



## WHAT YOU WILL NEED FOR A BUILDING PERMIT

1. Completely fill out the building permit application
2. Completely fill out the contractor information form (a permit cannot be issued without this form)
3. Provide a copy of a deed showing ownership of the property (Warranty , Quit Claim, or survivorship Deed)
4. Provide a copy of a plat or survey of the property
5. Provide the property map and parcel number
6. Provide Building Plans/Site Plans (2 sets are required)
7. Indicate the number of electrical meters that will be installed

\*Numbers 3 & 4 are only needed for new construction or if a remodel will be extending the existing structures floorplan

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- The property owner must sign the permit application. If this is not possible, the property owner must give written consent addressed to the City of Blue Ridge.
- Payment is expected at the time of application. Your check should be made payable to the City of Blue Ridge. We do not accept Credit or Debit Cards.
- No construction work may be started without an approved building permit (orange card and permit). A receipt is not a permit.
- The Orange Card shall be posed in full view at the job site. For your convenience, upon request this office will laminate your orange card.
- When foundation is started and before C.O. is issued an E-911 address is required. Your lot number is not your 911 address.
- A C.O. is required prior to moving into the house. It is your responsibility to request a C.O. upon completion of construction.
- The Utility Department must sign off on any new construction permit.
- Restaurants must contact the Waste Water Treatment Plant Supervisor in regards to grease trap requirements.
- If you are disturbing one or more (1+) acres of land, a land disturbing permit must be obtained. A N.O.I. (Notice of Intent) must be obtained from EPD by applicant. The City must receive a copy prior to issuing permit.
- Set back requirements are based upon property zoning classification. Check with the Zoning Administrator to find out your property's requirements.
- It is the applicant's responsibility to schedule inspections. Please notify the City 48 hours in advance of inspection.

\*Zoning Ordinance Section 21.3 allows up to a twenty (20) day review period, please plan accordingly

\*Erosion and Sedimentation Control Rule 391-3-7-.09 Local Issuing Authorities (2)(C) allows up to a thirty-five (35) day review period, please plan accordingly

# CITY OF BLUE RIDGE PLANNING COMMISSION BUILDING AND/OR GRADING PERMIT APPLICATION

**IMPORTANT - Complete ALL items. Mark boxes where applicable.**

<b>I. LOCATION OF BUILDING</b>	Number and street	Subdivision	Lot	Block	Census tract
	N S	N S			
	E W side of _____		E W from intersection of _____		

*(Other local geographic, political, or legal subdivision identification)*

**II. TYPE AND COST OF BUILDING - All applicants complete Parts A - D**

<p><b>A. TYPE OF IMPROVEMENT</b></p> <p>1 <input type="checkbox"/> New building</p> <p>2 <input type="checkbox"/> Addition (if residential, enter number of new housing units added, if any in Part D, 13)</p> <p>3 <input type="checkbox"/> Alteration (See 2 above)</p> <p>4 <input type="checkbox"/> Repair, replacement</p> <p>5 <input type="checkbox"/> Wrecking (if multifamily residential, enter number of units in building in Part D, 13)</p> <p>6 <input type="checkbox"/> Moving (relocation)</p> <p>7 <input type="checkbox"/> Foundation only</p>	<p><b>D. PROPOSED USE - For "Wrecking" most recent use</b></p> <p><b>Residential</b></p> <p>12 <input type="checkbox"/> One family</p> <p>13 <input type="checkbox"/> Two or more family - Enter number of units _____</p> <p>14 <input type="checkbox"/> Transient hotel, motel, or dormitory - Enter number of units _____</p> <p>15 <input type="checkbox"/> Garage</p> <p>16 <input type="checkbox"/> Carport</p> <p>17 <input type="checkbox"/> Other - Specify _____</p>	<p><b>Non-Residential</b></p> <p>18 <input type="checkbox"/> Amusement, recreational</p> <p>19 <input type="checkbox"/> Church, other religious</p> <p>20 <input type="checkbox"/> Industrial</p> <p>21 <input type="checkbox"/> Parking garage</p> <p>22 <input type="checkbox"/> Service stations, repair garage</p> <p>23 <input type="checkbox"/> Hospital, institutional</p> <p>24 <input type="checkbox"/> Office, bank, professional</p> <p>25 <input type="checkbox"/> Public utility</p> <p>26 <input type="checkbox"/> School, library, other educational</p> <p>27 <input type="checkbox"/> Stores - mercantile</p> <p>28 <input type="checkbox"/> Tanks, towers</p> <p>29 <input type="checkbox"/> Other - Specify _____</p>
<p><b>B. OWNERSHIP</b></p> <p>8 <input type="checkbox"/> Private (individual, corporation, nonprofit institution, etc.)</p> <p>9 <input type="checkbox"/> Public (Federal, State or local government)</p>	<p><b>C. COST</b></p> <p>10. Cost of improvement <i>To be installed but not included in the above cost</i></p> <p>a. Electrical ..... \$ _____</p> <p>b. Plumbing ..... \$ _____</p> <p>c. Heating, air conditioning ..... \$ _____</p> <p>d. Other (elevator, etc.) ..... \$ _____</p> <p>11. TOTAL COST OF IMPROVEMENT \$ _____</p>	

