

THE CITY OF
HOSCHTON

Residential Permit Application Checklist

The following list of documentation is required before a permit will be issued for residential construction and must be submitted all together. **Incomplete forms will not be processed and will delay permit issuance.** All affidavits must be signed, dated, and notarized.

Please return this form with all permit application submittals.

- _____ Provide Approved Land Disturbance Permit Number _____ (if applicable)
- _____ Completed building permit application (Must be completed and signed by the licensee)
- _____ Contractor licensing documentation (GA. Contractor's License, business license, driver's license)
- _____ Completed trade permit application (Must be completed and signed by the licensee)
- _____ Subcontractor licensing documents (GA. State License, business license, driver's license)
- _____ Approved and Stamped Secondary or Tertiary Permit (Copy) from NRCS/GSWCC (if applicable)
- _____ Notice of Intent-Copy of GEOS submittal. (if applicable)
- _____ Copy of GSWCC Level 1A certification Blue Card. Cardholder must be on site during construction
- _____ Two (2) sets of legible and scaled construction drawings with dimensions (foundation plan and details, floor plan of each level, elevations, and wall details. All plans must be clearly marked with lot number and any options to be built) **Minimum size of 11"x 17"**
- _____ HLP (House Location Plan): scaled lot drawing with a scaled footprint of house and any other structure located on property; show building limitations, driveway, and setback requirements. Include plan name within building perimeters and nearest fire hydrant within 500 ft. **Twin Lakes Subdivision** to show 1500-gallon water tank (Bladder) locations within 500 ft. per NFPA and West Jackson Fire Department Specifications for "Prairie Homes" until hydrants are operable.
- _____ Septic permit and sketch (if applicable)
- _____ Completed water/sewer application with payment
- _____ Improvement "As-Built" submittal: required prior to final inspection and issuance of C/O
- _____ Administrative Fee _____ (if applicable)

Project Address: _____

Applicant Name: _____ Date: _____

Office Use Only:

Received by: _____ Date Received Stamp: _____

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Required Inspections

Residential/Single Family

Foundation – Prior to pouring concrete. All footings for any foundation are required to be a minimum of 12 inches below undisturbed grade. Footing depth will be measured from bottom of form boards or grade to bottom of footing. Reinforcing steel should be supported on chairs or tied to steel stakes and runs tied together throughout. **Floating steel into the concrete as it is poured is prohibited.** Footings should be clean and free of water and debris. Front, rear and side setbacks will be verified during this inspection.

Foundation Wall Steel – Prior to pouring concrete. Basement walls and retaining walls greater than 4 feet in height will be inspected for reinforcing steel grid pattern and position within the wall forms. Inspection should be called in before all forms are completely installed.

Under-Slab Plumbing – Plumbing drain and waste lines should be properly joined together in open trenches to verify the required degree of fall from beginning of line to exit of structure. Lines through the footing should be sleeved in a pipe 2 times its diameter. The entire system should be filled with water. A test stack of 10 feet from bottom of joint to top of stack will provide the required amount of pressure to the system. Each small stack on the system will be checked for water content. Supply water lines should be coded for hot/cold and sleeved where penetration through the slab occurs. Air will only be allowed to test system when temperatures are forecast to be 32 degrees and below.

Slab Cover – Prior to pouring concrete. All plumbing trenches have been backfilled and graded over. A basement slab will require gravel throughout. Required vapor barrier should be in place and sealed tightly around all plumbing penetrations. Welded wire mesh used for slab reinforcement should be supported throughout the slab on chairs, top hats or concrete pavers. Hooking and lifting the mesh during the concrete pour is prohibited.

Framing Rough – Dwelling is dried in. **No MEPs may be installed prior to this inspection.** All framing, fire-blocking, sheathing, draft-stopping, bracing and fasteners are in place. Fall prevention barriers should be in place for multi-story structures. Structure should be accessible and free of construction debris. **Roof covering is allowed to be installed.**

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Moisture Barrier - Building wrap, membranes, flashings, and any other required moisture barrier systems is done **prior** to the installation of exterior finishing materials. Windows and exterior doors should be installed.

