

## **REQUIRED PLAN SUBMITTAL INFORMATION**

**The following City of Mountain Park information must be provided before a permit can be issued (in addition to building code requirements).**

1. Provide narrative Scope of Work for all permits.
2. Show existing interior conditions on addition permits
3. Show a minimum 100 feet of road frontage
4. Show lot size
5. Show any structures on site
6. Show all Building set back lines (20 feet sides; 25 feet front, back and corner) and distance to property lines
7. Show a minimum 1350 sq. feet heated area within dwelling
8. Provide building height
9. Provide impervious surfaces calculations for residence (maximum 15%)
10. Provide total impervious surfaces calculation (maximum 33%)
11. Show limits of disturbance on all plans, including demolition permits
12. Show a minimum 40% undisturbed area on site plans
13. Show all easements
14. Show stream and lake buffers: 50 feet undisturbed (including state 25 feet) and additional 25 feet impervious setback
15. Provide any zoning/variance conditions of approval on all plans, including the date of approval
16. Provide note: “Written city approval is required to alter Limits of disturbance as shown on permitted plans.”
17. See arborist checklist for tree plan requirements



# **City Of Mountain Park**

## **BUILDING PERMIT APPLICATION PACKET**

Please read the **ENTIRE** packet carefully before you begin filling out your application. Applicants are required to have a contractor's license as issued by the State of Georgia Licensing Board in order to obtain construction permits in the State of Georgia. The City of Mountain Park will only issue a permit to a state licensed contractor or an owner-occupant who has completed a Homeowners Affidavit.

- Fill out the Application Form, filling in all fields that are applicable to your project. Be specific in describing your project.
- Please mark off items on checklists "A" and "B" as they are completed. After you have completed the checklists; return your application, the checklists and all information to City Hall along with your application, review fees, and Arborist's fee when applicable.
- All required information and forms must be submitted prior to an application review by the city. *An application is not considered officially submitted unless it is complete.*
- Georgia's new energy code became effective on July 1, 2011. Every new single family home must have a blower door test, duct pressurization test and provide a certificate showing compliance with the current energy code standards
- Upon receipt of a completed application the package will be reviewed and the permit will be issued or comments issued within 10 business days
- A Building permit is valid for a period of one year from the date of issue. Any Permit issued shall expire and become invalid unless the work authorized by the permit is commenced and an inspection conducted within 180 days of the issuance. If the work authorized by the permit is abandoned or inactive for a period of 180 days the permit shall expire and become invalid.
- The Building Inspector may grant one or more extensions not to exceed 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. An administration fee of \$100 will be assessed per extension.
- All Taxes and utility fees must be current & paid in full prior to issuance of a permit or an extension
- The Permit cost for work done prior to obtaining a permit is 200% of the original permit fee.
- Once a permit is issued no changes can be made in the scope of work stated in the application until a revised application and plan have been submitted and approved by the Building Official
- Demolition of more than 50 % of the existing structure requires a Demolition Permit.
- If crossing a city right-of-way for access to sewer a Right-of-Way Crossing permit is required.
- If a variance is required the variance must be applied for and approved prior to a building permit being issued
- Flood Plain Maps can be found at <http://www.georgiadfirm.com/>
- Rain sensor irrigation shut-offs are required on new automatic irrigation systems. (O.C.G.A. 12-5-6)
- The Mountain Park Code of Ordinances is available at City Hall or online <http://library.municode.com/index.aspx?clientID=13313&stateID=10&statename=Georgia>
- Questions? Please contact City Hall at (770) 993-4231.

## WHEN IS A PERMIT REQUIRED

	Description of Work	Permit	
Structure			
	New Residential	Yes	
	Accessory structure for use as a storage building	Yes	
	Appliance replacement using permanent hardwired devices such as piping or wiring	Yes	
	Simple deck repairs (non-structural)		No
	New deck construction or structural repairs	Yes	
	New doors or windows requiring structural alterations	Yes	
	Window or door replacement not requiring structural alterations		No
	New fireplace or stove	Yes	
	Interior remodel including either drywall, lighting, and/or non-structural framing	Yes	
	Interior projects that are limited to painting, tiling, carpeting and/or trim work		No
	Children's playhouse (maximum of 120 sq. ft)		No
	Garage door repair or replacement		No
	Repairs to roof covering( Shingles)		No
	New roof (Replacement of Decking and/or Tresses)	Yes	
	Retaining walls 48" or taller	Yes	
	Swimming pools or spas	Yes	
	New exterior siding, masonry or stucco finish	Yes	
	Repairs to siding		No
Plumbing			
	Bathroom fixture repair or replacement NOT needing piping alterations		No
	Bathroom fixture repair or replacement needing piping alterations	Yes	
	New buildings - residential	Yes	
	New plumbing fixture requiring piping alterations	Yes	
	Replacement of water heater	Yes	
Site			
	Driveway repairs and maintenance		No
	Enlarging footprint of driveway	Yes	
	Installing new driveway	Yes	
	Land disturbance in excess of 250 square feet	Yes	
Electrical			
	Appliance replacement using permanent hardwired devices such as piping or wiring	Yes	
	Service change out	Yes	
	Appliance replacement using plug-in devices		No
Mechanical			
	Appliance replacement using plug-in devices		No
	Replacement of HVAC system	Yes	
	Replacement of ductwork	Yes	
Fuel Gas			
	Gas piping	Yes	

