

City of Locust Grove, Georgia

Community Development Department

**Residential Building Permit Checklist**

\_\_\_\_\_\_ The Applicant/General Contractor shall file with the Community Development Department three (3) sets of house plans, including dimensions, window and door sizes, and elevations.

\_\_\_\_\_\_ Residential Building Permit Application filled out completely and signed.

\_\_\_\_\_\_ A house location plan that includes erosion and sedimentation control measures and pertinent flood information (if required).

\_\_\_\_\_\_ Completed and signed *Site Plan Affidavit*

*\_\_\_\_\_\_*  Proof of payment for the Development Impact Fees.

\_\_\_\_\_\_ Proof of payment for the Water and Sewer Impact and Tap Fees.

\_\_\_\_\_\_ If the project is on septic, a copy of the approved septic permit.

\_\_\_\_\_\_ Contractor Affidavits (one for each permitted trade) **with original signatures .**

\_\_\_\_\_\_ Completed and signed *Erosion Control Affidavit*

\_\_\_\_\_\_ Submit valid copies of the General and Trade Contractors’ State Licenses, Occupational Tax Certificates (Business Licenses), and Drivers Licenses.

\_\_\_\_\_\_ A boundary survey (plat) of the property.

\_\_\_\_\_\_Completed *Residential Land Disturbance (RLD) Permit* application.

\_\_\_\_\_\_ A FEMA Flood Elevation Certificate if the lot contains a minimum elevation requirement.

\_\_\_\_\_\_ Copy of Landscape Plan, if required.

All applications must be completed in full to be accepted for processing.

The items listed above must accompany **each** application in order to be accepted for processing.

If you have questions, please contact the Community Development Department at 770.692.2321

**I HAVE READ AND UNDERSTAND ALL OF THE ABOVE REQUIREMENTS**

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

Signed Date



City of Locust Grove, Georgia

Community Development Department

**Residential Building Permit & Combined Trades**

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

Notice: Approved plans, consisting at a minimum of dimensioned floor plans and elevations, required at time of submittal.

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

Subdivision: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Property Owner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

General Contractor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUBCONTRACTOR INFORMATION**

**NAME/BUSINESS** **STATE LICENSE #/ EXP. DATE** **PHONE**

Electrical: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Plumbing: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mechanical: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Notice: The use of subcontractors, other than those listed above, in conjunction with this permit without formal amendment to the permit application may result in a Stop Work Order, a fine, and/or any other measures, including the revocation of the permit.

**BUILDING INFORMATION**

Front Elevation Material: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rear Elevation Material: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Right Elevation Material: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Left Elevation Material: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of trees to be planted: \_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Construction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ # Rooms: \_\_\_\_\_\_\_\_\_\_ # Bedrooms: \_\_\_\_\_\_\_\_\_\_ # Baths: \_\_\_\_\_\_\_\_\_\_\_\_

# Stories: \_\_\_\_\_\_\_\_ Zoning: \_\_\_\_\_\_\_\_\_ Sewer or Septic: \_\_\_\_\_\_\_\_\_\_\_ (if septic, provide septic permit # \_\_\_\_\_\_\_\_\_\_\_\_\_\_)

Total Sq. Footage: \_\_\_\_\_\_\_\_\_\_\_ Heated: \_\_\_\_\_\_\_\_\_ Unheated: \_\_\_\_\_\_\_\_\_ Estimated Cost of Construction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