MEP Rough - Mechanical, electrical, and plumbing systems should be completely installed and inspected **prior** to covering or concealment before fixtures or appliances are installed. HVAC systems should be made accessible for inspection. Structure should be accessible and free of construction debris.

Note: Moisture barrier and MEP rough inspection may be called in together.

Insulation - Exterior wall plates and wall joints at corners and tees should be sealed to prevent air infiltration. All penetrations through bottom and top plates, whether interior or exterior, should be sealed. Required insulation in exterior walls, attic knee walls, vaulted and basement ceilings should be installed. **Stocking drywall before insulation inspection has passed is prohibited.**

Temporary Power - Allows for the testing of all electrical and mechanical systems and equipment **prior** to final inspection. Panel and service entrance covers should be removed. Inspectors are not responsible for the removal or replacement of covers. Upon completion of Temporary Power Request Form and successful inspection, the house meter will be released for a period not to exceed 30 days.

Final Inspection - The building is 100% complete and ready for immediate occupancy. A separate final site inspection is required to verify compliance with landscaping, site stabilization and drainage requirements.

Please note: Depending on the scope of work, other inspections may be required to ensure complete code compliance.

Failure to request or skip over a required inspection may result in the removal of materials to expose completed work.

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Inspection Procedures

No construction is to begin until permit is posted. Permit should be posted in a weather protective box located adjacent to the construction exit at the street. Post permit in a manner that is accessible and will allow inspectors to sign and leave comments. **Do not post permit on trees or fences.** Before scheduling the first inspection the following measures should be in place:

- construction entrance/exit consisting of a 50'x20' geo-tech mat and gravel
- erosion control measure per tertiary plan (if applicable)
- jobsite address and lot number clearly marked at the street
- toilet facility for workers
- front and side lot lines marked by string and intermediate stakes (for setback verification)

Call for inspection when 100% ready for inspection. Inspections will be given within two business days of the day the request is received. Inspections should be requested through the Office by calling 706-367-6335. Inspectors will **not** take inspection requests. Requested inspections that are not ready at the time the inspector arrives on site will result in a failed inspection and a \$75 re-inspection fee will be applied. Appointments will be made at the discretion of the inspector. Inspectors will **not** handle keys or combination locks. A locked structure or inaccessible jobsite will be considered not ready for inspection. The following must be provided for the inspection to be scheduled:

- permit number
- type of inspection
- jobsite address
- contractor's name and contact number

Job site should be maintained free of construction debris and trash. Inspectors will **not** perform any permit related inspection before verifying that the job site is in compliance with the City Solid Waste Ordinance. Jobsites that are in gross non-compliance will be cited. A **\$75.00** re-inspection fee will be assessed to the contractor and the inspection must be rescheduled once the jobsite is in compliance.

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Best Management Practices are to be maintained at all times. Inspectors will not perform any permit related inspection before verifying that the job site is in compliance with section the City Ordinances and in accordance with the Georgia Erosion and Sedimentation Act of 1975 as amended though 2016. Jobsites that are in gross non-compliance will be reported to the Evinonmental Protection Division. A **\$75.00** re-inspection fee will be assessed to the contractor and the inspection must be rescheduled once the jobsite is in compliance.

Third party inspections. Hoschton inspectors will perform all required inspections. Inspections are **guaranteed** to be performed the next business day following the inspection request provided the 4pm cutoff is made, The use of an approved third party engineer is allowed in lieu of the county inspection **only** with permission from the Building Official. Any work performed without inspection is subject to removal and/or a monetary penalty. Inspectors may require the use of an engineer's report at his/her discretion to perform the appropriate inspection.

