

## Notice to Builders- New Residential Homes

A building permit is required before the owner, his agent, contractor or any other person, corporations or entity shall in any way alter or change a lot or tract of land upon which improvements are to be made or alter or improve any structure located thereon.

In order to provide the most efficient permitting process, the following procedures have been put in to place. There must be a recorded plat on file with the Town of Tyrone, this plat must be zoned for residential usage.

The applicant will need to submit a completed building permit application. Partial applications will not be accepted. Incomplete applications will not be reviewed and the Town will not be responsible for retaining partial applications. A complete application checklist is included in this packet for your use.

The completed building permit application will be reviewed by the Environmental Technician and Building Department. Once it has been approved by the Environmental Technician and the Zoning and Development Coordinator the applicant will be issued a Land Disturbance permit, Zoning Compliance Form and a Building Permit.

A foundation survey will be submitted to the Town this survey before any utilities are released. A registered land surveyor, whose stamp shall appear on the face of the survey, must prepare the foundation survey. This is necessary to be certain that there is no encroachment into the setback areas, which would result in the necessity to move the structure or apply for a variance.

The Town will notify you when your permit is ready for pick up. Please allow up to 10 business days for the issuance of a residential permit. At the time the building permit is issued the building permit fee, the plan review fee, fire impact fee, t-pole fee, administrative fee, temporary power fee and for properties on sewer the sewer inspection fee will be collected. Included in this packet is a fee schedule.

The Town of Tyrone also requires each mechanical trade contractor submit an affidavit. The mechanical contractors must be the contractors that were permitted at the time the building permit was issued. The job affidavits are included in this packet. The Town cannot accept faxed or photocopied affidavits submissions. These affidavits must be submitted prior to the issuance of a Certificate of Occupancy, and final release of utilities these affidavits must be notarized and originals.

Inspections- to schedule an inspection please call the inspection line located at the top of your permit. You will be asked to provide the permit number, builder name and address of the job site. Twenty-four (24 hours) advance notice is required for all inspections; the owner/builder must call for the inspection. Inspection requests from sub-contractors will not be accepted. A list of all required inspections has been included in this packet. Not all inspections will apply to all building projects. A failed inspection fee sheet is included in the packet.

**Certificate of Occupancy**- An application must be received by the Zoning and Development Coordinator with all sub-contractors listed along with their occupational tax certificate number listed. This must be received BEFORE the utilities are release. Georgia State law requires that businesses must have an occupational tax certificate with in the State of Georgia either in the city where they generate the largest amount of revenue or where their business is physically located.

**A CERTIFICATE OF OCCUPANCY WILL BE ISSUED TWO BUSINESS DAYS AFTER ALL FINAL PAPERWORK IS SUBMITTED, THIS INCLUDES THE FINAL INSPECTION.**

**A BUILDING CAN NOT BE OCCUPIED UNTIL THE OCCUPANCY PERMIT HAS BEEN ISSUED.**

**Temporary Service**- Temporary approval of service connection may be received upon the following conditions.

1. The builder and contractor sign a release of liability form, which is included in this packet
2. If electrical release it must pass a temporary power inspection.
3. If gas release it must pass a temporary gas inspection
4. All fees must be paid and up to date.

Trash pits- No person shall excavate nor utilize any hole or pit for the purpose of disposing of and burying any type of debris including site cleared material, building materials, etc. On any portion there of which is proposed for development with an on-site sewage management system.

# **RESIDENTIAL PLAN REVIEW CHECK LIST**

Information contained in the drawings and specifications shall be at least the following:

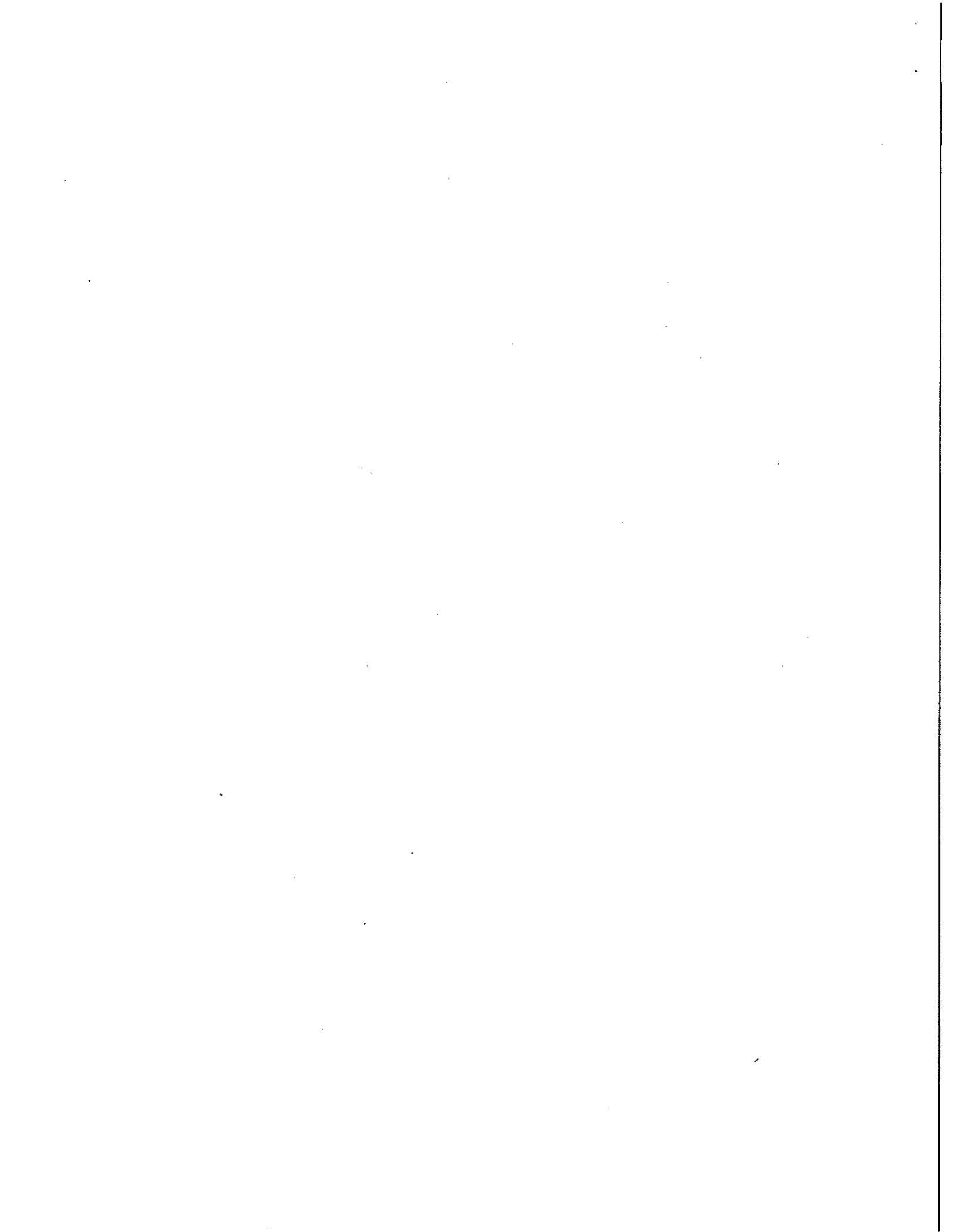
A. Site plan drawn to scale showing the actual dimensions of the property, street address, lot number, property lines, building location(s), number of units, setbacks, easements, flood plains, buffers, retaining walls, and other information needed to determine if City Ordinances and Building codes are being observed. The Building Official may require a boundary line survey prepared by a qualified surveyor.

B. If applicable the City will require:

- 1) As built foundation drawings showing the distance from the face of the finished wall to the property line are required if the proposed structure is within one (1) foot of any building setback, easement, buffer, or other site feature that restricts the structure's location.
- 2) Finish Floor Elevation certificates are required on any habitable structure built on a lot of record that includes or abuts any portion of a flood plain.
- 3) Completed Building Permit Application.

C. Applicant must submit at least three (3) copies of the building plans, drawn at a legible scale. Such plans shall include legible details, drawings, and notes that sufficiently describe the work to be done and clearly show building codes compliance. The plans shall include at least the following:

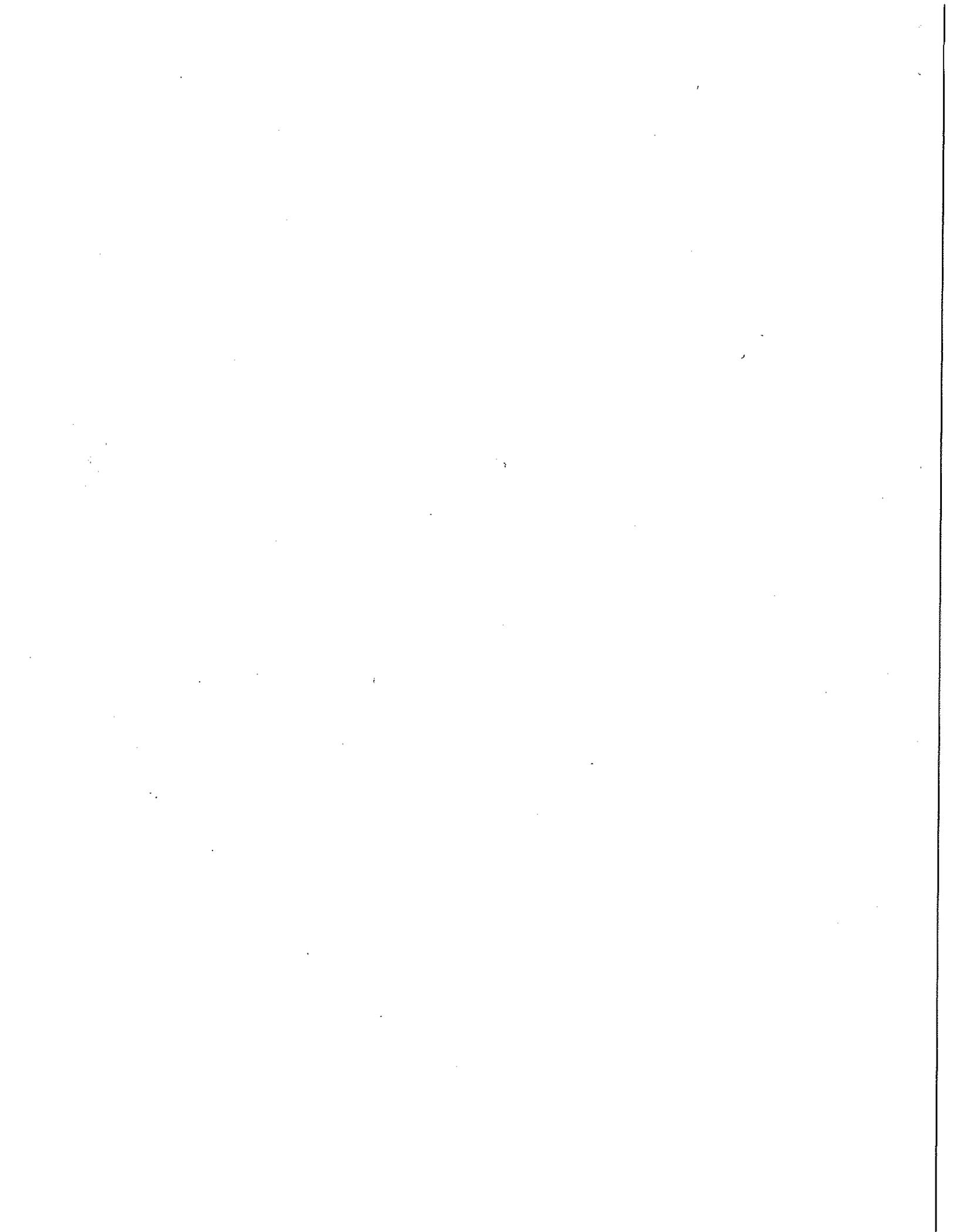
- 1) Address, lot number, owners name and contact information, designer's name(s) and contact information, list of plan pages in the set, and the square footage areas of each floor showing the area of porches, decks, garages, basements, etc.
- 2) Dimensioned, detailed foundation plans showing footings, concrete walls, slabs with typical sections and elevations that show Residential Building Code compliance. These plans must include deck footing and foundations, as well as retaining walls.
- 3) Dimensioned, detailed floor plan for each level. This plan must show the use of each room, size and location of doors and windows, and type and location of load bearing walls (including decks and patios).
- 4) Locations of electric meters and panels, water heaters, HVAC units, plumbing fixtures, cabinets, major appliances, etc.
- 5) Elevation views of all sides of the structure.
- 6) One or more building sections showing typical structural details of the foundation, guard rails, hand rails, and attachment to the house.
- 7) Engineered floor, roof, or other structural systems. These drawings must be signed and sealed by the Georgia Registered Design Professional in charge.
- 8) Georgia Energy Code Compliance report.



