



**Town of Tyrone**  
**Permits & Inspections**  
 881 Senoia Rd · Tyrone, GA 30290  
 Phone: 770-487-4038 Fax 770-487-4529  
 Web: <http://www.tyrone.org>

# PERMIT APPLICATION

|                                  |
|----------------------------------|
| <i>FOR DEPARTMENTAL USE ONLY</i> |
| PERMIT NO.:                      |
| RECEIVED BY / DATE:              |
| ENTERED DATE.:                   |
| SIGNED OFF DATE:                 |
| CALLED DATE:                     |

PERMIT APPLICATIONS, PLANS AND/OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE, ILLEGIBLE OR SUBMITTED IN ERASABLE MEDIA WILL NOT BE ACCEPTED. TYPE OR PRINT CLEARLY USING PERMANENT BLUE OR BLACK INK.

|   |           |  |  |  |      |
|---|-----------|--|--|--|------|
| <b>1. STRUCTURE TYPE (CHECK ONE):</b>   |           |  | <b>METHOD FOR MEETING ENERGY CODE COMPLIANCE:</b>  |  |      |
| <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL  |           |  | <input type="checkbox"/> PRESCRIPTIVE <input type="checkbox"/> REScheck <input type="checkbox"/> COMcheck <input type="checkbox"/> PERFORMANCE |  |      |
| <b>2. PROPOSED PROJECT (CHECK ALL THAT APPLY):</b>  |           |  |  |  |      |
| <input type="checkbox"/> NEW CONSTRUCTION<br><input type="checkbox"/> ADDITION  |           | <input type="checkbox"/> RENOVATION / REPAIR<br><input type="checkbox"/> ALTERATION / REMODEL  |  | <input type="checkbox"/> MOVE – IN (WHOLE HOUSE)<br>***Moving Permit Number _____***                   |      |
| <b>3. DESCRIPTION OF WORK (CHECK ALL THAT APPLY):</b>   |           |  |  |  |      |
| <input type="checkbox"/> SINGLE FAMILY DWELLING<br><input type="checkbox"/> BASEMENT FINISH<br><input type="checkbox"/> MODULAR HOME<br><input type="checkbox"/> ACCESSORY STRUCTURE ( <input type="checkbox"/> ATTACHED –OR– <input type="checkbox"/> DETACHED)<br><input type="checkbox"/> GARAGE ( <input type="checkbox"/> ATTACHED –OR– <input type="checkbox"/> DETACHED <input type="checkbox"/> BARN, <input type="checkbox"/> STORAGE BUILDING, OR <input type="checkbox"/> OTHER (EXPLAIN): |           | <input type="checkbox"/> DECK<br><input type="checkbox"/> POOL ( <input type="checkbox"/> PLASTER –OR– <input type="checkbox"/> FIBERGLASS)<br><input type="checkbox"/> OTHER (EXPLAIN): |  | <input type="checkbox"/> TENANT IMPROVEMENT<br><input type="checkbox"/> CHANGE IN USE AND/OR OCCUPANCY |      |
| <b>4. INDICATE IF ELECTRICAL, MECHANICAL, FUEL GAS AND/OR PLUMBING ARE INCLUDED (AFFIDAVITS REQUIRED):</b>  |           |  |  |  |      |
| <input type="checkbox"/> ELECTRICAL <input type="checkbox"/> MECHANICAL   |           | <input type="checkbox"/> FUEL GAS <input type="checkbox"/> PLUMBING  |  |  |      |
| <b>5. SQUARE FOOTAGES / BUILDING VALUATION (from - ICC Building Valuation Data – most recent version):</b>  |           |  |  |  |      |
| CONDITIONED (HEATED) SPACE: _____   |           |  | BUILDING VALUATION: \$ _____   |  |      |
| UNCOND. (UNHEATED) SPACE: _____ (INCLUDE AREAS WITHIN THE SURROUNDING EXTERIOR WALLS. AREAS OF THE STRUCTURE NOT PROVIDED WITH SURROUNDING WALLS SHALL BE INCLUDED IN THE BUILDING AREA IF SUCH AREAS ARE INCLUDED WITHIN THE HORIZONTAL PROJECTION OF THE ROOF OR FLOOR ABOVE.)  |           |  |  |  |      |
| <b>6. OWNER'S INFORMATION:</b>  |           |  | <b>7. APPLICANT'S INFORMATION:</b>   |  |      |
| NAME:   |           |  | NAME:  |  |      |
| ADDRESS:  |           |  | ADDRESS:   |  |      |
| CITY:   | ST:       | ZIP:   | CITY:  | ST:  | ZIP: |
| PHONE:  | Email:    |  | PHONE:   | Email:   |      |
| <b>8. LIC. INDIVIDUAL, LIMITED SERVICE SPECIALTY, TRADITIONAL SPECIALTY CONTRACTOR INFORMATION: GA LIC. Exp. _____</b>  |           |  | <b>9. BUILDER COMPANY INFORMATION: GA LIC. Exp. _____ Business License No. _____</b>   |  |      |
| NAME:   |           |  | BUS. NAME:   |  |      |
| GA. LIC. TYPE:  | GA. LIC.: |  | GA. LIC. TYPE:   | GA. LIC.:  |      |
| ADDRESS:  |           |  | ADDRESS:   |  |      |
| CITY:   | ST:       | ZIP:   | CITY:  | ST:  | ZIP: |
| PHONE:  | Email:    |  | PHONE:   | Email:   |      |
| <b>10. QUALIFIED AGENT INFORMATION: GA LIC. Exp. _____</b>  |           |  | <b>11. AUTHORIZED PERMIT AGENT INFORMATION:</b>  |  |      |
| NAME:   |           |  | NAME:  |  |      |
| GA. LIC. TYPE:  | GA. LIC.: |  | BUS. NAME:   |  |      |
| ADDRESS:  |           |  | ADDRESS:   |  |      |
| CITY:   | ST:       | ZIP:   | CITY:  | ST:  | ZIP: |
| PHONE:  | Email:    |  | PHONE:   | Email:   |      |

