



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

<u>NAME/BUSINESS</u>	<u>STATE LICENSE #/ EXP. DATE</u>	<u>PHONE</u>
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: _____



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.**