# Fee Schedules for New Residential Homes

<b>Land Disturbance Permit</b>	<b>\$ 140.00 for the first acre \$80.00 for each additional acre</b>	
<p><b>Building Permit</b></p> <p>The Town of Tyrone will be basing the fee off of 75% of the building cost.</p> <p>The estimated building cost will be determined by Safebuilt, the contracted plan reviewer for the Town.</p>	0-15,000.00	300.00
	15,000.01 – 50,000.00	300.00 for the first 15,000.00 plus 5.00 for each additional thousand or fraction thereof
	50,000.01- 100,00.00	475.00 for the first 50,000.00 plus 4.50 for each additional thousand or fraction thereof
	100,000.00-250,000.00	700.00 for the first 100,000.00 plus 4.00 for each additional thousand or fraction thereof
	250,000.01 to 500,000.00	1,300.00 for the first 250,000.00 plus 3.50 for each additional thousand or fraction thereof
	500,000.01 and up	2,175.00 for the first 500,000.00 plus 3.00 for each additional thousand or fraction thereof
<b>Residential Plan Review</b>	<b>50% of the Building Permit Fee</b>	
<b>Administrative Fee</b>	<b>5% of the Building Permit Fee</b>	
<b>Fire Impact Fee</b>	<b>\$600.57</b>	
<b>T-Pole</b>	<b>\$25.00</b>	
<b>30 Day Power and 30 Day Gas</b>	<b>\$35.00</b>	
<b>Failed Inspection and Stop Work order fee ( this is bases on the same discrepancy)</b>	1st	35.00
	2 <sup>nd</sup>	50.00
	3 <sup>rd</sup> and more	100.00
<b>Sewer Inspection/Failed Sewer Inspection</b>	<b>\$50.00</b>	
<b>Certificate of Occupancy</b>	<b>\$50.00</b>	
<b>Duplicate Building Permit/Certificate of Occupancy</b>	<b>\$10.00</b>	

**Please Remember a Certificate of Occupancy will not be issued until all paperwork has been completed – This includes the Final Inspection.**