(APPLICANT'S INITIALS)

|   |                |                 |                |
|---|----------------|-----------------|----------------|
| <b>12. SITE INFORMATION:</b> <i>(Please be sure to fill sections marked with an asterisk)</i>   |                |                 |                |
| *ADDRESS:   |                | *PARCEL NUMBER: |                |
| *SUBDIVISION:   |                | *ZIP CODE:      |                |
| ZONING:   |                | ROW:            |                |
| *LOT NO.:   |                | *LOT SIZE:      |                |
| DISTRICT NO.:   |                | DISTRICT NO.:   |                |
| *LAND LOT NO.:  | *LAND LOT NO.: | *LAND LOT NO.:  | *LAND LOT NO.: |
| DOT PERMIT NO. (DRIVE CUT):   |                |                 |                |
| <b><i>(BUILDING DEPT. USE ONLY)</i></b>   |                |                 |                |
| STATE LICENSE: <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> QUALIFIED AGENT <input type="checkbox"/> COMPANY <input type="checkbox"/> REVOKED/SUSPENDED <input type="checkbox"/> INACTIVE <input type="checkbox"/> EXPIRED <input type="checkbox"/> CURRENT |                |                 |                |

**Obligation.** The Town of Tyrone has no obligation to explain every requirement, construction code, ordinance or law prior to or during the course of this project. Any and all construction codes, ordinances or laws are enforceable at any time, with or without prior notification.

**Validity of permit.** The issuance of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the construction codes or of any other ordinance. Permits presuming to give authority to violate or cancel the provisions of the construction codes or ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the Town of Tyrone from requiring the correction of errors in the construction documents and other data. The Town of Tyrone is also authorized to prevent occupancy or use of a structure where in violation of the construction codes or of any other ordinances of this jurisdiction.

**Expiration.** Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time the work is commenced. A minimum of one inspection approval must be obtained as evidence that work was commenced or that work has continued. The determination as to whether work was suspended shall be based on the most recent inspection approval date.

**Placement of permit.** Work for which a permit is required shall not be commenced until the building permit or copy thereof is posted on the site of the work until the completion of the project. The posted permit shall be visible from the street and maintained in such location by the permittee until final approval has been granted by the Town of Tyrone.

**Inspection record card and approved construction documents.** Work for which a permit is required shall not be commenced until the permittee has made available an inspection record card and approved construction documents on the premises and in such a position to allow the Town of Tyrone convenient access and use. These items shall be protected from the elements and maintained in such location by the permittee until final approval has been granted by the Town of Tyrone.

**Public duty, warranty and quality control.** The permitting, plans examination or inspection conducted with regard to a building or structure in accordance with Town of Tyrone constitutes a public duty and does not warrant or ensure the absence of any hazard, deficiency or other matter. Any duty created by or based on this code is transferred to the public, and no private cause of action is created by a breach of such duty. This code shall not be construed to relieve from or lessen the responsibility of any person, firm or corporation owning, operating or controlling any building or structure from any damages to persons or property caused by defects, nor shall the Town of Tyrone be held as assuming any such liability by reason of the inspections or plans examinations authorized by this code or any permits or certificates issued under this code. The Town of Tyrone checks for substantial compliance with this code, but reviews and inspections performed by the Town of Tyrone pursuant to this Chapter do not create any guarantee or warranty that buildings, structures or service equipment have been constructed in accordance with all provisions of this code. The permitting, plans examination, or inspection of any building, structure, system, element, or construction document shall not be construed as a warranty of the physical condition or adequacy of such building, structure, system, element, or construction document, including without limitation a representation or warranty that a building or structure is complete, that it is in compliance with this code or any other law, that it was inspected, that it is safe or ready for occupancy or that it meets any particular degree of quality or workmanship. Quality control of materials and workmanship is not within the purview of this code except as it relates to the purposes stated therein. The amount and quality of inspection and other services provided is discretionary with the Town of Tyrone and may vary in response to the amount of staff, work load, training and experience, funding and other pertinent factors affecting whether and how inspection is made or whether any hazard, deficiency or similar matter is observed.

