



## *Notice to Builders of*

### 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 into 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 the residential packet for your use**. Please have your packet delivered **in the order of the checklist**.

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 Zoning Administrator/Planning & Development Coordinator, *the applicant will be issued a Land Disturbance Permit, Zoning Compliance Form, and a Building Permit.*

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 the residential packet is a fee schedule.

A foundation survey will be submitted to the Town **before any utilities are released**. A registered land surveyor, **who's 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 of Tyrone also requires each mechanical/HVAC 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 affidavit submissions. These affidavits must be submitted prior to the issuance of a Certificate of Occupancy, and final released of utilities.**

**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 this packet.

**Certificate of Occupancy** – An application must be received by the Planning and Development Coordinator with all sub-contractors listed along with their **occupational tax certificate number listed. This must be received BEFORE the utilities are released**. Georgia State law requires that businesses must have an occupational tax certificate within 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 CANNOT 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.