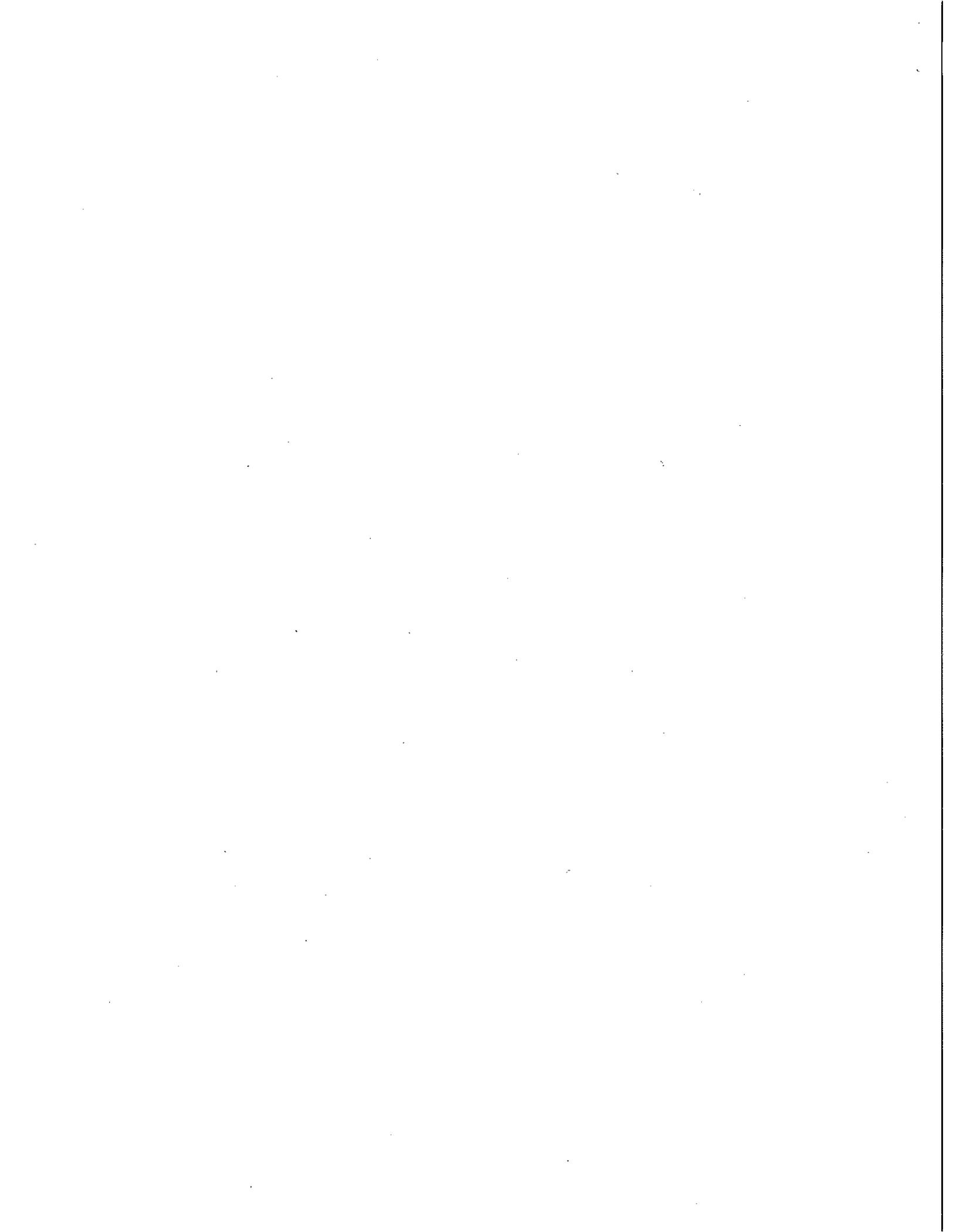


# RESIDENTIAL CHECKLIST FOR A PERMIT

Project Address \_\_\_\_\_

LAND DISTURBANCE PERMIT APPL. (DISTURBED AMT.)
BUILDING PERMIT APPLICATION
WATER METER RECEIPT
SEPTIC TANK LETTER APPROVED BY HEALTH DEPT.
TWO SETS OF BUILDING PLANS
SITE PLAN
EROSION CONTROL PLAN
EROSION CONTROL STATE CARD
NOI SUBMISSION ( IF IT APPLIES)
COPY OF CERTIFIED MAIL CARD SHOWING NOI SUBMISSION (IF IT APPLIES)
CONSTRUCTION ENTRANCE
CONTRACTORS STATE CARD
CONTRACTORS OCCUPATIONAL TAX CERTIFICATE
ELECTRIC LICENSE
ELECTRIC STATE CARD
PLUMBER OCCUPATIONAL TAX CERTIFICATE
PLUMBER STATE CARD
HVAC OCCUPATIONAL TAX CERTIFICATE
HVAC STATE CARD
AFFIDAVITS -- ELECTRICAL _____ PLUMBING _____ HVAC _____ (MUST BE ORIGINALS COPIES WILL NOT BE ACCEPTED)
SUB CONTRACTORS LIST- THIS MAY COME BEFORE C/O AND NOT FOR BUILDING PERMIT.
<b>*** FOR SWIMMING POOLS APPROVAL FOR CONSTRUCTION</b>
<b>*** APPROVAL FOR ADDITIONS / ACCESSORY STRUCTURES</b>
TEMPORARY SIGN OFF ( THIS MUST BE SUBMITTED BEFORE 30 DAY POWER IS RELEASED)
*****OFFICE USE ONLY*****
SETBACKS -- FRONT ( REQUIRED) _____ (PLANS) _____ REAR ( REQUIRED) _____ (PLANS) _____ SIDE ( REQUIRED) _____ (PLANS) _____ SIDE ( REQUIRED) _____ (PLANS) _____
ZONING
FLOOD MAP
FLOOD PLAIN CERTIFICATE
SQ FT

**A CERTIFICATE OF OCCUPANCY WILL BE ISSUED TWO BUSINESS DAYS AFTER ALL PAPERWORK IS SUBMITTED, THIS INCLUDES AN APPROVED FINAL INSPECTION.**





**Town of Tyrone**  
**Application for**  
**Land Disturbing Permit Only**

Applicant \_\_\_\_\_  
(Full Name) (Business Phone)

Address of Applicant \_\_\_\_\_

Landowner \_\_\_\_\_  
(Full Name) (Business Phone)

\_\_\_\_\_ (Address)  
Project Address and Description \_\_\_\_\_

Location \_\_\_\_\_

Plan Prepared By \_\_\_\_\_

Amount of Land Being Disturbed \_\_\_\_\_ acres

I, \_\_\_\_\_, hereby certify that I fully understand the Provisions of the Town of Tyrone's Erosion and Sediment Control Ordinance and Program, and that I accept responsibility for carry out the Erosion and Sediment Control Plan for the above referenced projects as approved by the Town of Tyrone.

