

## Residential Basement Finish

### What you need to apply for a building permit:



<input type="checkbox"/>	Floor Plan	Page 2
<input type="checkbox"/>	Construction Details	Page 2
<input type="checkbox"/>	Permit Application	Page 2
	Additional Requirements	Page 2



### DIRECTIONS

1. Submit 2 complete sets of required information.
2. Draw a floor plan with dimensions to scale, showing the layout of the entire basement. Label the use for all of the rooms. Distinguish existing from new and finished from unfinished.
3. Show electrical outlets, smoke detectors, lighting, fans, plumbing modifications, cleanouts, furnace and water heater. Indicate whether equipment is electric or gas.
4. List window sizes and types, identify emergency escape and rescue windows.
5. Identify modifications to the existing structure such as posts, beams and floor joists.
6. Indicate where dropped ceiling areas are less than 7 feet.
7. Show clearance around the tub and fixtures.

### Why Do I need a Permit?

There are many important reasons to obtain building permits and to have inspections performed for your construction project.

#### Protects property values

Your home is typically your largest investment. If your construction project does not comply with the building codes, your investment could lose value. If others in your neighborhood make unsafe or substandard changes to their homes, it could lower the resale values for the entire community.

#### Saves Money

Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

#### Makes Selling Property Easier

Listing associations require owners to disclose any home improvements or repairs and whether permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

#### Improves safety

Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor's experience and act as a system of checks and balances that can result in a safer project.

#### It's the Law

Permits are required by City Ordinance. Work without a permit may be subject to removal or other costly remedies.

### Tips on hiring contractors

- ◆ Hire only licensed contractors.
- ◆ Get at least 3 bids.
- ◆ Get 3 references, and ask to see a project.
- ◆ Get it in writing, but before you sign the contract, make sure you completely understand.
- ◆ Do not make final payment until you have received a Certificate of Occupancy (CO) and until you are satisfied.
- ◆ Have the contractor apply for the required permits.

## Basement Finish Requirements

### Ceiling Heights:

If the finished ceiling will be less than 7', please consult your Building Department.

### Emergency Escapes:

All basements and sleeping rooms must have an emergency escape window or exterior door. Emergency escape windows with a sill height below grade must be provided with an emergency escape window as well as ladder. For details on Emergency escape windows, see Section R310 of the International Residential Code.

### Smoke Alarms:

Smoke alarms are required in all basements. If the finished basement contains a sleeping room, a smoke alarm must be installed on the ceiling or wall in the sleeping room and in the hallway or area immediately outside of the sleeping room. Smoke alarms added to satisfy the above requirements must be hard-wired with a battery backup and interconnected with existing smoke alarms. Smoke alarms are required to be hardwired and interconnected in new AND existing bedrooms, halls and on each level.

### Insulation:

Provide a Georgia Energy Code Compliance Report or a copy of the ResCheck calculations.

### Fuel Burning Appliances:

Furnaces and water heaters cannot be located in a bedroom or bathroom unless appliances are installed in a dedicated enclosure in which all combustion air is taken directly from outdoors and a weather stripped solid door equipped with an approved self closing device is installed. If the furnace and water heater are being enclosed, adequate combustion air must be provided for these appliances to operate properly. A minimum of 30" clear working space must be provided in front of furnaces and water heaters. Maintenance or removal of each appliance must be possible without removing the other or disturbing walls, piping, valves, wiring and junction boxes.

### Fire Blocking:

Fire Blocking must be installed in concealed spaces of wood-furred walls at the ceiling level, at 10' intervals along the length of the wall and at all interconnections of concealed vertical and horizontal spaces such as intersection of stud walls and soffits or dropped ceilings. A detail of typical fire blocking is included in this handout. Fire blocks may be constructed of 1-1/2" lumber, 2/4" plywood or particle board, 1/2" gypsum board or fiberglass insulation 16" minimum in height, securely fastened.

