framing, fire-stopping, draft-stopping and bracing are in place and after the plumbing; mechanical and electrical rough inspections are approved.

R109.1.5 **Other inspections.** In addition to inspections in Sections R109.1.1 through R109.1.4, the building official shall have the authority to make or require any other inspections to ascertain compliance with this code and other laws enforced by the building official.

- R109.1.5.1 **Fire-resistance-rated construction inspection.** Where fire-resistance-rated construction is required between dwelling units or due to location on property, the building official shall require an inspection of such construction after lathing or gypsum board or gypsum panel products are in place, but before any plaster is applied, or before board or panel joints and fasteners are taped and finished.

R109.1.6 - **Final inspection.** Final inspection shall be made after the permitted work is complete and prior to occupancy.

- R109.1.6.1 **Elevation documentation.** If located in a flood hazard area, the documentation of elevations required in Section R322.1.10 shall be submitted to the building official prior to the final inspection.

### **Required Inspections per International Building Code [IBC]**

110.2 - **Preliminary inspection.** Before issuing a permit, the building official is authorized to examine or cause to be examined buildings, structures and sites for which an application has been filed.

110.3.1 - **Footing and foundation inspection.** Footing and foundation inspections shall be made after excavations for footings are complete and any required reinforcing steel is in place. For concrete foundations, any required forms shall be in place prior to inspection. Materials for the foundation shall be on the job, except where concrete is ready mixed in accordance with ASTM C 94, the concrete need not be on the job.

110.3.2 - **Concrete slab and under-floor inspection.** Concrete slab and under-floor inspections shall be made after in-slab or under-floor reinforcing steel and building service equipment, conduit, piping



accessories and other ancillary equipment items are in place, but before any concrete is placed or floor sheathing installed, including the subfloor.

110.3.3 - **Lowest floor elevation.** In flood hazard areas, upon placement of the lowest floor, including the basement, and prior to further vertical construction, the elevation certification required in Section 1612.5 shall be submitted to the building official.

110.3.4 - **Frame inspection.** Framing inspections shall be made after the roof deck or sheathing, all framing, fire blocking and bracing are in place and pipes, chimneys and vents to be concealed are complete and the rough electrical, plumbing, heating wires, pipes and ducts are approved.

110.3.5 - **Lath, gypsum board and gypsum panel product inspection.** Lath, gypsum board and gypsum panel product inspections shall be made after lathing, gypsum board and gypsum panel products, interior and exterior, are in place, but before any plastering is applied or gypsum board and gypsum panel product joints and fasteners are taped and finished.

- Exception: Gypsum board and gypsum panel products that are not part of a fire-resistance-rated assembly or a shear assembly.

110.3.6 - **Fire- and smoke-resistant penetrations.** Protection of joints and penetrations in fire-resistance rated assemblies, smoke barriers and smoke partitions shall not be concealed from view until inspected and approved.

110.3.7 - **Energy efficiency inspections.** Inspections shall be made to determine compliance with Chapter 13 and shall include, but not be limited to, inspections for: envelope insulation R- and U-values, fenestration U-value, duct system R-value, and HVAC and water-heating equipment efficiency.

110.3.8 - **Other inspections.** In addition to the inspections specified in Sections 110.3.1 through 110.3.7, the building official is authorized to make or require other inspections of any construction work to ascertain compliance with the provisions of this code and other laws that are enforced by the department of building safety.

Sec. 14-69. - Permits.

(a) *Application.*

(1) *When required; exception.*

- a. Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the construction codes, or to cause any such work to be done, shall first make application to the building official and obtain the required permit for the work.
- b. Permits shall not be required for the following mechanical work:
  1. Any portable heating appliance;
  2. Any portable ventilation equipment;
  3. Any portable cooling unit;
  4. Any steam, hot or chilled water piping within any heating or cooling equipment regulated by the construction codes;
  5. Replacements of any part which does not alter its approval or make it unsafe;
  6. Any portable evaporative cooler;
  7. Any self-contained refrigeration system containing ten pounds (4.54 kg) or less of refrigerant and actuated by motors of one horsepower (746 w) or less.