THE APPLICANT SHALL BE RESPONSIBLE FROM THE DATE OF THIS PERMIT, OR FROM THE TIME OF THE BEGINNING OF THE FIRST WORK, WHICHEVER SHALL BE THE EARLIER, FOR ALL INJURY OR DAMAGE OF ANY KIND RESULTING FROM THIS WORK, WHETHER FOR BASIC SERVICES OR ADDITIONAL SERVICES, TO PERSONS OR PROPERTY. THE APPLICANT SHALL EXONERATE, INDEMNIFY AND SAVE HARMLESS THE CITY OF LOCUST GROVE FROM AND AGAINST ALL CLAIMS OR ACTIONS, AND ALL EXPENSES INCIDENTAL TO THE DEFENSE OF ANY SUCH CLAIMS, LITIGATION AND ACTIONS, BASED UPON OR ARISING OUT OF DAMAGE OR INJURY (INCLUDING DEATH) TO PERSONS OR PROPERTY CAUSED BY OR SUSTAINED IN CONNECTION WITH THE PERFORMANCE OF THIS PERMIT OR BY CONDITIONING CREATED THEREBY OR ARISING OUT OF OR IN ANY WAY CONNECTED WITH WORK PERFORMED UNDER THE PERMIT OR FOR ANY AND ALL CLAIMS FOR DAMAGES UNDER THE LAWS OF THE UNITED STATES OR OF GEORGIA ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE ACQUISITION OF AND CONSTRUCTION UNDER THE PERMIT AND SHALL ASSUME AND PAY FOR, WITHOUT COST TO THE CITY OF LOCUST GROVE, THE DEFENSE OF ANY AND ALL CLAIMS, LITIGATIONS, AND ACTIONS SUFFERED THROUGHOUT ANY ACT OR OMISSION OF THE APPLICANT OR ANY SUBCONTRACTOR OR ANYONE DIRECTLY OR INDIRECTLY EMPLOYED UNDER THE SUPERVISION OF ANY OF THEM.

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPILED WITH WHETHER SPECIFIED HEREIN OR NOT.

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

PRINT NAME APPLICANT’S SIGNATURE DATE

**DO NOT COMPLETE THE FOLLOWING – OFFICE USE ONLY**

SETBACKS: LEFT: \_\_\_\_\_\_\_\_\_\_ RIGHT: \_\_\_\_\_\_\_\_\_\_ FRONT: \_\_\_\_\_\_\_\_\_\_ REAR: \_\_\_\_\_\_\_\_\_\_\_ COST OF PERMIT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PERMIT ISSUED BY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



City of Locust Grove, Georgia

Community Development Department

**Site Plan Affidavit**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Builder’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Builder’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building/Site Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Subdivision Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lot/Block: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Owner’s Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Owner’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby approve and affirm to the City of Locust Grove that the Building and/or Structure will be

located on the property as it is shown on the submitted Site Plan. I further acknowledge that any

deviation from the proposed and approved location may create a non-conforming lot and/or

structure which could preclude the use of the Building and/or Structure until the nonconformance is

corrected.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised 7/19



City of Locust Grove, Georgia

Community Development Department

**Erosion Control Affidavit**

This affidavit must be submitted at time of development permit application.

Project Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phase/Unit:\_\_\_\_\_\_\_\_\_\_\_\_

Job Site Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Other Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

24 Hour Contact Person:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My signature hereto signifies that I am the person responsible for compliance with *Chapter 15.28* (Soil Erosion and Sediment Control Ordinance). I hereby acknowledge that Best Management Practices (BMPs) must be used to control soil erosion on my job site which includes at a minimum the following:

1. Installation and regular maintenance of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exits the job site; and

2. Installation and regular maintenance of a stone (1.5” – 3.5”) driveway entrance/exit pad (20’ wide X 50’ deep X 6” thick) to minimize the tracking of mud into the street; and

3. Removal of mud from the street or adjacent property immediately following any such occurrence; and

4. Maintenance and removal of mud from detention ponds and sediment basins; and

5. Conduct no land disturbing activities within 50 feet of the banks of streams, lakes, wetlands, etc. (i.e. “state waters”) or greater where required; and

6. Provide temporary vegetation and/or mulch in exposed critical disturbed areas.

I hereby further acknowledge that The Community Development Inspection Staff may refuse to make development inspections, may issue stop work orders, and may issue summons to appear in City Court for failure to comply with erosion control requirements.

Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Title:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



City of Locust Grove, Georgia

Community Development Department

**Residential Land Disturbance (RLD) Permit Application**

Site plans must be submitted that contain the following information:

1. Property boundaries of the subject lot
2. Location and width of all Right-of-Ways
3. Location of easements and required buffers
4. Location of tree preserve areas
5. Direction of drainage
6. Location of all erosion control devices and BMPs.
7. Setbacks
8. Proposed and existing structure locations and sizes (in square feet)
9. Driveway location
10. Flood plain information

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractor’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Building/Site Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Subdivision Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lot/Block: \_\_\_\_\_\_\_\_\_\_\_\_

Permittee Type (circle one): **PRIMARY SECONDARY TERTIARY**

Project Type (circle one): **STAND ALONE INFRASTRUCTURE COMMON DEV.**

Revised 7/19