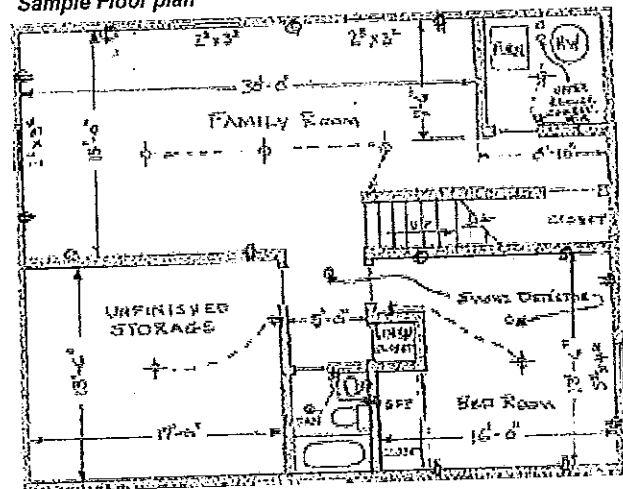
### Space under Stairs:

If access to the area or space under the basement stairs is provided for storage or other uses, the walls and ceiling of this enclosed space must be protected on the inside.

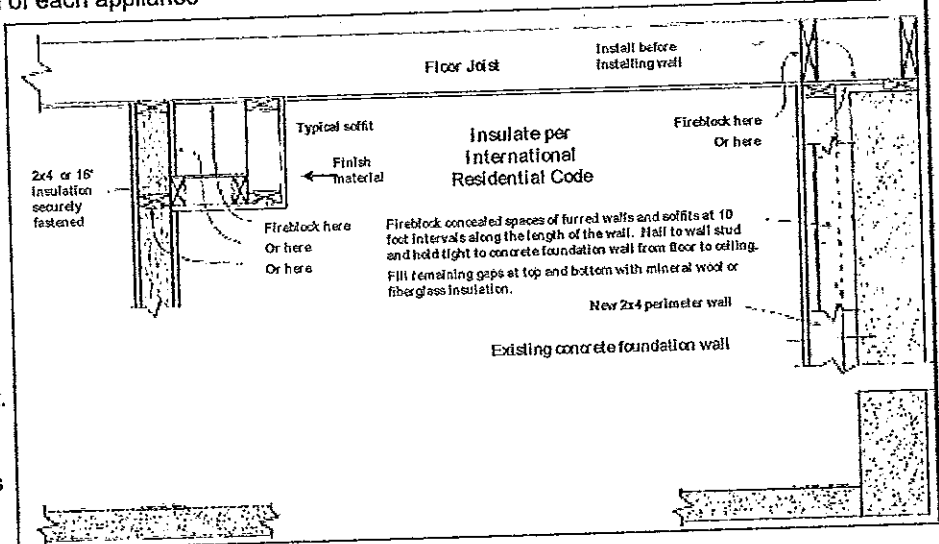
### Bathrooms:

Toilets must be provided with a minimum of 21" in front of the toilet and 15" from the center of the toilet and any sidewall or other obstruction. Showers shall have a minimum inside dimension of 900 square inches. A ventilation fan is required in toilet rooms and bathrooms with unopenable windows. The fan must be vented to the exterior of the building and not to terminate within 3' of an opening.

Sample Floor plan



Sample Construction Details



# Uncovered Decks & Porches



## DID YOU KNOW?

- As **"owner-builder"** you are the responsible party of record on such a permit. If your work is being performed by a contractor, you may protect yourself from possible liability if the contractor applies for the proper permit in his or her name
- If you plan to do your own work, with the exception of various trades that you plan to subcontract, the subcontractors must apply for trade permits
- If you plan to do your own work, including all of the trade work then you may apply for the permit
- Frequent practices of unlicensed contractors is to secure an "owner-builder" building and trades permits, erroneously implying that the property owner is providing his or her own labor and material personally
- It would benefit you to hire a licensed contractor to perform the trade work
- Permits are valid for work to begin within six months

## Why Do I need a Permit?

There are many important reasons to obtain building permits and to have inspections performed for your construction project.

### Protects property values

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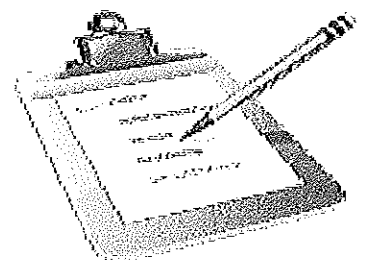
### It's the Law

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The purpose of this guide is to assist you in the permitting process. This handout is intended to cover information for a basic plan submittal and typical project under the building codes. It is not intended to cover all circumstances. Depending on the scope and complexity of your project, additional information may be required. Discuss your project with city staff to determine if it is subject to additional requirements.