I further grant the right-of-entry onto this property, as described above, to the designated personnel of the Town of Tyrone for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinance.

**(FOR OFFICE USE ONLY)**

**Project File #:** \_\_\_\_\_

**Date of Application** \_\_\_\_\_

**Permit- Effective Date** \_\_\_\_\_ **Expiration Date** \_\_\_\_\_

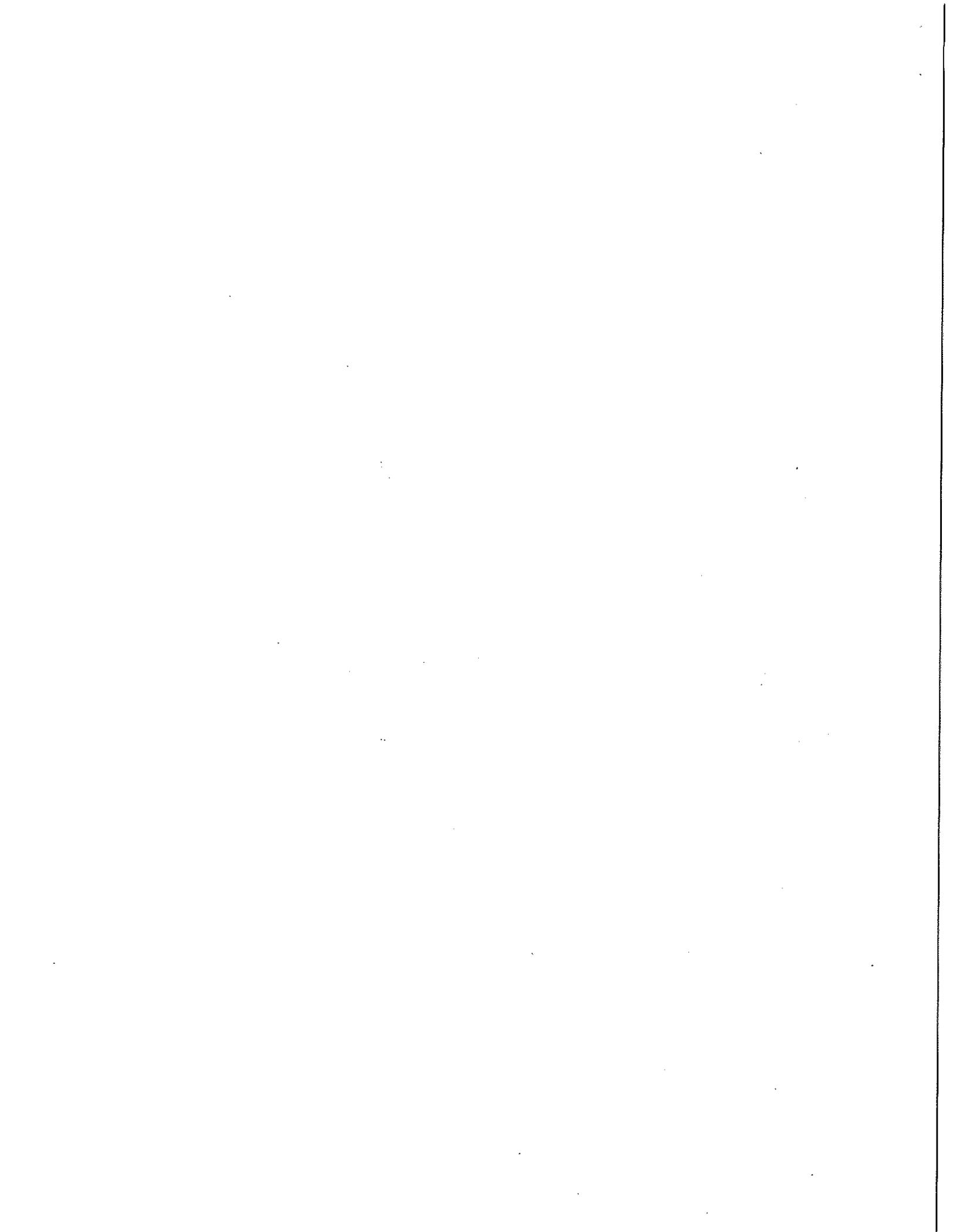
**Approved** \_\_\_\_\_ **Denied** \_\_\_\_\_

**Reason for Denial** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# Town of Tyrone Building Permit Application

Permit No. \_\_\_\_\_

Residential

Commercial

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ESTIMATED VALUE (Labor and Materials): \_\_\_\_\_

JOB SITE ADDRESS: \_\_\_\_\_

ZIP CODE: \_\_\_\_\_

SUITE: \_\_\_\_\_

Property Description: \_\_\_\_\_

Parcel Id Number: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Job Description: \_\_\_\_\_  
\_\_\_\_\_

Property Owner

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

General Contractor

Name: \_\_\_\_\_ Address: \_\_\_\_\_ License No.: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Building Height: \_\_\_\_\_

# of Bedrooms: \_\_\_\_\_

# of Floors: \_\_\_\_\_

Contact Person: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Architect: \_\_\_\_\_

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

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Electrical \_\_\_\_\_ Plumbing \_\_\_\_\_ HVAC \_\_\_\_\_

Swimming Pool \_\_\_\_\_ Basement Finish \_\_\_\_\_ Accessory Structure \_\_\_\_\_ Deck \_\_\_\_\_

Garage- Attached \_\_\_\_\_ Garage-Detached \_\_\_\_\_ Tenant Improvement \_\_\_\_\_

New Residential Dwelling \_\_\_\_\_ New Commercial Structure \_\_\_\_\_

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 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 International Building Codes.

