



City of Blue Ridge, Ga
 Planning and Zoning Department
 480 West first Street
 Blue Ridge, Georgia 30513
 Phone 706.632.2091 X2
 Cityofblueridgega.gov

Construction Permit Application

A building permit shall be required for any proposed use of lands or building to indicate and ensure compliance with all provisions of this chapter before any improvements or grading of lands or any alteration or construction of buildings commences. No building shall be erected, converted, enlarged, reconstructed, moved or structurally altered except upon application for and issuance of a building permit by the zoning administrator. See Part III of the City Code.

Legal Description: _____ **Zoning District:** _____ **Permit No:** _____

Project Location / Address: _____

Map: _____ **Parcel:** _____ **Lot:** _____ **Phase:** _____ **Commercial** ___ **Residential** ___

Setbacks: Front : _____ **Rear:** _____ **Right:** _____ **Left:** _____ **Lot Size:** _____ **Total Valuation:** _____

Property Owner: _____ **Contact:** _____

Cell phone #: _____ **Email:** _____

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Landlord: _____ **Contact:** _____

Cell phone #: _____ **Email:** _____

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Contractor: _____ **Contact:** _____

Cell phone #: _____ **Email:** _____

Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Brief Description of work: _____

Structural Description: _____ **Plans Submitted:** _____ **Digital** ___ **Paper** _____ **Building Hight:** _____ **feet**

Type of Construction: _____ **Number of stories:** _____ **Heated Sq. Feet under roof:** _____ **Non Heated:** _____

Number of bedrooms: _____ **Number of baths:** _____ **Sq. Feet unfinished:** _____ **New Driveway:** ___ **Yes** ___ **No**

Basement: ___ **Yes** ___ **No** **Finished** ___ **Unfinished** _____ **Garage:** _____ **Yes** ___ **No** **Detached:** ___ **Attached** _____

Alcohol License ___ **Yes** ___ **No** **Maximum Occupancy** _____ **Water** ___ **Yes** ___ **No** **Sewer** ___ **City** ___ **Septic** _____

Variance Required: ___ **Yes** ___ **No** **Comments:** _____

Building permits shall become invalid unless the work authorized by it shall have been commenced within ninety (90) days of its date of issue, or if the work authorized by it is suspended or abandoned for a period of six (6) months or more.

Applicant _____

Date _____

Signature

City Planning and Zoning Department Use Only

Date Received:	Received by:
Paid: CK# CASH CC	Permit #
Date approved:	Zoning Compliance and Approved by: Zoning Administrator



City of Blue Ridge, Ga
Planning and Zoning Department
480 West first Street
Blue Ridge, Georgia 30513
Phone 706.632.2091 X2
Cityofblueridgega.gov

Construction Permit Checklist

For Planning and Zoning Department Use

Construction Permit Application Checklist:

- Compliance with Zoning district and Permitted Uses
- Compliance with setbacks, stories and height.
- Determine if water or sewer tap needed and approved by Water/Sewer Department.
- Variance needed and date of approval.
- Copy of NOI and fee to EPD if over one (1) acre of land disturbance.
- Proof of mailing NOI and fee to EPD if over one (1) acre of land disturbance.
- NPDES certification card required for all land disturbance over one acre (Blue Card).
- An approved recorded plat (if not in a recorded subdivision).
- Driveway Permit.
- Proof of ownership (tax receipt/sales contract / etc.).
- As-built plat/survey recorded when construction is completed.
- Fire Marshall review and approval.
- Date submitted to County Building Department: _____

Conditions



Permit Procedures and Requirements

Stormwater Management Plan Checklist

List of Items Required for Stormwater Permit – City of Blue Ridge Municipal Code – Chapter 111

Applicability:

This article shall be applicable to all land development, including, but not limited to, site plan applications, subdivision applications, and grading applications, unless exempt pursuant to subsection (b) of this section. These standards apply to any new development or redevelopment site that meets one or more of the following criteria:

- (1) **New development** that involves the creation of 5,000 square feet or more of impervious cover, or that involves other land development activities of one acre or more;
- (2) **Redevelopment** that includes the creation, addition or replacement of 5,000 square feet or more of impervious cover, or that involves other land development activity of one acre or more;
- (3) Any **new development or redevelopment**, regardless of size, that is defined by the zoning and land development director or their designee (director) to be a **hotspot land use**; or
- (4) **Land development** activities that are smaller than the minimum applicability criteria set forth in subsections (a)(1) and (2) of this section if such activities are part of a larger common plan of development, even though multiple, separate and distinct land development activities may take place at different times on different schedules.