Procedure for obtaining Certificate of Occupancy/Completion. When structure is 100% complete a Final inspection should be requested. All applicable fees and outstanding re-inspection fees should be paid. No dwelling may be inhabited prior to receiving the Certificate of Occupancy and be free of any furniture or personal property during the inspection. Required landscaping and soil stabilization methods should be in place before requesting inspection. Temporary occupancy will **not be issued for any residential single or multi-family dwelling.** The City of Hoschton will not guarantee issuance of a Certificate of Occupancy when inspection is performed on a "closing" date.

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RESIDENTIAL SUBCONTRACTOR AFFIDAVIT

NOTICE: This form must be completed, signed and submitted to the Community Development Department before a Certificate of Occupancy will be issued. **A Copy of your current Business License and State Trade License must accompany all affidavits.** All information requested on this form is mandatory.

Residential Building Permit #: _____

Job Site Address: _____

Subdivision: _____ **Lot #:** _____

General Contractor: _____

State License: _____ **Expiration:** _____

Business License & Jurisdiction: _____ **Expiration:** _____

Sub-Contractor Name: _____

Address: _____ **Ph #:** _____

This is to certify that I am responsible for the:

- | | |
|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Low Voltage |
| <input type="checkbox"/> Gas | <input type="checkbox"/> Other |

I certify that I have and will comply with all codes and ordinances adopted by the City that pertain to the construction of this structure. In the event of any change in my status on this installation, I understand that I will be held responsible for all indicated work at this job until the Building Official has been notified, in writing of any change. I further agree to indemnify the City and its operator from any liability for damages and loss of property if the work performed by our firm has not been installed in accordance with these codes and ordinances.