Signature of Applicant or Permittee: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name of Applicant or Permittee: \_\_\_\_\_

Email address: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Application Accepted by: \_\_\_\_\_

Construction Type: \_\_\_\_\_

Occupancy: \_\_\_\_\_

	Sq. Footage	Valuation Type	Valuation \$	Total Valuation
Heated				
Unheated				
<b>TOTAL</b>				

Administrative Fee: \$ _____ Date Paid: _____	Plan Review Fee: \$ _____ Date Paid: _____	Permit Fee: \$ _____ Date Paid: _____	Temp Power Fee: \$ _____ Date Paid: _____	30 Day Power Fee: \$ _____ Date Paid: _____
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Sewer Fee: \$ _____ Date Paid: _____	Land Disturbance: \$ _____ Date Paid: _____	Temporary Gas: \$ _____ Date Paid: _____	Demo: \$ _____ Date Paid: _____	Mechanical: \$ _____ Date Paid: _____
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Certificate of Occupancy: \$ _____ Date Paid: _____	Miscellaneous: \$ _____ Date Paid: _____ ( Stop work order, building without a permit, re-permit etc.)	<b>Fees Paid Total:</b> \$ _____ Date Paid: _____	Fire Impact Fee \$ _____ Date Paid: _____
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Zoning Classification: \_\_\_\_\_ Zoning Conditions:  No  Yes  Yes -- See Attached

Setbacks Required: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_  
 Proposed Setbacks: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_  
 Actual Setbacks: Front: \_\_\_\_\_ Side: \_\_\_\_\_ Side: \_\_\_\_\_ Rear: \_\_\_\_\_  
 ( Based on Foundation Survey)

Square Footage Requirements \_\_\_\_\_  
 Purposed Square Footage \_\_\_\_\_

Zoning checked by: \_\_\_\_\_ Date: \_\_\_\_\_

<p><b>FOR COMMERCIAL PROJECTS:</b></p> <p>Project has approved LDP: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>- Conforms with approved LDP: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>- Has an approved site plan: <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p> <p>- Has submitted Landscape Plans. <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A</p>	<p><b>FOR RESIDENTIAL PROJECTS:</b></p> <p>Flood Plain: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>Conforms with approved LDP: <input type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>- Has an approved plat: <input type="checkbox"/> YES <input type="checkbox"/> NO</p>
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Town of Tyrone

Application for Certificate of Occupancy/Certificate of Completion

General Contractor \_\_\_\_\_

Lot Number \_\_\_\_\_ Subdivision \_\_\_\_\_

Address \_\_\_\_\_

I certify that the following is a true and complete list of all persons, firms, businesses (other than my own employees who work under my license) who have participated in the construction at this location.

	Company Name	City License	Contact Name	Contact #	Address
Fireplace					
Termite Protection					
Port-A-Let					
Wallpaper Hanger					
Closet Shelving					
Insulation					
Outside Utilities					
Poured Walls					
Gutters					
Waterproofing					
Alarm Systems					
Septic Tank					
Surveyor					
Hood Systems					
Extinguishing System					
Fire Sprinkler System					
Tank Installer					
Other					
Other					

Submitted by \_\_\_\_\_ Date \_\_\_\_\_

Town of Tyrone

Application for Certificate of Occupancy/Certificate of Completion

General Contractor \_\_\_\_\_

Lot Number \_\_\_\_\_ Subdivision \_\_\_\_\_

Address \_\_\_\_\_

I certify that the following is a true and complete list of all persons, firms, businesses (other than my own employees who work under my license) who have participated in the construction at this location.

	Company Name	City License	Contact Name	Contact #	Address
Framer					
Concrete Finisher					
Layout/ Footings					
Block/Brick Mason					
Plumber /Gas					
Grading					
Electrician					
Heating/Air					
Roofer					
Cabinets/ Countertop					
Trim					
Vinyl/ Siding					
Hardwood/ Flooring					
Ceramic Tile					
Carpet /Vinyl Flooring					
Painter					
Sheetrock					
Landscaping					
Silt Fence Erosion Control Fencing					



## TOWN OF TYRONE

881 SENOIA ROAD  
TYRONE, GA 30290  
(770) 487-4038 FAX (770) 487-4529

### REQUEST FOR TEMPORARY ELECTRICAL SERVICE

LOCATION ADDRESS: \_\_\_\_\_

NAME S/D - PROJECT: \_\_\_\_\_

BUILDING PERMIT # \_\_\_\_\_ ELECTRICAL PERMIT # \_\_\_\_\_

In accordance with the Town of Tyrone ordinances, please issue authorization for temporary approval of the electrical service conductors and service switch for the following purposes:

\_\_\_\_\_

\_\_\_\_\_

for a period of \_\_\_\_\_ days.

