



City of Locust Grove, Georgia Community Development Department

RESIDENTIAL PERMIT CHECKLIST

- _____ The Applicant/General Contractor shall file with the Community Development Department three (3) sets of house plans, including dimensions, window and door sizes, and elevations.
- _____ Residential Building Permit Application filled out completely and signed.
- _____ A house location plan that includes erosion and sedimentation control measures and pertinent flood information (if required).
- _____ Completed and signed *Site Plan Affidavit*
- _____ Proof of payment for the Development Impact Fees.
- _____ Proof of payment for the Water and Sewer Impact and Tap Fees.
- _____ If the project is on septic, a copy of the approved septic permit.
- _____ Contractor Affidavits (one for each permitted trade) **with original signatures** .
- _____ Submit valid copies of the General and Trade Contractors' State Licenses, Occupational Tax Certificates (Business Licenses), and Drivers Licenses.
- _____ A boundary survey (plat) of the property.
- _____ A FEMA Flood Elevation Certificate if the lot contains a minimum elevation requirement.

All applications must be completed in full to be accepted for processing.

The items listed above must accompany **each** application in order to be accepted for processing.

If you have questions, please contact the Community Development Department at 770.692.2321

I HAVE READ AND UNDERSTAND ALL OF THE ABOVE REQUIREMENTS

Signed

Date



City of Locust Grove, Georgia
Community Development Department
Residential Building Permit & Combined Trades

Date: _____

Notice: Approved plans, consisting at a minimum of dimensioned floor plans and elevations, required at time of submittal.

Job Address: _____

Subdivision: _____

Property Owner: _____ Address: _____

General Contractor: _____ Phone: _____

SUBCONTRACTOR INFORMATION

<u>NAME/BUSINESS</u>	<u>STATE LICENSE #/ EXP. DATE</u>	<u>PHONE</u>
Electrical: _____		
Plumbing: _____		
Mechanical: _____		

Notice: The use of subcontractors, other than those listed above, in conjunction with this permit without formal amendment to the permit application may result in a Stop Work Order, a fine, and/or any other measures, including the revocation of the permit.

BUILDING INFORMATION

Front Elevation Material: _____ Rear Elevation Material: _____

Right Elevation Material: _____ Left Elevation Material: _____

No. of trees to be planted: _____

Type of Construction: _____ # Rooms: _____ # Bedrooms: _____ # Baths: _____

Stories: _____ Zoning: _____ Sewer or Septic: _____ (if septic, provide septic permit # _____)

Total Sq. Footage: _____ Heated: _____ Unheated: _____ Estimated Cost of Construction: _____

THE APPLICANT SHALL BE RESPONSIBLE FROM THE DATE OF THIS PERMIT, OR FROM THE TIME OF THE BEGINNING OF THE FIRST WORK, WHICHEVER SHALL BE THE EARLIER, FOR ALL INJURY OR DAMAGE OF ANY KIND RESULTING FROM THIS WORK, WHETHER FOR BASIC SERVICES OR ADDITIONAL SERVICES, TO PERSONS OR PROPERTY. THE APPLICANT SHALL EXONERATE, INDEMNIFY AND SAVE HARMLESS THE CITY OF LOCUST GROVE FROM AND AGAINST ALL CLAIMS OR ACTIONS, AND ALL EXPENSES INCIDENTAL TO THE DEFENSE OF ANY SUCH CLAIMS, LITIGATION AND ACTIONS, BASED UPON OR ARISING OUT OF DAMAGE OR INJURY (INCLUDING DEATH) TO PERSONS OR PROPERTY CAUSED BY OR SUSTAINED IN CONNECTION WITH THE PERFORMANCE OF THIS PERMIT OR BY CONDITIONING CREATED THEREBY OR ARISING OUT OF OR IN ANY WAY CONNECTED WITH WORK PERFORMED UNDER THE PERMIT OR FOR ANY AND ALL CLAIMS FOR DAMAGES UNDER THE LAWS OF THE UNITED STATES OR OF GEORGIA ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE ACQUISITION OF AND CONSTRUCTION UNDER THE PERMIT AND SHALL ASSUME AND PAY FOR, WITHOUT COST TO THE CITY OF LOCUST GROVE, THE DEFENSE OF ANY AND ALL CLAIMS, LITIGATIONS, AND ACTIONS SUFFERED THROUGHOUT ANY ACT OR OMISSION OF THE APPLICANT OR ANY SUBCONTRACTOR OR ANYONE DIRECTLY OR INDIRECTLY EMPLOYED UNDER THE SUPERVISION OF ANY OF THEM.

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPILED WITH WHETHER SPECIFIED HEREIN OR NOT.

 PRINT NAME

 APPLICANT'S SIGNATURE

 DATE

DO NOT COMPLETE THE FOLLOWING – OFFICE USE ONLY

SETBACKS: LEFT: _____ RIGHT: _____ FRONT: _____ REAR: _____ COST OF PERMIT: _____

PERMIT ISSUED BY: _____ DATE: _____



City of Locust Grove, Georgia
Community Development Department
Site Plan Affidavit

Date: _____

Builder's Name: _____

Builder's Phone: _____

Building/Site Address: _____

Subdivision Name: _____ Lot/Block: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone: _____

I hereby approve and affirm to the City of Locust Grove that the Building and/or Structure will be located on the property as it is shown on the submitted Site Plan. I further acknowledge that any deviation from the proposed and approved location may create a non-conforming lot and/or structure which could preclude the use of the Building and/or Structure until the nonconformance is corrected.

Signature: _____

Printed Name: _____