(b) The following activities are exempt from this article:

- (1) Individual single-family residential lots that are not part of a subdivision or phased development project;
- (2) Additions or modifications to existing single-family residential structures; and
- (3) Repairs to any stormwater management facility or practice deemed necessary by the director.

(Ord. No. BR2020-09, art. I, § 2, 8-11-2020)

1. Permit Application
 - a. Stormwater Concept Plan -
 - b. Consultation meeting certification –
2. Stormwater Management Plan
3. Inspection and Maintenance Agreement – if applicable
4. Performance Bond - if applicable
5. Permit application fee and Plan Review fee

1. – Permit Application

The Stormwater Permit Application should follow the development of a site-specific stormwater concept plan which implements the design requirements, criteria and practices established between the developer (landowner) and the city at the consultation meeting. The consultation meeting should take place at the early stages of development or preliminary planning for subdivisions prior to application for building permit. It should take place at the site and with sufficient information from both parties to discuss the post-development stormwater management measures necessary, assess constraints present and



Permit Procedures and Requirements

Stormwater Management Plan Checklist

opportunities available as well as potential ideas for stormwater management designs prior to the beginning of formal site design engineering.

2. – Stormwater Management Plan

The plan shall detail in a narrative and graphics how stormwater runoff from the proposed development will be controlled and managed and how the proposed project will meet the system and performance requirements prescribed below. The plan shall be in accordance with the criteria established in Section 111-27 of the ordinance which is briefly paraphrased below and shall contain the certification of a professional engineer from the state of Georgia that the design of all stormwater management facilities and practices meet the requirements of the Georgia EPD Stormwater Design Manual. This includes the Georgia Stormwater Quality Site Development Review Tool. The plan should ensure that it is in compliance with the requirements and criteria in the ordinance and that all opportunities are being taken to minimize adverse impacts of the runoff from the proposed development. The plan shall consist of maps, Narratives, supporting design calculations (hydrologic and hydraulic analyses) for the proposed stormwater management system and the checklist below;

- a. Common Address and legal description
- b. Vicinity Map
- c. Existing Conditions hydrologic analysis
- d. Post-development hydrologic analysis
- e. Stormwater management system
- f. Post development downstream analysis
- g. Construction Phase E&SCP
- h. Landscaping and Open space plan
- i. Operation and maintenance plan
- j. Maintenance access easements
- k. Inspection and maintenance agreements
- l. Evidence of acquisition of applicable local and non-local permits

3. – Stormwater Management Inspection and Maintenance Agreement

Before a permit is issued for a development activity requiring a stormwater management facility or practice the applicant or owner must

- a. Execute an inspection and maintenance agreement, and/or conservation easement that is binding for all subsequent owners of the site and approved by the city prior to plan approval and recorded with final plat.
- b. The agreement must identify by name or title the persons responsible for carrying out the inspection and maintenance.
- c. A schedule shall be developed for when and upon what frequency the inspection and maintenance will occur to insure proper function of the stormwater management facility or practice. It shall also include plans for annual inspections for the facility to ensure proper performance between scheduled maintenance.



Permit Procedures and Requirements

Stormwater Management Plan Checklist

4. – Performance and Maintenance Bonds

The city may require posting of a bond by the owner or developer to insure performance of construction and/or maintenance obligations.

5. – Application Procedure

a. Applications shall be filed with the application provided by the city

b. Permit applications shall include the items set forth and/or listed above for the application, storm water management plan, as well as the inspection and maintenance agreement.

c. Applications will be checked for completeness within 10 business days by the city and either returned for incompleteness or forwarded to the Soil and Water Conservation office in Athens for final review. Applicant will be informed of the approval or disapproval within 30 days of the review.

d. If any of the items submitted by the applicant are disapproved, the applicant will be notified in writing. These items may be revised and resubmitted for review as stated previously in (c.) above.

e. Upon finding that the application, storm water management plan and the inspection and maintenance agreement meet the requirements of this ordinance, the city may issue the permit for land development provided all other legal requirements for issuance have been met.

(Not Part of Submittal Requirements)

f. In conducting the project, the applicant or responsible person shall be subject to the following;

1. Applicant shall comply with the requirements of the plan and shall certify that the land clearing, construction, land development and drainage will be accomplished according to the approved plan.

2. The project will be conducted only within the area specified in the approved plan.

3. The city shall be allowed to conduct periodic inspections of the ongoing project.

4. No changes shall be made to an approved plan without review and written approval by the city.

5. Upon completion of the project, the applicant or responsible person shall submit the engineer's report and certificate and as-built plans determined by the final inspection.