### **BUILDING PERMIT FEES**

<b>Calculating Building Valuation</b>	Unless otherwise stated, the valuation for all new construction will be based on the actual contract cost of the work or calculated by using the latest construction cost data as published in the Building Safety journal by the International Code Council. For Interior Completion only, the construction cost is valued at 50% of the calculated ICC building valuation.	
<b>Fee Payment</b>	Application and Plan review fees are non-refundable and due at time of application.	
<b>Application Fee</b>	<b>All Permits</b>	<b>\$50</b>
<b>Architectural/Structural Plan Review Fees</b>	<b>Residential Plan Review</b>	<b>50% of Permit fee (\$100 minimum)</b>
<b>Site Review Fee Soil Erosion Ground distribution</b>	<b>From 0 to 250 square feet</b>	<b>\$100</b>
	<b>From 250 to 1000 square feet</b>	<b>\$200</b>
	<b>For 1000 square feet and all new construction</b>	<b>\$350</b>
<b>Permit Fees</b>	<b>TOTAL VALUATION</b>	<b>FEE</b>
	<b>\$1.00 to \$14,999</b>	<b>\$210.00</b>
	<b>\$15,000 to \$25,000</b>	<b>\$210 for the first \$15,000.00 plus \$14.00 for each additional \$1000.00, or fraction thereof, to and including \$25,000.00</b>
	<b>\$25,001 to \$50,000</b>	<b>\$350 for the first \$25,000 plus \$10.00 for each additional \$1000.00, or fraction thereof, to and including \$50,000.00</b>
	<b>\$50,001.00 to \$100,000.00</b>	<b>\$600.00 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00</b>
	<b>\$100,001.00 to \$500,000.00</b>	<b>\$950.00 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00</b>
	<b>\$500,001.00 to \$1,000,000.00</b>	<b>\$3,350.00 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00</b>
	<b>\$1,000,001.00 and up</b>	<b>\$5,850.00 for the first \$1,000,000.00, plus \$3.00 for each additional \$1,000.00 or fraction thereof</b>
<b>Certificate of Occupancy or Completion (C/O C/C)</b>	<b>New single family detached, remodeling, additions, land disturbance</b>	<b>\$25.00</b>
<b>Trade Permits (Mechanical, Electrical)</b>	<b>Trade Permits ( stand alone)</b>	<b>\$100</b>
	<b>Trade Permits ( added to a building permit)</b>	<b>\$50</b>
<b>Demolition</b>	<b>Residential (50% or more demolished)</b>	<b>\$150</b>
<b>Permit Extensions</b>	<b>6 month permit extension</b>	<b>\$100</b>
<b>Re-Inspections</b>	<b>Re-inspection Fee</b>	<b>\$100</b>
<b>Other</b>	<b>Transfer of Permit/change of contractor</b>	<b>\$100</b>
	<b>Inspections outside of normal business hours</b>	<b>\$75.00 per hour ( \$150.00 minimum)</b>
	<b>Replacement of Permits, CO's, etc</b>	<b>\$25.00</b>
	<b>Minor Plan Revision Reviews – Review on changes to plans after approval</b>	<b>\$75.00 per hour ( \$150.00 minimum)</b>
	<b>Fee for work done without a permit</b>	<b>200% of original permit fee</b>
	<b>Arborist Inspections</b>	<b>\$100/inspection</b>
	<b>Site Compliance Inspection associated with a failure or non-compliance</b>	<b>\$100/inspection</b>

### **BUILDING PERMIT FEES (cont'd)**

#### **Other Fees (if applicable):**

Sewer Tap fee for new residence	\$ 8,000
Sewer Tap fee for transition from septic service	\$ 6,000
Water Service Fee	\$ 1,200
Variance application	\$ 200
Soil & Erosion performance bond (refundable)	\$ 5,000
Permit Package from City Hall (online or emailed package is no charge)	\$2
Arborist Tree Survey Review	\$450

### **Stop Work Orders**

If your project has been inspected and is considered by the office of the Building Official or the Code Compliance Officer to be in **Non-Compliance** with the Codes and Ordinances of the City of Mountain Park a Stop work Order will be issued.