(2) *Work authorized.* A building, electrical, gas, mechanical or plumbing permit shall carry with it the right to construct or install the work, provided that such work is shown on the drawings and set forth in the specifications filed with the application for the permit. Where these are not shown on the drawings and covered by the specifications submitted with the application, separate permits shall be required.

(3) *Minor repairs.* Ordinary minor repairs may be made with the approval of the building official without a permit, provided that such repairs shall not violate any of the provisions of the construction codes.

(4) *Information required.* Each application for a permit, with the required fee, shall be filed with the building official on a form furnished for that purpose, and shall contain a general description of the proposed work and its location. The application shall be signed by the owner, or his authorized agent. The building permit application shall indicate the proposed occupancy of all parts of the building and of that portion of the site or lot, if any, not covered by the building or structure, and shall contain such other information as may be required by the building official.

(5)

*Time limitations.* An application for a permit for any proposed work shall be deemed to have been abandoned six months after the date of filing for the permit, unless before then a permit has been issued. One or more extensions of time for periods of not more than 90 days each may be allowed by the building official for the application, provided that the extension is requested in writing and justifiable cause is demonstrated.

(b) *Drawings and specifications.*

- (1) *Requirements.* When required by the building official, two or more copies of specifications and of drawings drawn to scale with sufficient clarity and detail to indicate the nature and character of the work shall accompany the application for a permit. Such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with the construction codes. Such information shall be specific, and the construction codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used, as a substitute for specific information. All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design.
- (2) *Additional data.* The building official may require details, computations, stress diagrams and other data necessary to describe the construction or installation and the basis of calculations. All drawings, specifications and accompanying data required by the building official to be prepared by an architect or engineer shall be affixed with their official seal.
- (3) *Design professionals; exception.*
  - a. The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to such drawings, specifications and accompanying data for the following:
    1. All group A, E, and I occupancies.
    2. Buildings and structures three or more stories high.
    3. Buildings and structures 5,000 square feet (465 sq. m) or more in area or \$100,000.00 or more in total cost.For all other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered.
  - b. Single-family dwellings, regardless of size, shall require neither a registered architect nor engineer, nor a certification that an architect or engineer is not required.
- (4) *Structural and fire resistance integrity.* Plans for all buildings shall indicate how required structural and fire resistance integrity will be maintained where a penetration of a required fire resistance wall, floor or partition will be made for electrical, gas, mechanical, plumbing,

signal and communication conduits, pipes and systems and also indicate in sufficient detail how the fire integrity will be maintained where required fire resistance floors intersect the exterior walls.

- (5) *Site drawings.* Drawings shall show the location of the proposed building or structure and of every existing building or structure on the site or lot. The building official may require a boundary line survey prepared by a qualified surveyor.
  - (6) *Hazardous occupancies.* The building official may require the following:
    - a. *General site plan.* A general site plan drawn at a legible scale, which shall include, but not be limited to, the location of all buildings, exterior storage facilities, permanent accessways, evacuation routes, parking lots, internal roads, chemical loading areas, equipment cleaning areas, storm and sanitary sewer accesses, emergency equipment and adjacent property uses. The exterior storage areas shall be identified with the hazard classes and the maximum quantities per hazard class of hazardous materials stored.
    - b. *Building floor plan.* A building floor plan drawn to a legible scale, which shall include, but not be limited to, all hazardous materials storage facilities within the building and shall indicate rooms, doorways, corridors, exits, fire rated assemblies with their hourly rating, location of liquidtight rooms, and evacuation routes. Each hazardous materials storage facility shall be identified on the plan with the hazard classes and quantity range per hazard class or the hazardous materials stored.
- (c) *Examination of documents.*
- (1) *Plan review.* The building official shall examine or cause to be examined each application for a permit and the accompanying documents, consisting of drawings, specifications, computations, and additional data, and shall ascertain by such examinations whether the construction indicated and described is in accordance with the requirements of the construction codes and all other pertinent laws or ordinances.
  - (2) *Affidavits.* The building official may accept a sworn affidavit from a registered architect or engineer stating that the plans submitted conform to the construction codes. For buildings and structures, the affidavit shall state that the plans conform to the laws as to egress, type of construction and general arrangement and if accompanied by drawings showing the structural design, and by a statement that the plans and design conform to the requirements of the construction codes as to strength, stresses, strains, loads and stability. The building official may, without any examination or inspection, accept such affidavit, provided that the architect or engineer who made such affidavit agrees to submit to the building official copies of inspection reports as inspections are performed and upon completion of the structure, electrical, gas, mechanical or plumbing systems a certification that the structure, electrical, gas, mechanical or plumbing system has been erected in accordance with the requirements

