

PLANNING AND DEVELOPMENT DEPARTMENT

2875 BROWNS BRIDGE ROAD, GAINESVILLE, GA, 30504  
 MAILING ADDRESS: PO BOX 1435, GAINESVILLE, GA 30503  
 t: 770-531-6809 | f: 770-531-3902



# Residential Permit Application

**Process:**

1. Turn in completed application and all required supporting documents to the **Building Inspections Department**.
2. Building Inspections will internally route the information to additional required departments for review.
3. Each department will reach out to the applicant regarding additional information, if necessary.
4. Once all departments have provided approval, Building Inspections will proceed with final steps prior to issuance.

|                       |
|-----------------------|
| Application Name:     |
| Detailed Description: |

**SITE INFORMATION**

|               |      |                   |
|---------------|------|-------------------|
| Site Address: |      |                   |
| Subdivision:  | Lot: | Lot Size/Acreage: |

**OWNER/CONTRACTOR/BUILDER INFORMATION**

|                            |        |
|----------------------------|--------|
| Owner Name:                |        |
| Contractor/Applicant Name: |        |
| Contact Person:            |        |
| Email Address:             | Phone: |

**PERMIT TYPE: SELECT ONE**

|  |  |
|--|--|
| <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Remodel | <input type="checkbox"/> Home Occupation Affidavit                             |
| <input type="checkbox"/> Agricultural Building   | <input type="checkbox"/> Manufactured Home                                     |
| <input type="checkbox"/> Balcony   | <input type="checkbox"/> Pool (Above Ground, Gunite, In Ground, Indoor) circle |
| <input type="checkbox"/> Barn  | <input type="checkbox"/> Pool House  |
| <input type="checkbox"/> Canopy  | <input type="checkbox"/> Relocate Residence                                    |
| <input type="checkbox"/> Deck  | <input type="checkbox"/> Retaining Wall  |
| <input type="checkbox"/> Demolition  | <input type="checkbox"/> Short Term Rental                                     |
| <input type="checkbox"/> Duplex  | <input type="checkbox"/> Single Family Residence                               |
| <input type="checkbox"/> Fence over 4 ft   | <input type="checkbox"/> Site Inspection                                       |
| <input type="checkbox"/> Garage/Carport  | <input type="checkbox"/> Storage Building                                      |
| <input type="checkbox"/> Guest House   | <input type="checkbox"/> Tank Storage  |

**NUMBER OF DWELLING UNITS:** \_\_\_\_\_ **IS THE WORK BEING DONE BY THE HOMEOWNER**  YES  NO

|                                    |
|------------------------------------|
| Estimated Cost of Construction: \$ |
|------------------------------------|

PLANNING AND DEVELOPMENT DEPARTMENT

2875 BROWNS BRIDGE ROAD, GAINESVILLE, GA, 30504  
 MAILING ADDRESS: PO BOX 1435, GAINESVILLE. GA 30503  
 t: 770-531-6809 | f: 770-531-3902



**STRUCTURE INFORMATION: Enter n/a in fields not applicable, do not leave blank spaces**

|  |             |                            |                     |            |
|--|-------------|----------------------------|---------------------|------------|
| Total Structure Area:                                | square feet | Structure Length(ft):      |                     |            |
| Enclosed Area:                                       | square feet | Number of Bedrooms:        | #Added              | # Existing |
| Open Area:   | square feet | Number of Bathrooms:       | #Added              | # Existing |
| Heated Floor Area:                                   | square feet | Type of Foundation:        |                     |            |
| Does This Project Include A Demolition( ) Yes ( ) No |             | Porch ( ) Yes ( ) No       | Deck ( ) Yes ( ) No |            |
| Number Of Stories Above Grade:                       |             | Garage ( ) Yes ( ) No      |                     |            |
| Addition/Alteration Sq Ft                            |             | Carport ( ) Yes ( ) No     |                     |            |
| Structure Width(ft):                                 |             | Drive Under ( ) Yes ( ) No |                     |            |

**SEWER:** Braselton ( ) Buford ( ) EPD ( ) Flowery Branch ( ) Gainesville ( ) Hall County ( ) Lula ( )  
 Oakwood ( ) Private ( ) Septic System ( )

**GAS COMPANY**

Atlanta Gas Light( ) City of Buford( ) Liberty utilities ( ) N/A ( ) Other \_\_\_\_\_

**WATER COMPANY**

Community Water ( ) Gainesville Department of Water Resources ( ) Well ( ) Other \_\_\_\_\_

**POWER COMPANY**

GA Power( ) Jackson EMC( ) Habersham EMC( ) Sawnee EMC( ) Atlanta Gas( ) Liberty Gas( ) City Of Buford( )

**REQUIRED SUPPORTING DOCUMENTS:**

1. Recorded Plat. Recorded plats are kept on file with the Deeds and Records Room at 116 Spring St, Gainesville, Ga. Telephone number 770-531-7058.
2. To – Scale Site Plan that reflects the overall dimensions of the proposed structure and distances to all surrounding property lines at their closest points
3. Driver’s license of applicant AND/OR Property Owner Authorization form
4. Copy of water meter receipt (For new residential construction only)
5. Contractor’s State License, photo ID of State License Holder and Business License
6. Sub-Contractor Affidavits for all trades with State License and Business License
7. If work is not being done by Homeowner, Homeowner Affidavit and photo ID is required
8. If property is on Septic, additional documents may be required by the Environmental Health Department

I hereby certify that I have read and completed this application and know the same to be true and correct. I understand this document is for informational purposes and no work will begin until a permit has been issued.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*Please note that an incomplete application will result in permit not being issued.**