A Stop Work Order may be issued when:

- a) Work is being done or has been done without a permit
- b) Work being done is beyond the scope of the issued permit
- c) Work being done does not match approved plans
- d) Work being done violated current adopted Building Codes
- e) Work being done is in violation of Municipal Codes and Zoning Ordinance.
- f) Soil and erosion measures are not installed or maintained properly
- g) A situation that is unsafe or otherwise a threat to the safety or well being of the citizens of Mountain Park needs to be corrected

- The Stop Work Order will state the conditions that must be addressed to be in compliance and the conditions under which construction may resume
- The stop work order will be posted on the site.
- Violators receiving a Stop Work Order are required to contact City Hall within 48 hours of the issued notice
- All time limitations for plan check review and construction indicated in the building codes shall not apply to any work that has received a Stop Work Order.
- An additional fee of double the permit fee shall be added to each permit reflecting a Stop Work Order issued for working without a permit

**If the Stop Work Order is for ground disturbing activity all soil must be stabilized immediately, in any case no later than 24 hours after stop work order is issued.**

# APPLICATION REQUIREMENTS

All structural, mechanical and electrical work requires a permit. Work must comply with the International Residential Code for One and Two Family Dwellings with Georgia State amendments and the Georgia State mandatory Codes and Amendments adopted by the Department of Community Affairs.

1. **Interior renovations to an existing building** – Interior renovations are projects that do **not** include any work outside the existing exterior building walls.
  - Completed application forms. Clearly describe the scope of work. If there is an increase in the number of bedrooms and you have a septic system a Septic system permit from the Fulton County Health and Wellness Department must be provided.
  - A State Contractor's license or a Homeowner Affidavit
  -
2. **Exterior modifications or additions to an existing building** – This is any work that penetrates and extends beyond an outside wall. Exterior work that involves no ground disturbing activity may not require parts of Checklist "A" such as a topo or tree survey.
  - Completed application
  - All items on checklist "A"
  - All items on Check list B if the disturbance is within 200 feet of state waters and exterior work involves ground disturbing activity
  - 3 copies of building plans  
3 copies of the site plan with all applicable items on checklist "A" and "B" as noted..
  - Provide a sewer tap receipt or a copy of the Fulton County Health and Wellness Department septic system permit if applicable (Office North Fulton Annex 404-332-1808)
  - A site plan with a stamp of approval from the Fulton County Health and Wellness Department
  - Level 1A Certification for any personnel involved in ground disturbing activity
  - If the ground disturbance exceeds 250 square feet a Land Disturbance/performance Bond valued at \$5,000.00 is required (*refundable 12 months after the issuance of Certificate of Occupancy*)
  - Retaining walls taller than 4 feet (bottom of footing to top of wall) require a completed copy of the Engineering Certification / Indemnification for Retaining Walls.
  -
3. **New construction** –
  - Completed application
  - All items on Check list A.
  - All items on Check list B if the disturbance is within 200 feet of state waters
  - 3 copies of the building plan
  - 3 copies of the site plan with all item on Check list "A"
  - Provide sewer tap receipt or a copy of the Fulton County Health and Wellness Department septic system permit. (Office North Fulton Annex 404-332-1808)
  - A site plan with a stamp of approval from the Fulton County Health and Wellness Department
  - Level 1A Certification for any personnel involved in ground disturbing activity
  - All new home applications require a Land Disturbance/performance Bond valued at \$5,000.00 (*refundable 12 months after the issuance of Certificate of Occupancy*)
  - Retaining walls of 4 feet or more (bottom of footing to top of wall) require a completed copy of the Engineering Certification / Indemnification for Retaining Walls.
  - Note: You may not occupy a newly constructed home until a Certificate of Occupancy has been issued

## **APPLICATION REQUIREMENTS**

### **4. Demolition permit –**

- A permit is required for any demolition project that removes more than 50% of the existing structure.
- All Demolition sites must be inspected prior to work beginning and upon completion.
- 3 copies of a site plan with all applicable items on checklist "A" except a topography and "B" if the site is within 200' of state waters.
- If the demolition includes removal or encapsulation of asbestos provide the Asbestos Contracting License number and a copy of the Notification of Asbestos, Renovation, or Encapsulation <http://www.gaepd.org/Documents/asbnotify.html>
- For additional information about Georgia EPD/DNR asbestos reporting requirements: <http://www.gaepd.org/Documents/asbnotify.html>

### **Building Plan Review Requirements**

- Three copies of specifications and drawings to scale with sufficient clarity and detail to indicate the nature and character of the work should accompany the application for a permit.
- These drawings and specifications should contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with the construction codes.
- The information should be specific, and the construction codes should not be cited as a whole or in part, nor should the term "legal" or its equivalent be used as a substitute for specific information.
- All information, drawings, specifications and accompanying data should bear the name and signature of the person responsible for the design.