## What do I need in order to apply for a building permit? The following must be submitted:

<input type="checkbox"/>	Site Plan	Page 2
<input type="checkbox"/>	Construction Details	Page 2
<input type="checkbox"/>	House Attachment	Page 3
<input type="checkbox"/>	Guardrails	Page 4
<input type="checkbox"/>	Footings	Page 4
<input type="checkbox"/>	Permit Application	



## What is a Site Plan?

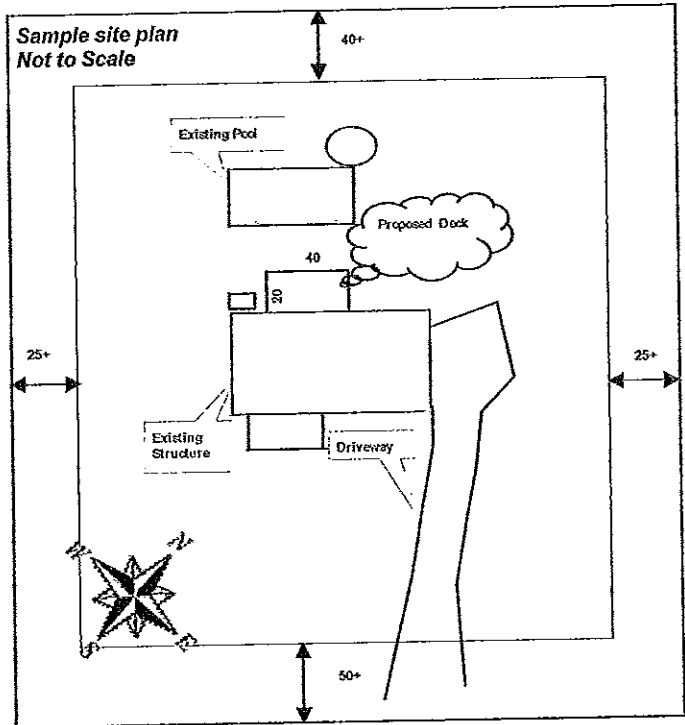
A site plan is a detailed drawing of your property, also known as a survey of your land. These are usually drawn by a land surveyor. The site plan will show the dimensions of your project and its relationship to existing setbacks, easements, utilities, other structures on the property, and distance to your property lines. If your project will require moving any utilities (gas, water, sewer/septic, electric, etc.), show where those meters will be relocated.

### What is REQUIRED for a Permit?

- Provide copies of the SITE PLAN

#### Notes:

- Structures must meet zoning requirements and may not be permitted to be built over setback lines, easements, or property lines
- A survey from a registered land surveyor will be required if your project is located in a protected area
- An as-built survey is required if the structure is proposed within 12" of a required minimum setback
- If you will need to remove trees for your project, you will be required to obtain approval from the City arborist prior to removal
- If you are on a septic tank, you will be required to have approval from the county health department prior to issuance of a permit
- If you do not know the location of your utilities, contact the Utility Notification Center. Remember to ask them about the cost of this service



## Construction Details

### What is REQUIRED for a Permit?

- Provide copies of a DECK PLAN (cross-sectional drawing showing):
- footing dimensions
  - column dimensions
  - attachment details
  - Spans of joists, beams & decking

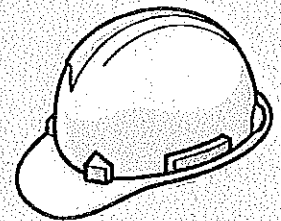
#### NOTES:

- Unless noted otherwise, all lumber shall be southern pine, grade #2 or better and shall be pressure treated ACQ or CA-B

- All lumber in contact with the ground shall be rated as "ground contact"
- All screws or nails shall be hot dipped galvanized or stainless steel, and nails shall be ring shanked or annular grooved
- All hardware shall be galvanized with a G-185 coating or shall be stainless steel
- Stairways shall be not less than 36" in width
- Conditions which do not meet these details will require a plan submission

### Tips on hiring contractors

- ◆ Hire only licensed contractors
- ◆ Get at least 3 bids
- ◆ Get 3 references, and ask to see a project
- ◆ Get it in writing - but before you sign the contract, make sure you completely understand
- ◆ Don't make final payment until you have a Certificate of Completion (CC) and you are satisfied
- ◆ Have the contractor apply for the required permits