Signature: _____ **Date:** _____

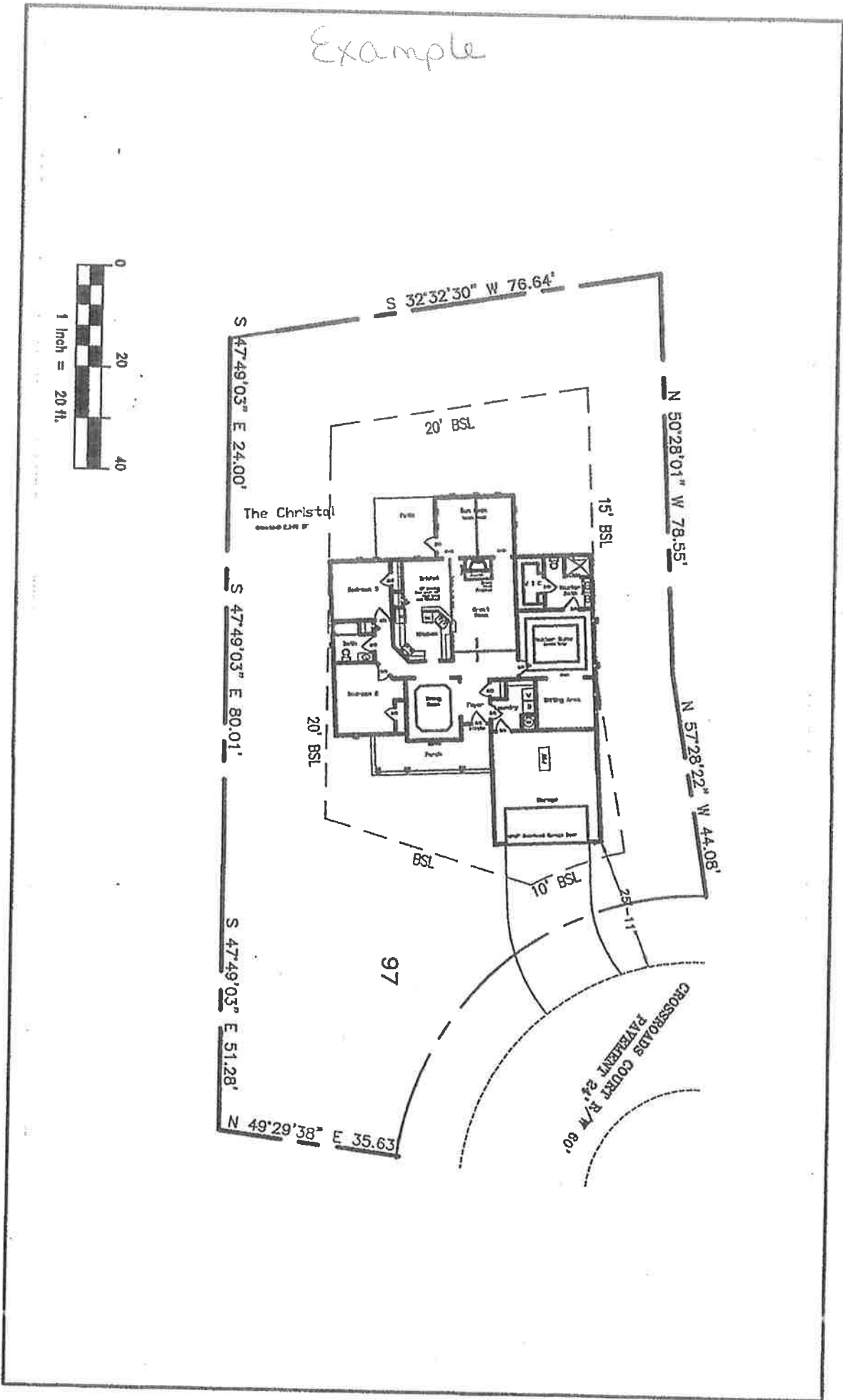
Sworn to and subscribed before me,

this _____ day of _____, 20____.

(Notary Public – Please notarize with official seal)

Example

Example of House Location Plan with Set Backs



**City of Hoschton
79 City Square
Hoschton, GA 30548**

**Residential
Building Permit
Application**

- Single Family**
- Multi Family**
- Alteration/ Addition**

Date: ____ / ____ / ____ Permit No. _____

ESTIMATED VALUE (Labor and Materials): \$ _____

JOB SITE ADDRESS: _____ **PROJECT NAME:** _____

Use Classification: _____ Lot/Suite #: _____ Zoning Class: _____

Description of Work : _____

Property Owner
Name: _____
Address: _____ Zip: _____ Phone: _____
Email: _____

General Contractor
Name: _____ Ga License No.: _____
Address: _____ Zip: _____ Phone: _____
Email: _____

Building Height: _____ #Bedrooms _____ #Bathrooms _____
Number of Units: _____ [] Slab [] Basement [] Crawl
Flood Zone: yes no Garage: [] Attached [] Detached
Contact Person:
Phone: _____
Fax: _____
Email: _____

Total Heated Sq. Ft.: _____ Total Unheated Sq. Ft.: _____

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the International Building Codes.

X Signature of Applicant : _____ **X** Date: _____

FOR OFFICE USE ONLY Code Official Signature: _____

Construction Type: _____ Occupancy: _____ LDP Required: yes no

	Sq. Footage	Valuation Multiplier	Valuation \$	
Heated				
Unheated				
TOTAL				

Administrative Fee:	Building Permit Fee:	Plan Review Fee:	CO Fee:	Total Fee:
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

City of Hoschton
79 City Square
Hoschton, GA 30548

Plumbing Permit Application

- Residential
- Commercial
- Alteration/Repair

Date: ____ / ____ / ____

Permit No. _____

ESTIMATED VALUE (Labor and Materials): \$ _____

JOB SITE ADDRESS:

PROJECT NAME:

LOT/ SUITE #:

Property Use:

Zoning Class.:

Job Description: _____

Property Owner

Name:

Address:

State:
Zip:

Phone:

Email:

Trade Contractor

Name:

State License No.:

Address:

State:
Zip:

Phone:

Email:

Type of Service:

Public: [] Size: _____ Other: _____

Private: [] Size: _____ Septic Tank: _____

Check if Applicable

[] PLUMBING [] FIRE SUPPRESSION

Number of Heads: _____

NUMBER OF: Water Heater: _____ Sinks: _____

Dishwasher: _____ Disposal: _____

Toilets: _____ Separate Showers: _____

Tub/Shower Combo: _____ Tubs: _____

Washer: _____ Laundry Tub: _____

Hose Bib: _____ Other: _____

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Signature of Licensed Cardholder:

Date:

FOR OFFICE USE ONLY

Accepted by:

Construction Type:

Occupancy:

Administrative Fee:

Plan Review Fee:

Permit Fee:

CC Fee:

Total Fee:

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

City of Hoschton
79 City Square
Hoschton, GA 30548

Electrical Permit Application

- Residential
 Commercial
 Alteration/Repair

Date: ____ / ____ / ____

Permit No. _____

ESTIMATED VALUE (Labor and Materials): \$ _____

JOB SITE ADDRESS:

PROJECT NAME:

LOT/ SUITE #:

Property Use:

Zoning Class.:

Job Description: _____

**Property
Owner**

Name:

Address:

State:

Zip:

Phone:

Email:

**Trade
Contractor**

Name:

State License No.:

Address:

State:

Zip:

Phone:

Email:

SERVICE INFORMATION

VOLTAGE: _____ PHASE: _____ AMPS: _____

CONDUCTOR TYPE: _____

CONDUCTOR SIZE: _____

METHOD OF ENTERING BUILDING

ABOVE GROUND UNDERGROUND

CHECK IF APPLICABLE

TEMPORARY POWER POLE

POWER POLE

CHANGE OF SERVICE

CHANGE PANEL BOX

OTHER (EXPLAIN) _____

SERVICE PROVIDER: _____

NUMBER OF CIRCUITS: _____

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Inspector for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the Minimum Building Codes.

X

Signature of Licensed Cardholder:

X

Date:

FOR OFFICE USE ONLY

Accepted by:

Construction Type:

Occupancy:

Administrative Fee:

\$ _____

Plan Review Fee:

\$ _____

Permit Fee:

\$ _____

CC Fee:

\$ _____

Total Fee:

\$ _____

City of Hoschton
79 City Square
Hoschton, GA 30548

HVAC/Fuel Gas
Permit Application

- Residential
- Commercial
- Alteration/Repair

Date: ____ / ____ / ____

Permit No. _____

ESTIMATED VALUE (Labor and Materials): \$ _____

JOB SITE ADDRESS: _____ **PROJECT NAME:** _____ **LOT/ SUITE #:** _____

Property Use: _____ Zoning Class.: _____

Job Description: _____

Property Owner
 Name: _____
 Address: _____ State: _____ Phone: _____
 Zip: _____ Email: _____

Trade Contractor
 Name: _____ State License No.: _____
 Address: _____ State: _____ Phone: _____
 Zip: _____ Email: _____

[] Total Electric [] Total Gas [] Both Gas and Electric
 [] Natural Gas [] L.P.G
 Number of Tons: _____ Number of BTUs: _____ [] FURNACE MBTU _____
 Heating and/or Cooling Units: _____ [] FIREPLACE MBTU _____
 Supply and Return Drops: _____ Exhaust Fans: _____ [] OVEN/RANGE MBTU _____
 Grease/Vent Hood: _____ Other: _____ [] DRYER MBTU _____
 [] WATER HEATER MBTU _____

SERVICE PROVIDER: _____

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Inspector for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the Minimum Building Codes.