**Amended construction documents.** Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents. Willful and prejudicial departure from or disregard of construction documents in any material respect without the approval of the Town of Tyrone is unlawful.

**Inspections - general.** Construction or work for which a permit is required shall be subject to inspection by the Town of Tyrone and such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the Town of Tyrone nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection. Inspections will not be performed in (1) the presence of unrestrained animals, (2) in the presence of minors without a parent or legal guardian present, or (3) in an occupied structure without the contractor, owner or owner's agent present.

**Inspection requests.** It shall be the duty of the permit holder or their agent to notify the Town of Tyrone that such work is ready for inspection. It shall be the duty of the person requesting any inspections required by this code to provide access to and means for inspection of such work.

**Inspection results.** Inspection results (e.g. approved, disapproved, cancelled, discrepancy items, etc.) are not valid unless provided in writing.

**Use and occupancy.** No building or structure shall be used or occupied, and no change in the existing occupancy classification of a building or structure or portion thereof shall be made until the Town of Tyrone has issued a certificate of occupancy therefor as provided herein. Issuance of a certificate of occupancy shall not be construed as an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Certificates presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid.

**Revocation.** The Town of Tyrone shall, in writing, suspend or revoke a certificate of occupancy issued under the provisions of this code wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of any ordinance or regulation or any of the provisions of this code.

I certify that I have read this application (or declined the opportunity to do so) and state that the information provided is correct. I agree to comply with all county ordinances and state laws relating to building construction, and hereby authorize representatives of the Town of Tyrone to enter the above-mentioned property for inspection purposes. I certify that I have a legal right to apply for this building permit and to authorize entry. Additionally, I certify that this application is not in conflict with any deed restrictions of record; is in conformity with all conditions, covenants and restrictions; and I have received all approvals required.

I have received (or declined receipt of) a copy of these requirements.

**OWNER/BUILDER EXEMPTION:**  
I am exempt from the Georgia State licensure requirements per O.C.G.A. 43-41-17(h) and have not applied for a permit under this exemption within the previous 24-month period.

\_\_\_\_\_  
APPLICANT'S SIGNATURE

\_\_\_\_\_  
DATE



# Residential *Accessory Checklist* for a Permit

881 Senoia Rd.  
Tyrone, GA 30290  
Phone: (770) 487-4038  
www.tyrone.org

PROJ. ADDRESS: \_\_\_\_\_

PARCEL NO. \_\_\_\_\_

- 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
- Construction Entrance
- Contractor's State Card
- Contractor's Occupational Tax Certificate
- Electric License
- Electric State Card
- Plumber Occupational Tax Certificate
- Plumber State Card
- NOI Submission (*If it applies*)
- Copy of Certified Mail Card Showing NOI Submission (If it Applies)
- Temporary Power Release (This will need to be returned to the building office before temporary power will be released .)
- 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.)

PLEASE OBTAIN APPROVAL FROM FAYETTE COUNTY ENVIRONMENTAL HEALTH BEFORE APPLYING FOR EITHER OF THE BELOW MENTIONED ITEMS IF YOUR LOCATION IS ON A SEPTIC SYSTEM

- FOR SWIMMING POOLS: Approval for construction.**
- APPROVAL FOR ADDITIONS/ACCESSORY STRUCTURES**

Setbacks: Front (Req.)\_\_\_\_\_ (Plans)\_\_\_\_\_

Rear (Req.)\_\_\_\_\_ (Plans)\_\_\_\_\_

Side (Req.)\_\_\_\_\_ (Plans)\_\_\_\_\_

Side (Req.)\_\_\_\_\_ (Plans)\_\_\_\_\_

Zoning: \_\_\_\_\_

**\*\*FOR OFFICE USE ONLY\*\***

- Flood Map
- Flood Plain Certificate
- Sent to EMC and Atlanta Gas Prior to C/O

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



# Residential *Plan Review* Checklist

881 Senoia Rd.

Tyrone, GA 30290

Phone: (770) 487-4038

www.tyrone.org

PROJ. ADDRESS: \_\_\_\_\_

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

### Site plan draw to scale showing:

- Actual Dimensions of Property
- Street Address
- Lot Number
- Property Lines
- Building Location(s)
- Number of Units
- Flood Plains
- Buffers
- Retaining Walls
- Setbacks
- Easements