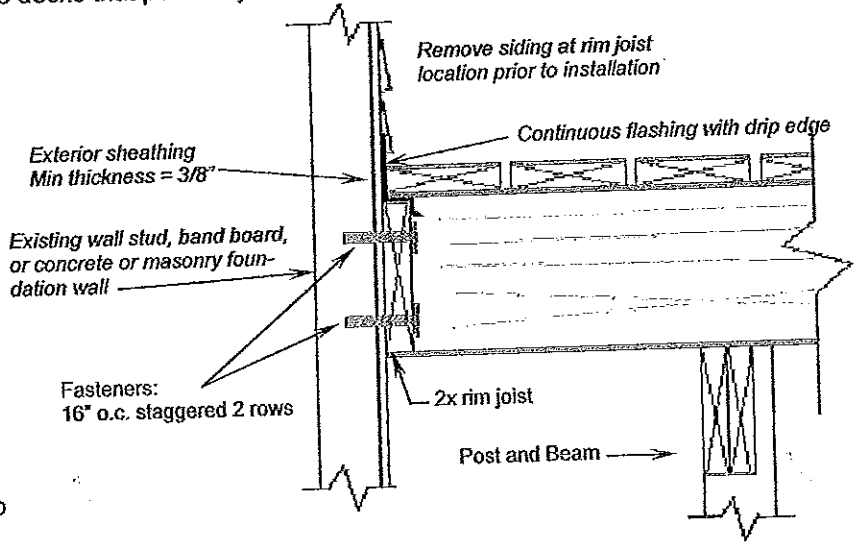


## Construction Details: Attaching to the House

Correctly attaching your new deck to your existing home is critical to preventing collapses. A common issue that can cause deck failures and loss of life are decks that pull away from homes because of missing or inadequate house attachments.

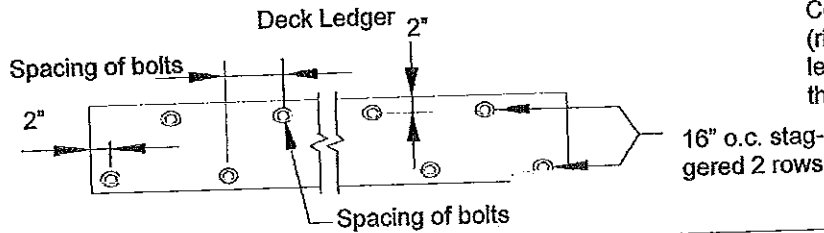
### Cross-Section

Attach the deck rim joist to the existing house exterior wall as shown. The wall must be sheathed with a minimum 3/8" structural panel sheathing. Use non-corrosive lag screws or through-bolts when fastening to an existing band board or wall stud; use expansion anchors or epoxy anchors when fastening to concrete or masonry. Fasteners shall be 16" on center (o.c.) and staggered in 2 rows. Note: place spacers (washers) behind rim joist to prevent trapping water.



Sample attachment detail

### Georgia 2007 IRC Amendments: Fastener Spacing



Correct placement of fasteners in deck ledgers (rim joists). Bolts must be placed in the deck ledgers as shown with spacing determined by the below table.

Joist Span (feet)	6' and Less	6'-1" to 8'	8'-1" to 10'	10'-1" to 12'	12'-1" to 14'	14'-1" to 16"	16'-1" to 18"
Spacing (1/2" bolt with washers)	36"	36"	34"	29"	24"	21"	19"

On-Center Spacing of Fasteners

#### Notes:

- The maximum gap between the face of the ledger board and face of the house band joist shall be 1/2-inch (13mm)
- Ledgers shall be flashed to prevent water from contacting the house band joist
- Bolts shall be staggered as depicted above
- Deck ledger shall be 2x8 PPT No. 2 Southern Pine (minimum) or other approved method and material as established by standard engineering practice

Decks shall be constructed in accordance with the International Residential Code or Chapter 3 of the 1996 Forest Products Society, "Wood Decks, Materials, Construction, and Finishing" manual.