We (Electrical Contractor / General Contractor / Property Owner) understand that this temporary approval is issued only for the above stated purpose(s) and only after the inspector deems the service conductors are properly protected and the service equipment is properly made and grounding is complete. Furthermore, the Town of Tyrone may at its option, refuse and/or revoke this authorization for any of the following reasons:

1. Violation of any building, plumbing, HVAC, electrical and site development codes or regulations.
2. Failure to complete any stage of construction and/or site improvements required by ordinances of the Town of Tyrone in a timely manner consistent with good development practices.
3. Unauthorized occupancy or use of any part of the structure or building for which temporary approval for service is granted for any purpose other than normal continuing construction and requested purpose(s) stated above.

In return for the temporary approval, we hereby assume all responsibility and all liability for any use of electrical power during this temporary period.

If temporary service is revoked and electrical power is disconnected for any of the reasons stated above, we hereby agree to relieve the Town of Tyrone and its inspectors from any liability for damages or losses occurring from such action.

\_\_\_\_\_  
General Contractor/Owner Signature

\_\_\_\_\_  
Electrical Contractor's Signature



STATE OF GEORGIA

TOWN OF TYRONE

### CONTRACTOR AFFIDAVIT

COMES NOW \_\_\_\_\_  
(Contractor's Name)

who, after being sworn by the undersigned officer duly authorized by law to administer oaths, state the following:

I, \_\_\_\_\_, d/b/a  
(Contractor's Name)

\_\_\_\_\_ hereby certify that I, or

Or persons working under my license number \_\_\_\_\_, have  
(State License Number)

performed all of the Electrical \_\_\_\_\_ / Plumbing \_\_\_\_\_ / HVAC \_\_\_\_\_ work at the property  
(Check applicable type work)

known as \_\_\_\_\_.

The foregoing is true and correct to the best of my knowledge and belief.

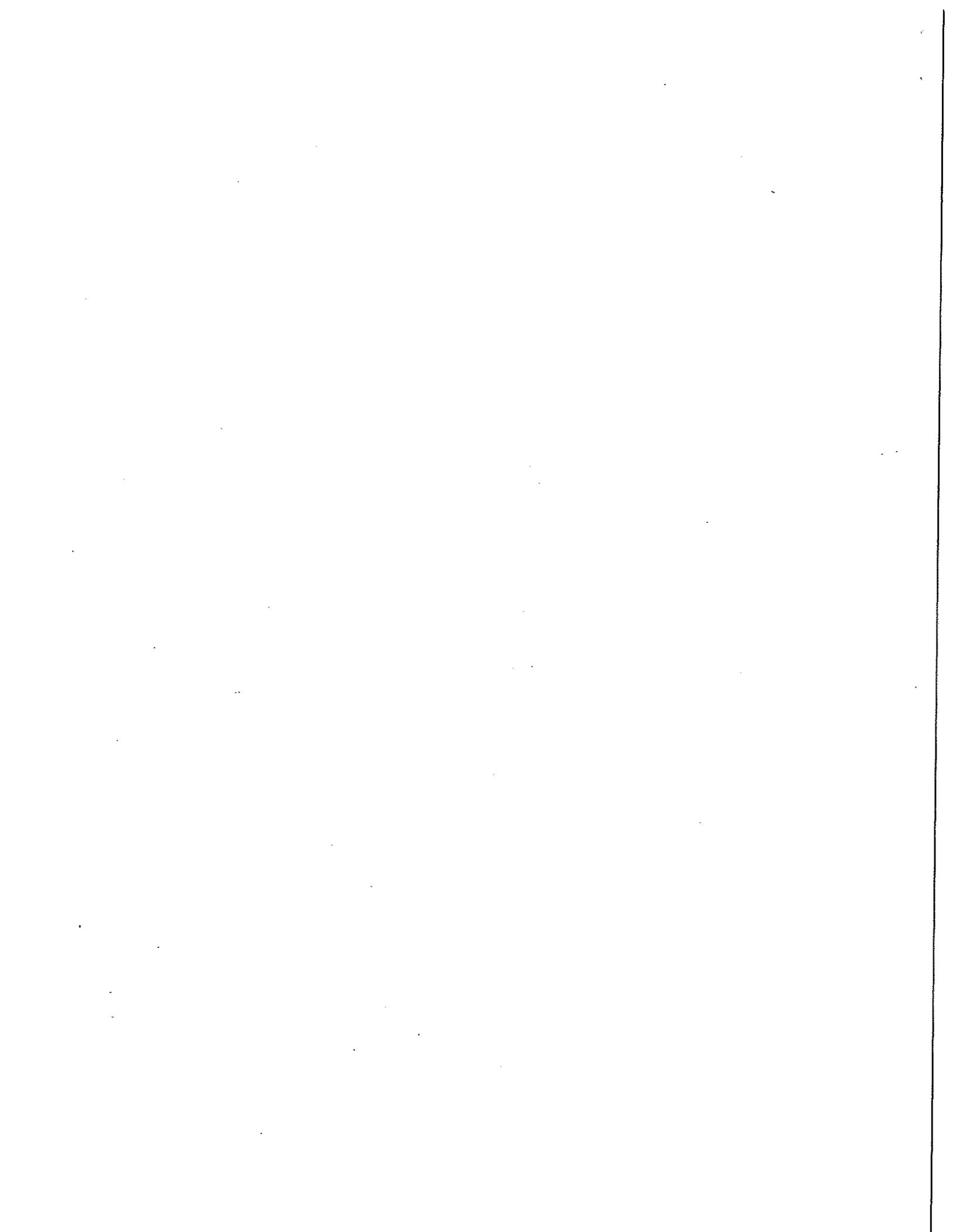
\_\_\_\_\_  
(Signature of Contractor and Date)