of the construction codes. Where the building official relies upon such affidavit, the architect or engineer shall assume full responsibility for the compliance with all provisions of the construction codes and other pertinent laws or ordinances.

(d) *Issuance.*

- (1) *Action on permits.* The building official shall act upon an application for a permit without unreasonable or unnecessary delay. If the building official is satisfied that the work described in an application for a permit and the contract documents filed therewith conform to the requirements of the construction codes and other pertinent laws and ordinances, he shall issue a permit to the applicant.
  - (2) *Refusal to issue permit.* If the application for a permit and the accompanying contract documents describing the work do not conform to the requirements of the construction codes or other pertinent laws or ordinances, the building official shall not issue a permit, but shall return the contract documents to the applicant with his refusal to issue such permit. Such refusal shall, when requested, be in writing and shall contain the reason for refusal.
  - (3) *Special foundation permit.* When application for a permit to erect or enlarge a building has been filed and pending the issuance of such permit, the building official may, at his discretion, issue a special permit for the foundation only. The holder of such a special permit is proceeding at his own risk and without assurance that a permit for the remainder of the work will be granted nor that corrections will not be required in order to meet the provisions of the construction codes.
  - (4) *Public right-of-way.* A permit shall not be given by the building official for the construction of any building, or for the alteration of any building where such building is to be changed and such change will affect the exterior walls, bays, balconies, or other appendages or projections fronting on any street, alley or public lane, or for the placing on any lot or premises of any building or structure removed from another lot or premises, unless the applicant has made application at the office of the director of public works for the lines of the public street on which he proposes to build, erect or locate such building; and it shall be the duty of the building official to see that the street lines are not encroached upon except as provided for in chapter 22 of the Standard Building Code.
- (e) *Contractor responsibilities.* It shall be the duty of every contractor who shall make contracts for the installation or repairs of building, structure, electrical, gas, mechanical, sprinkler or plumbing systems, for which a permit is required, to comply with state or local rules and regulations concerning licensing which the applicable governing authority may have adopted. In such case that the state requires a contractor to have obtained a state license before he is permitted to perform work, the contractor shall supply the local government with his license number before receiving a permit for work to be performed.

(f) *Conditions.*

- (1) *Permit intent.* A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter, or set aside any of the provisions of the construction codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction, or violations of the construction codes. Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced. One or more extensions of time, for periods not more than 90 days each, may be allowed for the permit. The extension shall be requested in writing and justifiable cause demonstrated. Extensions shall be in writing by the building official.
- (2) *Permit issued on basis of an affidavit.* Whenever a permit is issued in reliance upon an affidavit or whenever the work to be covered by a permit involves installation under conditions which, in the opinion of the building official, are hazardous or complex, the building official shall require that the architect or engineer who signed the affidavit or prepared the drawings or computations shall supervise such work. In addition, the architect or engineer shall be responsible for conformity with the permit, provide copies of inspection reports as inspections are performed, and upon completion make and file with the building official written affidavit that the work has been done in conformity with the reviewed plans and with the structural provisions of the construction codes. If such architect or engineer is not available, the owner shall employ in his stead a competent person or agency whose qualifications are reviewed by the building official.
- (3) *Plans.* When the building official issues a permit, he shall enforce, in writing or by stamp, both sets of plans "reviewed for code compliance." One set of drawings so reviewed shall be retained by the building official and the other set shall be returned to the applicant. The permitted drawings shall be kept at the site of work and shall be open to inspection by the building official or his authorized representative.