Nonresidential - Describe in detail proposed use of buildings, e.g., food processing plant, machine shop, laundry building at hospital, elementary school, secondary school, college, parochial school, parking garage for department store, rental office building, office building at industrial plant. If use of existing building is being changed, enter proposed use.

**III. SELECTED CHARACTERISTICS OF BUILDING - For new buildings and additions, complete parts E - L; for wrecking, complete only Part J. For all others, skip to IV.**

<p><b>E. PRINCIPAL TYPE OF FRAME</b></p> <p>30 <input type="checkbox"/> Masonry (wall bearing)</p> <p>31 <input type="checkbox"/> Wood Frame</p> <p>32 <input type="checkbox"/> Structural steel</p> <p>33 <input type="checkbox"/> Reinforced concrete</p> <p>34 <input type="checkbox"/> Other - Specify _____</p>	<p><b>G. TYPE OF SEWAGE DISPOSAL</b></p> <p>40 <input type="checkbox"/> Public or private company</p> <p>41 <input type="checkbox"/> Individual (septic tank, etc.)</p>	<p><b>J. DIMENSIONS</b></p> <p>48 Number of stories .....</p> <p>49 Total square feet of floor area, all floors, based on exterior dimensions .....</p> <p>50 Total land area, sq. ft. ....</p>	
<p><b>F. PRINCIPAL TYPE OF HEATING FUEL</b></p> <p>35 <input type="checkbox"/> Gas</p> <p>36 <input type="checkbox"/> Oil</p> <p>37 <input type="checkbox"/> Electricity</p> <p>38 <input type="checkbox"/> Coal</p> <p>39 <input type="checkbox"/> Other - Specify _____</p>	<p><b>H. TYPE OF MECHANICAL</b></p> <p>Will there be central air conditioning?</p> <p>44 <input type="checkbox"/> Yes    45 <input type="checkbox"/> No</p> <p>Will there be an elevator?</p> <p>46 <input type="checkbox"/> Yes    47 <input type="checkbox"/> No</p>	<p><b>K. NUMBER OF OFF-STREET PARKING SPACES</b></p> <p>51 Enclosed .....</p> <p>52 Outdoors .....</p>	<p><b>L. RESIDENTIAL BUILDINGS ONLY</b></p> <p>53 Number of bedrooms .....</p> <p>54 Number of bathrooms</p> <p style="text-align: right;">Full ..... Partial .....</p>

**IV. IDENTIFICATION - To be completed by all applicants**

Name	Mailing address - Number, street, city, and state	Zip code	Tel. No.
1. Owner			
2. Contractor			
3. Architect			

The owner of this building and the undersigned agree to conform to all applicable laws of CITY OF BLUE RIDGE.

Signature of applicant	Address	Application date
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**DO NOT WRITE IN THIS SPACE - FOR OFFICE USE**

Approved by	Permit fee	Date permit issued	Permit number
	\$ _____		

Approved: \_\_\_\_\_ Rejected - Reason: \_\_\_\_\_

# City of Blue Ridge

480 West First Street Blue Ridge, Georgia 30513 (706) 632-2091

**THIS DOCUMENT MUST BE COMPLETED PRIOR TO THE ISSUANCE OF A BUILDING PERMIT.**

## **GENERAL CONTRACTOR:**

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

LIC #: \_\_\_\_\_

License Holder: \_\_\_\_\_

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

## **ELECTRICAL CONTRACTOR:**

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

LIC #: \_\_\_\_\_

License Holder: \_\_\_\_\_

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

## **LOW VOLTAGE CONTRACTOR:**

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

LIC #: \_\_\_\_\_

License Holder: \_\_\_\_\_

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

## **HVAC CONTRACTOR:**

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

LIC #: \_\_\_\_\_

License Holder: \_\_\_\_\_

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

## **PLUMBING CONTRACTOR:**

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

LIC #: \_\_\_\_\_

License Holder: \_\_\_\_\_

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