For residential applications using the following methods a total design load of 50 psf is required:

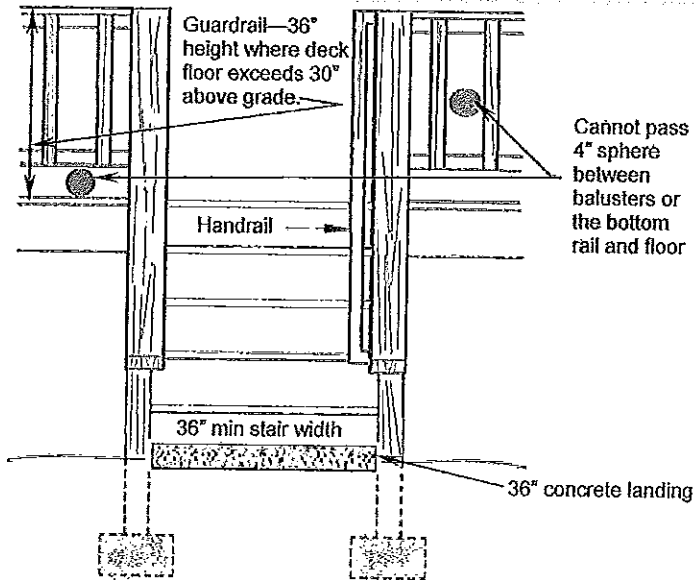
- Conventional framing
- Wood I-joist with rim board may require registered design professional.
- The deck ledger connection to floor truss system shall be designed & approved by the truss manufacturer's design professional.



#### REMINDER:

Permits are only issued after plan review. The time required to conduct this review will depend on the completeness of the information received in the plans.

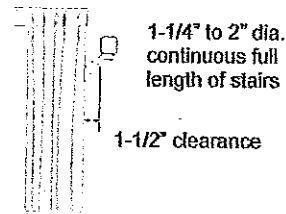
## Construction Details: Guardrails • Stairs • Handrail



All decks 30" high or more above finished grade, are required to have a guardrail. Note: If you are providing a guardrail where the deck 29" or less the guardrail must meet the same requirements.

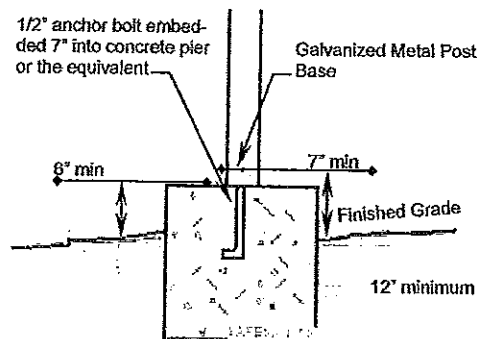
Handrails are required on one side of the stairs with 4 or more risers 34" to 38" above stair nosing.

Handrail cross-section



## Construction Details: Footing Requirements

The building code lists several requirements for footings based on use of the deck (loads) and soil conditions. At a minimum, footings shall be at least 12 inches deep. Additionally, the deck posts must be attached to the footing according to code to prevent lateral movement and uplift (wind and cantilevered forces). Deck posts must also be either a natural decay-resistant or preservative-treated wood, or supported by a metal pedestal projecting 1" above the concrete and 6" above exposed earth to prevent moisture rot.



Sample footing detail

## Additional Information

What will the building inspector look at?

**A typical deck project will require the following inspections:**

1. **Footings** Foundation inspections shall be made after trenches are excavated, reinforcement steel is in place, forms erected, and PRIOR to placing of concrete
2. **Final** Inspection made AFTER the deck is completed

The permit technician will let you know the required inspections for your project when the permit is issued.

How do I schedule a required inspection?

Please call the inspection line and leave all information requested in the message. Inspection requests received before 4:00 pm will be performed on the next business day.

Want to know more? Need more help?

We hope you found the information in this guide useful. If you have any questions, please feel free to contact us.

Utility Notification Center: 800.282.7411



Building Guides  
for Homeowners

# Additions to Single Family Dwellings

## What you need to apply for a building permit:



<input type="checkbox"/>	Site Plan	Page 2
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## DID YOU KNOW?

- As "owner-builder" you are the responsible party of record on such a permit. If your work is being performed by a contractor, you may protect yourself from possible liability if the contractor applies for the proper permit in his or her name.
- If you plan to do your own work, with the exception of various trades that you plan to subcontract, the subcontractors must apply for trade permits.
- If you plan to do your own work, including all of the trade work, then you may apply for the permit.