**Please also include 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.**

### If applicable, City will require:

- As built foundation drawings showing distance from the face of the finished wall to the property line; this is 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
- 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.
- Completed Building Permit Application

### Three (3) Copies of Building Plans including the following:

*Plans shall include legible details, drawings, & notes that sufficiently describe the work to be done and show building codes compliance.*

- Address
- Lot Number
- Homeowner's name/contact info
- Designer's Name(s)
- Designer's Contact Info
- Dimension, detailed floor plans that include deck footings and foundations as well as retaining walls as well as:
  - Footings
  - Concrete Walls
  - Slabs (w/ typical sectionals & elevations showing Residential Building Code Compliance)
- Elevation views of all sides of the structure
- Locations of electric meters & panels, water heaters, HVAC units, plumbing fixtures, cabinets, major appliances, etc. .
- One or more building sections showing typical structural details of the foundation, guard rails, hand rails, and attachment to the house.
- Engineered floor, roof, or other structural systems. These drawings must be signed and sealed by the Georgia Registered Design Professional in charge.
- Georgia Energy Code Compliance report.
- List of Plan Pages in Set
- Sq. Footage areas of each floor showing area of porches, decks, garages, basements etc.



## **Contractor Application**

**A COPY OF THE CONTRACTOR'S BUSINESS LICENSE AND STATE LICENSE MUST BE ATTACHED TO THIS APPLICATION. NO INCOMPLETE APPLICATIONS WILL BE ACCEPTED.**

**Permit Job Address:** \_\_\_\_\_

**Lot #:** \_\_\_\_\_ **Subdivision:** \_\_\_\_\_

### **General Contractor:**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

### **Electrical Contractor:**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

### **Heating, Air Conditioning, & Ventilation Contractor:**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

### **Plumbing Contractor:**

**Company Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_



**Application For Land-Disturbing Permit Only**

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

Date of Application: \_\_\_\_\_

Permit Effective Date: \_\_\_\_\_

Permit Expires: \_\_\_\_\_

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

Applicant Address: \_\_\_\_\_

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

Landowner Address: \_\_\_\_\_

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

Project: \_\_\_\_\_  
(Name and Description)

Location: \_\_\_\_\_

I, \_\_\_\_\_, hereby certify that I fully understand the Provisions of the Town of Tyrone Erosion and Sediment Control Ordinance and Program, and that I accept responsibility for carrying out the Erosion and Sediment Control Plan for the above referenced project 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.

Approved:

\_\_\_\_\_  
(Code Enforcement Officer)

\_\_\_\_\_  
Date

\_\_\_\_\_  
(Other Officials)

\_\_\_\_\_  
Date

Fayette County  
Environmental Health  
Approval for Construction  
(Additions and Accessory Structures)

**Structures To Be Built:**

Addition to Res \_\_\_ Garage \_\_\_ Barn \_\_\_\_\_ Storage Building \_\_\_\_\_ Basement \_\_\_\_\_  
Other \_\_\_\_\_

**Owner:**

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

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

City/State: \_\_\_\_\_

Zip Code: \_\_\_\_\_ Telephone: \_\_\_\_\_

**Applicant/Contact:**

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

Telephone: \_\_\_\_\_

**Site Information:**

**Please include copy of plat showing all existing structures and proposed structure/addition location.**

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

Lot #: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Water Supply: Well: \_\_\_ Public: \_\_\_ Community: \_\_\_

**Building Information:**

Length of Structure: \_\_\_\_\_ Width of Structure: \_\_\_\_\_

Stories: \_\_\_\_\_ Rooms: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Bath: \_\_\_\_\_

\_\_\_\_\_  
Environmental Health Approval

\_\_\_\_\_  
Date

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, states the following:

I, \_\_\_\_\_, d/b/a

(Contractor's Name)

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

(Business Name)

working under my license number \_\_\_\_\_, will perform all the

(State License Number)

*Electrical / Plumbing / HVAC* work at property known as \_\_\_\_\_,

(Circle applicable type work)

(Address of job site)

under permit number \_\_\_\_\_.

(Permit Number)

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

\_\_\_\_\_

(Signature of Contractor)

Sworn and subscribed before me this

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

\_\_\_\_\_

Notary Public

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



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 will perform all of the construction and structural work with the exception of the electrical, plumbing, and heating 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: \_\_\_\_\_