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_,

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



STATE OF GEORGIA

TOWN OF TYRONE

### CONTRACTOR AFFIDAVIT

COMES NOW \_\_\_\_\_  
(Contractor's Name)

who, after being sworn by the undersigned officer duly authorized by law to administer oaths, state the following:

I, \_\_\_\_\_, d/b/a  
(Contractor's Name)

\_\_\_\_\_ hereby certify that I, or

Or persons working under my license number \_\_\_\_\_, have  
(State License Number)

performed all of the **Electrical** \_\_\_\_\_ / **Plumbing** \_\_\_\_\_ / **HVAC** \_\_\_\_\_ work at the property  
(Check applicable type work)

known as \_\_\_\_\_.

The foregoing is true and correct to the best of my knowledge and belief.

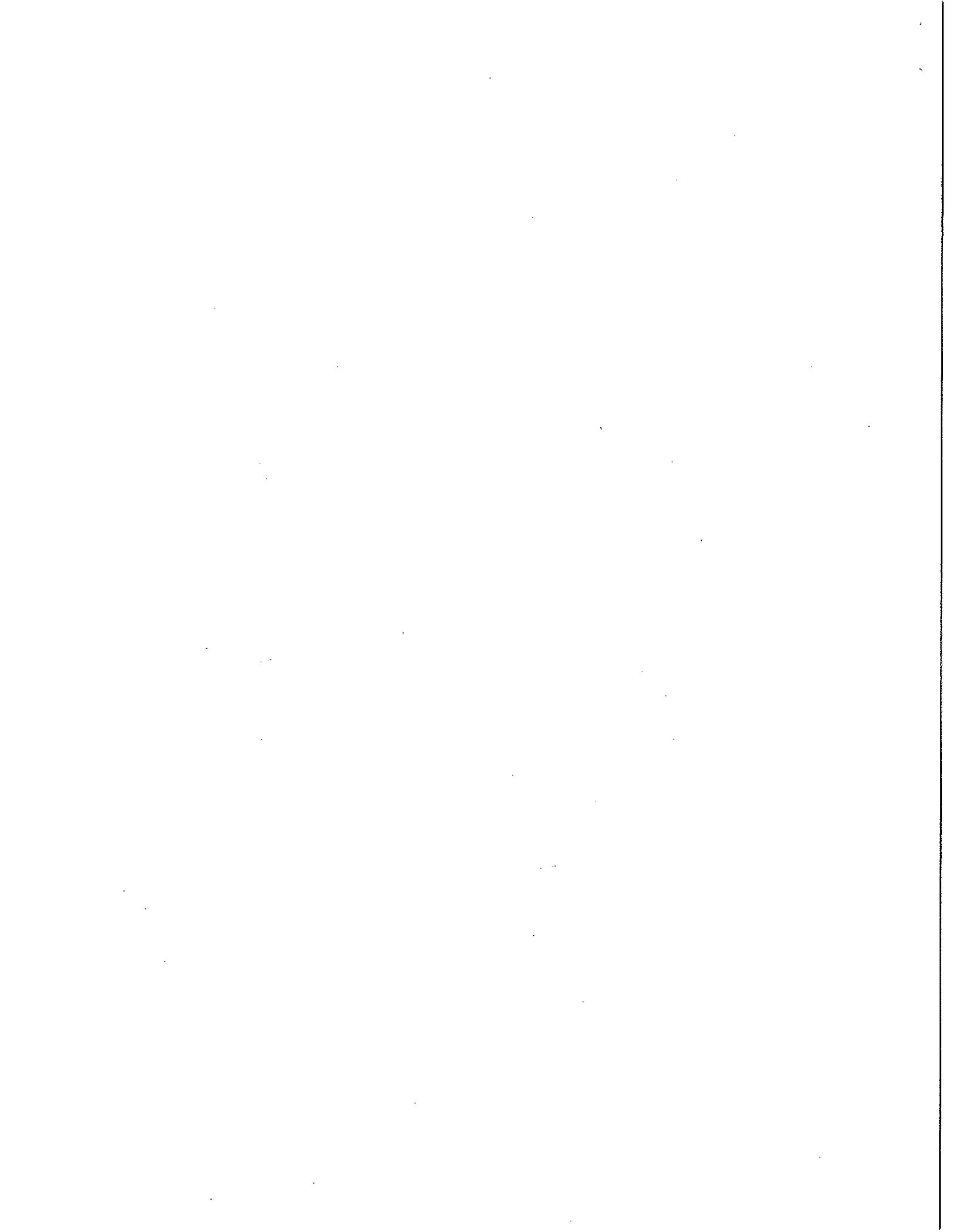
\_\_\_\_\_  
(Signature of Contractor and Date)

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_,

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



STATE OF GEORGIA

TOWN OF TYRONE

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COMES NOW \_\_\_\_\_  
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Or persons working under my license number \_\_\_\_\_, have  
(State License Number)

performed all of the Electrical \_\_\_\_\_ / Plumbing \_\_\_\_\_ / HVAC \_\_\_\_\_ work at the property  
(Check applicable type work)

known as \_\_\_\_\_.

The foregoing is true and correct to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of Contractor and Date)

Sworn to and subscribed before me this

\_\_\_\_\_ day of \_\_\_\_\_,

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