**NOTICE:** The State law requires you to occupy the structure for 2 years after such work has been completed.

- Frequent practices of unlicensed contractors is to secure "owner-builder" building and trades permits, erroneously implying that the property owner is providing his or her own labor and material personally.
- It would benefit you to hire a licensed contractor to perform the trade work.
- Permits are valid for work to begin within six months.

## Tips on hiring contractors

- ◆ Hire only licensed contractors.
- ◆ Get at least 3 bids.
- ◆ Get 3 references, and ask to see a project.
- ◆ Get it in writing, but before you sign the contract, make sure you completely understand.
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# What is a Site Plan?

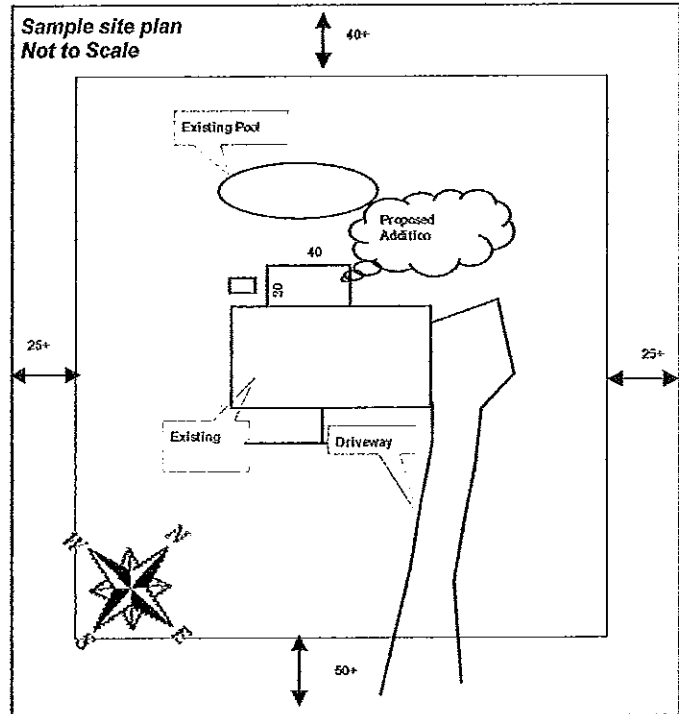
A site plan is a detailed drawing of your property, also known as a survey of your land. These are usually drawn by a land surveyor. The site plan will show the dimensions of your project and its relationship to existing setbacks, easements, utilities, other structures on the property, and distance to your property lines. If your project will require moving any utilities (gas, water, sewer/septic, electric, etc.), show where those meters will be relocated.

## What is REQUIRED for a Permit?

Provide copies of the SITE PLAN

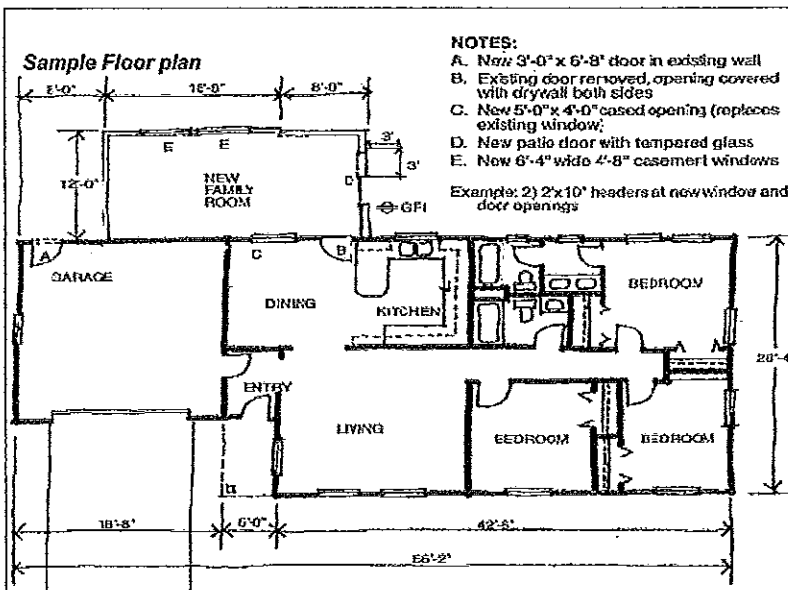
### Notes:

- Structures shall not be permitted to be built over setback lines, easements, or property lines.
- A survey from a registered land surveyor will be required if your project is located in a protected area.
- An as-built survey is required if the structure is proposed within 12 inches of a required minimum setback.
- If your property is on a slope, you may be required to install silt fence to keep the dirt on your property.
- If you are on a septic tank, you will be required to have approval from the county health department prior to issuance of a permit.
- If you do not know the location of your utilities, contact the Utility Notification Center. Remember to ask them about the cost of this service.