(g) *Fees.*

- (1) *Prescribed fees.* A permit shall not be issued until the fees prescribed by the governing body have been paid. Nor shall an amendment to a permit be released until the additional fee, if any, due to an increase in the estimated cost of the building, structure, electrical, plumbing mechanical or gas systems, etc., has been paid.
- (2) *Work commencing before permit issuance.* Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing, etc. system before obtaining the necessary permits, shall be subject to a penalty of 100 percent of the usual permit fee in addition to the required permit fees.

- (3) *Accounting.* The building official shall keep a permanent and accurate accounting of all permit fees and other money collected, the names of all persons upon whose account the same was paid, along with the date and amount thereof.
  - (4) *Schedule of permit fees.* On all buildings, structures, electrical, plumbing, mechanical and gas systems or alterations requiring a permit, a fee shall be paid as required at the time of issuance of permit, in accordance with the fee schedules as set by the board of commissioners which are on file with the building official.
  - (5) *Building permit valuations.* If, in the opinion of the building official, the valuation of building, alteration, structure, electrical, gas, mechanical or plumbing systems appears to be underestimated on the application, permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the building official. Permit valuations shall include total cost, such as electrical, gas, mechanical, plumbing equipment and other systems, including materials and labor.
- (h) *Inspections.*
- (1) *Existing building inspections.* Before issuing a permit the building official may examine or cause to be examined any building, electrical, gas, mechanical or plumbing systems for which an application has been received for a permit to enlarge, alter, repair, move, demolish, install, or change the occupancy. He shall inspect all buildings, structures, electrical, gas, mechanical and plumbing systems, from time to time, during and upon completion of the work for which a permit was issued. He shall make a record of every such examination and inspection and of all violations of the construction codes.
  - (2) *Manufacturers and fabricators.* When deemed necessary by the building official, he shall make, or cause to be made, an inspection of materials or assemblies at the point of manufacture or fabrication. A record shall be made of every such examination and inspection and of all violations of the construction codes.
  - (3) *Inspection service.* The building official may make, or cause to be made, the inspections required by subsection (h)(6) of this section. He may accept reports of inspectors of recognized inspection services provided that after investigation he is satisfied as to their qualifications and reliability. A certificate called for by any provision of the construction codes shall not be based on such reports unless the same are in writing and certified by a responsible officer of such service.
  - (4) *Inspections prior to issuance of certificate of occupancy or completion.* The building official shall inspect or cause to be inspected at various intervals all construction or work for which a permit is required, and a final inspection shall be made of every building, structure, electrical, gas, mechanical or plumbing system upon completion, prior to the issuance of the certificate of occupancy or completion.