X Signature of Licensed Cardholder: _____ **X** Date: _____

FOR OFFICE USE ONLY Accepted by: _____

Construction Type: _____ Occupancy: _____

Administrative Fee:	Plan Review Fee:	Permit Fee:	CC Fee:	Total Fee:
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

THE CITY OF
HOSCHTON

Temporary Power to House Request Form

Date of Request: _____ Permit #: _____
Project Address: _____ Lot/Suite #: _____
Electrical Contractor's Name: _____ License #: _____
Contact #: _____ Mobile #: _____

Electrical Service Provider : _____

The City of Hoschton will allow for the installation of a meter to assist with construction activity, but only after an inspection by the Building Inspector has confirmed that:

1. All electrical service and control equipment is set, wired, fused, bonded and grounded.
2. All wall and ceiling coverings have been installed.
3. The required disconnects are in place and operational.
4. All outlet devices and switches are connected or made safe.
5. All exterior doors, including garage egress, have locking hardware installed.
6. The electrical system is ready for connection from an electrical service provider.

The purpose of this inspection is to allow the installer to check all installed electrical systems and equipment for proper and safe operation per its listing prior to final inspection. As well as to allow the HVAC system to be tested, balanced and checked for proper and safe installation per its listing prior to final inspection. Only after the contractor demonstrates that all of the listed requirements have been met will a written release for the electrical service be provided to the applicable service provider.

NOTE: The owner or contractor must make application with the applicable electric service provider in order for the service to be made. The service provider will not set the meter if their specific requirements have not been met.

I hereby relieve the City of Hoschton and its operator from any liability for damages or loss in association with the connection of the power to this structure.

Electrical Contractor's Signature: _____ Date: _____

***THIS TEMPORARY POER APPROVAL DOES NOT ALLOW FOR THE OCCUPANCY OR USE OF THE BUILDING WITHOUT A FINAL INSPECTION AND THE ISSUANCE OF A CERTIFICATE OF OCCUPANCY. THE APPROVAL FOR TEMPORARY POWER CAN AND WILL BE REVOKED IF ABUSED OR LIFE SAFETY ISSUES BECOME APPARENT. THIS IS A TEMPORARY POWER RELEASE FOR A PERIOD OF 30 DAYS. ONLY THE BUILDING OFFICIAL CAN APPROVE AN EXTENSION.**

THE CITY OF
HOSCHTON

HOMEOWNER AFFIDAVIT

NOTICE: The State of Georgia has mandated that all residential contractors be licensed effective July 1, 2008. However, there is an exemption to this law that allows you, as the property owner to act as your own contractor without a license, provided the construction is intended for your own use or occupancy and you have not sold a building or structure and acted as contractor within the prior 24 months. In acting as your own contractor, you are responsible for the supervision and management of all work that is not performed by a licensed contractor. Furthermore, you are responsible for requesting inspections and being on site during inspections if deemed necessary by the inspector. All work must conform to all applicable laws, ordinances, building codes and zoning regulations. Please familiarize yourself with the appropriate codes and laws to insure that all work will be done properly. In the event that you should feel you are unable to comply with the requirements as stated, it will be necessary for you to hire a licensed contractor to complete the job in compliance with all building codes and ordinances in effect.

This form must be completed, signed, notarized and submitted to the Building Official before a permit will be issued. *All information requested on this form is mandatory:*

Jobsite Address: _____

Lot/Bldg/Ste: _____

Homeowner's Name: _____ Phone: _____

Description of Work:

This is to certify that I am responsible for the:

- Electrical Plumbing Mechanical Building Low Voltage Other

I certify that I have a working knowledge of all construction codes and ordinances adopted by the City of Hoschton relating to this project. In the event there is a change in my status on this project, I understand that I will be held responsible for all indicated work at this job until the Building Official has been notified, in writing, of any change. I understand that this permit may be revoked for false statements or misrepresentation as to the material fact in the permit application on which this permit was based. I further agree to indemnify the City of Hoschton and its operator from any liability for damages and loss of property if the work performed has not been installed in accordance with the construction codes and ordinances.

SIGNATURE/ DATE: _____ / _____

Sworn to and subscribed before me,

this _____ day of _____, 20____.

(Notary Public – Please notarize with official seal)