# Floor Plans

The floor plan is used to determine the complexity of the work and to validate the site plan. Floor plans must show existing dimensions of the house, dimensions of the new room, any new openings and items that will be relocated.



**NOTES:**  
 A. New 3'-0" x 6'-8" door in existing wall  
 B. Existing door removed, opening covered with drywall both sides  
 C. New 5'-0" x 4'-0" casement opening (replaces existing window)  
 D. New patio door with tempered glass  
 E. New 6'-4" wide 4'-8" casement windows  
 Example: 2) 2" x 10" headers at new window and door openings

## What is REQUIRED for a Permit?

Provide copies of the FLOOR PLAN

### Notes:

- When plans show any new openings that exceed 6 feet in a bearing wall, detailed specifications will be required.
- Additions cannot enclose bedroom or basement egress windows.
- Heat is required in all habitable rooms. Show how heat will be supplied to the addition.
- Existing electric service may require an upgrade or relocation. Indicate the size of your existing electric service (AMPS) on your plan.



# Construction Details

Construction details and specifications help the building department find problems before they occur in the field.

This example shows the types of detail our office will be looking for in your plan submittal.

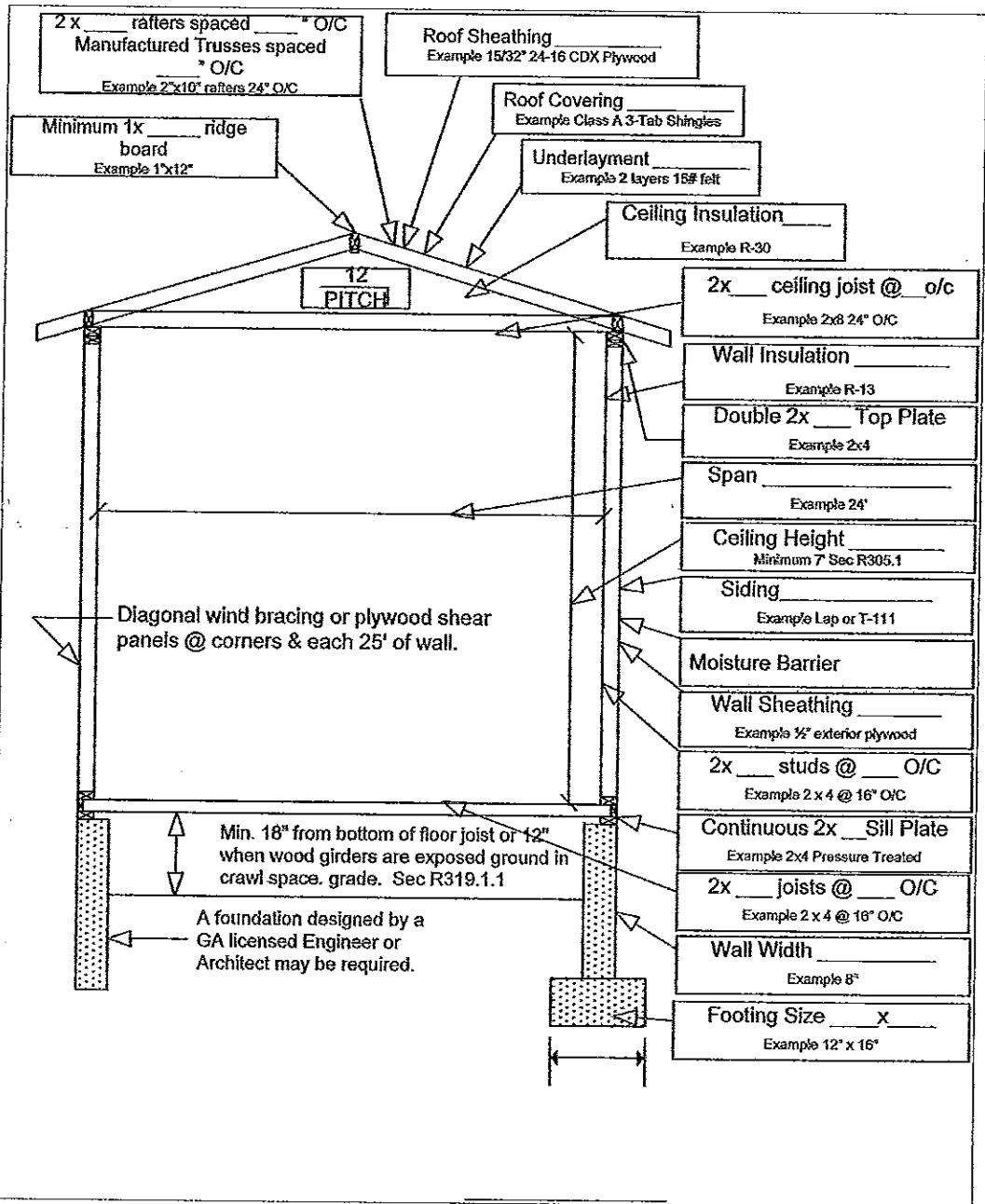
In addition to construction details such as these, you will need to submit details on:

1. Foundation detail
2. Exterior elevations
3. Energy Code Compliance Report ([www.energycodes.gov](http://www.energycodes.gov)) or REScheck calculations



**REMINDER:**

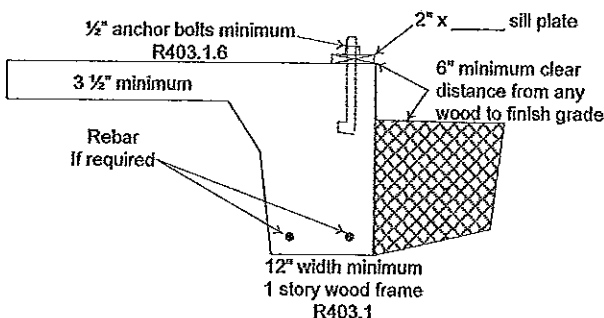
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**Notes:**

- Provide solid 2x blocking between rafters or trusses and roof tie downs.
- Attic ventilation and access may be required.
- For roofs with slopes less than a 4:12 pitch, follow manufacturer's instructions for low slope application of roofing material.
- Where new roofs adjoin walls of an existing structure, flashing must be installed under the existing exterior finish material and over the new roof.
- For all pre-engineered systems, the manufacturer's specifica-

Typical Slab Detail for single story Single Family Dwelling



# Additional Information

## What will the building inspector look at?

**A typical home addition project will require the following inspections:**

1. Foundation & Foundation Wall Foundation inspections shall be made after trenches are excavated, reinforcement steel is in place, forms erected, and PRIOR to placing of concrete.
2. Slab Inspection shall be made PRIOR to placing concrete.
3. Plumbing in Slab (if needed) Inspection shall be made before any backfill.
4. Exterior Framing Inspection of the exterior wall sheathing fasteners and braced wall panels shall be made prior to concealment by moisture barrier (House Wrap).
5. Moisture Barrier Inspection of house wrap, membranes, flashings, and any other required moisture barriers shall be prior to the installation of exterior finishing material. This inspection may be made during the framing/rough inspection.
6. Frame/Rough Inspection This inspection is made after the roof, all framing, fire stopping, sheathing, draft stopping, bracing and fasteners are in place.
7. Insulation Inspection made after insulation in place, PRIOR to covering walls.
8. Final Inspection made AFTER the addition is completed.

The permit technician will let you know your projects' required inspections when the permit is issued.

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STATE OF GEORGIA  
TOWN OF TYRONE

HOME OWNERS AFFIDAVIT

COMES NOW \_\_\_\_\_  
(HOME OWNER'S NAME)

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

I \_\_\_\_\_ hereby  
(HOME OWNER'S NAME)

certify that I have performed all of the ( please circle those that apply) construction , structural work, heating, plumbing and or electrical work at my primary residence located at

\_\_\_\_\_, under permit number  
(ADDRESS OF RESIDENCE)

\_\_\_\_\_. I understand that this must be my primary residence for  
(PERMIT NUMBER)

the next twenty-four (24) months.

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

\_\_\_\_\_  
(SIGNATURE OF HOMEOWNER)

Sworn to and subscribed before me this  
\_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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

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