- (5) *Posting of permit.* Work requiring a permit shall not commence until the permit holder or his agent posts the permit card in a conspicuous place on the premises. The permit shall be protected from the weather and located in such position as to permit the building official or representative to conveniently make the required entries thereon. This permit card shall be maintained in such position by the permit holder until the certificate of occupancy or completion is issued by the building official.
- (6) *Required inspections.* The permit holder, his agent and the licensed contractor shall be jointly and severally responsible for ensuring that required inspections are called for before proceeding with construction. It shall be the duty of the permit holder, his agent and the licensed contractor to provide access to and the means for conducting any inspections required by this Code. The building official or his designee, upon notification from the permit holder, his agent or the licensed contractor, shall make the following inspections and such other inspections as necessary, and shall either release that portion of the construction or shall notify the permit holder, his agent or the licensed contractor of any violations to be corrected in order to comply with the construction code:
- a. *Buildings.*
1. Foundation inspection: To be made after trenches are excavated and forms erected and before any backfill or concrete is poured.
  2. Subfloor inspection.
  3. Slab: After all forms, rebar, wire and water proofing and before concrete is poured.
  4. Frame inspection: To be made after the roof, all framing, fire blocking and bracing is in place, all concealing wiring, all pipes, chimneys, ducts, and vents are complete and before work is covered.
  5. Insulation inspection: After all insulation is installed and before it is covered.
  6. Final inspection: To be made after the building is completed and ready for occupancy.
- b. *Electrical.*
1. Underground inspection: To be made after trenches or ditches are excavated, conduit or cable installed and before any backfill is put in place or concrete poured.
  2. Rough-in inspection: To be made after the roof, framing, fire blocking and bracing are in place and prior to the installation of wall or ceiling membranes.
  3. Final inspection: To be made after the building is complete, all required electrical fixtures are in place and properly connected or protected, and the structure is ready for occupancy.
- c. *Plumbing.*
- 1.



Underground inspection: To be made after trenches or ditches are excavated, piping installed and before any backfill is put in place or concrete poured.

2. Rough-in inspection: To be made after the roof, framing, fire blocking and bracing are in place and all soil, waste and vent piping are complete and prior to the installation of wall or ceiling membranes.

Note: See section 311 of the Standard Plumbing Code for required tests.

d. *Mechanical.*

1. Underground inspection: To be made after trenches or ditches are excavated, underground duct and fuel piping installed and before any backfill is put in place or concrete poured.
2. Rough-in inspection: To be made after the roof, framing, fire blocking and bracing are in place and all ducting and other concealed components are complete and prior to the installation of wall or ceiling membranes.
3. Final inspection: To be made after the building is complete, the mechanical system is in place and properly connected and the structure is ready for occupancy.

e. *Gas.*

1. Rough piping inspections: To be made after all new piping authorized by the permit has been installed and before any such piping has been covered or concealed or any fixtures or gas appliances have been connected and before concrete is poured.
2. Final piping inspection: To be made after all piping authorized by the permit has been installed and after all portions which are to be concealed by plastering or otherwise have been so concealed, and before any fixtures or gas appliances have been connected. This inspection shall include a pressure test.

Final inspection: To be made on all new gas work authorized by the permit and such portions of existing systems as may be affected by new work or any changes in order to ensure compliance with all the requirements of the construction codes and to ensure that the installation and construction of the gas system is in accordance with reviewed plans.

f. *Energy.*

1. Foundation inspection: To be made before slab concrete is poured in place. To verify that perimeter insulation has been installed correctly on any slab on grade foundations, if required.
2. Frame inspection: To be made before exterior wall insulation is concealed by wall board to check installation of exterior walls insulation and to inspect that all holes and cracks through the structure envelope have been sealed in an appropriate manner as to restrict air passage.

3. Final inspection: To be made after the building is completed and ready for occupancy. To verify installation and R-value of ceiling and floor insulation. To verify correct SEER ratings on appliances.
- (7) *Written release.* Work shall not be done on any part of a building, structure, electrical, gas, mechanical or plumbing system beyond the point indicated in each successive inspection without first obtaining a written release from the building official. Such written release shall be given only after an inspection has been made of each successive step in the construction or installation as indicated by each of the foregoing three inspections.
  - (8) *Reinforcing steel, structural frames, insulation, plumbing, mechanical, or electrical systems.* Reinforcing steel, structural frame, insulation, plumbing, work of any part of any building or structure shall not be covered or concealed without first obtaining a release from the building official.
  - (9) *Plaster fire protection.* In all buildings where plaster is used for fire protection purposes, the permit holder or his agent shall notify the building official after all lathing and backing is in place. Plaster shall not be applied until the release from the building official has been received.
- (i) *Certificates.*
    - (1) *Certificate of occupancy.*
      - a. *Building occupancy.* A new building shall not be occupied or a change made in the occupancy, nature or use of a building or part of a building until after the building official has issued a certificate of occupancy. Such certificate shall not be issued until all required electrical, gas, mechanical, plumbing and fire protection systems have been inspected for compliance with the construction codes and other applicable laws and ordinances and released by the building official.
      - b. *Issuing certificate of occupancy.* Upon satisfactory completion of construction of a building or structure and installation of electrical, gas, mechanical and plumbing systems in accordance with the construction codes, reviewed plans and specifications, and after the final inspection, the building official shall issue a certificate of occupancy stating the nature of the occupancy permitted, the number of persons for each floor when limited by law, and the allowable load per square foot for each floor in accordance with the provisions of the construction codes.
      - c. *Temporary or partial occupancy.* A temporary or partial certificate of occupancy may be issued for a portion of a building, which may safely be occupied prior to final completion of the building.
      - d.

*Existing building certificate of occupancy.* A certificate of occupancy for any existing building may be obtained by applying to the building official and supplying the information and data necessary to determine compliance with the construction codes for the occupancy intended. Where necessary, in the opinion of the building official, two sets of detailed drawings, or a general inspection, or both, may be required. When, upon examination and inspection, it is found that the building conforms to the provisions of the construction codes and other applicable laws and ordinances for such occupancy, a certificate of occupancy shall be issued.

(2) *Certificate of completion.* Upon satisfactory completion of a building, structure, electrical, gas, mechanical or plumbing system, a certificate of completion may be issued. This certificate is proof that a structure or system is complete and for certain types of permits is released for use and may be connected to a utility system. This certificate does not grant authority to occupy or connect a building, such as a shell building, prior to the issuance of a certificate of occupancy.

(3) *Service utilities.*

a. *Connection of service utilities.* No person shall make connections from a utility, source of energy, fuel or power to any building or system which is regulated by the construction codes for which a permit is required, until released by the building official and a certificate of occupancy or completion is issued.

b. *Temporary connection.* The building official may authorize the temporary connection of the building or system to the utility source of energy, fuel or power for the purpose of testing building service systems or for use under a temporary certificate of occupancy.

c. *Authority to disconnect service utilities.* The building official shall have the power to authorize disconnection of utility service to the building, structure or system regulated by the construction codes, in case of emergency where necessary to eliminate an immediate hazard to life or property. The building official shall notify the serving utility, and whenever possible the owner and occupant of the building, structure or service system of the decision to disconnect prior to taking such action. If not notified prior to disconnecting, the owner or occupant of the building, structure or service system shall be notified in writing, as soon as practical thereafter.

(j) *Posting floor loads.*

(1) *Occupancy.* An existing or new building shall not be occupied for any purpose, which will cause the floors thereof to be loaded beyond their safe capacity. The building official may permit occupancy of a building for mercantile, commercial or industrial purposes, by a specific business, when he is satisfied that such capacity will not thereby be exceeded.

(2)

*Storage and factory-industrial occupancies.* It shall be the responsibility of the owner, agent, proprietor or occupant of group S and group F occupancies, or any occupancy where excessive floor loading is likely to occur, to employ a competent architect or engineer in computing the safe load capacity. All such computations shall be accompanied by an affidavit from the architect or engineer stating the safe allowable floor load on each floor in pounds per square foot uniformly distributed. The computations and affidavit shall be filed as a permanent record of the building department.

- (3) *Signs required.* In every building or part of a building used for storage, industrial or hazardous purposes, the safe floor loads, as reviewed by the building official on the plan, shall be marked on plates or approved design which shall be supplied and securely affixed by the owner of the building in a conspicuous place in each story to which they relate. Such plates shall not be removed or defaced, and if lost, removed or defaced, shall be replaced by the owner of the building.

(Ord. No. 2000-10, § 2(3), 11-28-2000; Ord. of 4-12-2004, § 2; Ord. of 7-27-2004(1), § 2)