# SITE PLAN REQUIREMENTS

## PLAN REVIEW CHECKLIST A

*Completion of the Plan Review Checklist A is required of all applications for exterior additions and new homes*

Project Name \_\_\_\_\_ Date \_\_\_\_\_

### Site Plan Requirements:

- A1** Graphic scale and North arrow.
- A2** Vicinity map - small map showing site relative to nearest intersection.
- A3** Plan to scale.
- A4** Boundary survey showing all structure and building dimensions, distances to property lines, parking and driveway locations and building setback lines.
- A5** Existing and proposed contours at a 2 foot interval. *(not required for exterior work less than 250 feet of ground disturbance).*
- A6** Plans must be signed & sealed by a plan preparer registered in the State of Georgia (i.e., land surveyor, engineer, landscape architect or other state registered qualified plan preparer).
- A7** Location of erosion and sediment control practices, using uniform coding symbols from the Manual for Erosion Control in Georgia, Chapter 6, with legend.
- A8** Name, address and phone number of developer and owner.
- A9** Name and phone number of 24-hour local contact that is responsible for erosion and sediment controls.
- A10** Size of project site.
- A11** Certification by the plan preparer and owner that the site is not within 200 feet of state waters. In the event the site is within 200 feet of state waters as determined by the plan preparer or as determined by the BZP the information in the following Plan Review Checklist B will also be required.
- A12** Show compliance with city Tree Protection and Preservation ordinance. City Code chapter 105-201 thru 105-219
- A13** Show compliance with impervious surface requirements. City Code 117-6(e)
- A14.** Clearly identify the 40% Undisturbed buffer area. (City Code 105-35)
- A15** Show compliance with building height requirements. (City Code 117-6{f})
- A16** All city and county taxes and utilities are paid in full
- A17** Any additional information that may be requested by the City of Mountain Park.



## PLAN REVIEW CHECKLIST B

*In the event the site is within 200 feet of state waters and ground disturbance is going to occur the information in the following Plan Review Checklist B will also be required.*

### Additional Site Plan Requirements:

- ☐ **B1** Adjacent areas - neighboring areas, such as streams, lakes, residential areas etc. which might be affected should be shown on plan.
- ☐ **B2** Delineate all state waters located on or within 200 feet of the project site.
- ☐ **B3** Delineate contributing drainage areas both on and off site.
- ☐ **B4** The twenty five foot undisturbed buffers of state waters and 100 foot management zones along designated trout streams must be delineated. Where encroachment into buffers or management zones is proposed, provide documentation that appropriate variances have been obtained. \*
- ☐ **B5** Include soil series and their delineation.
- ☐ **B6** Description of existing land use at project site and description of proposed project. Include land lot and district for site location.
- ☐ **B7** FEMA map reference and flood plain elevation. (Lots abutting lakes only)
- ☐ **B8** Activity schedule show anticipated starting and completion date for project events including vegetation/mulching. Include the statement in bold letters that "The escape of sediment from the site shall be prevented by the installation of erosion control measures and practices prior to, or concurrent with, land-disturbing activities."
- ☐ **B9** Include specific design information and calculations for all structural measures on site, such as temporary sediment basins, retrofitted detention ponds, and swales.
- ☐ **B10** Show storm drain pipe and weir velocities and demonstrate how receiving area will accommodate discharges without erosion.
- ☐ **B11** Vegetation plan - for all temporary and permanent vegetative practices. Including species planting dates and seeding, fertilizer, lime, and mulching rates. Vegetative plan shall be site specific for appropriate time of the year that seeding will take place and for the appropriate geographic region of Georgia.
- ☐ **B12** Detailed drawings - for all the structural practices. Specifications must, at a minimum, meet guidelines set forth in the Manual for Erosion and Sediment Control in Georgia.
- ☐ **B13** Maintenance statement - "Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source."

\* An EPD buffer variance may be required for encroachment into a 25 ft. State Water Buffer. A Mountain Park buffer variance may be required for encroachment into the City's 25' undisturbed buffer and the 25' Impervious cover buffer. Please review the "Minor Land Disturbing Activities" guidance document prior to applying for a buffer variance.

**Please Note:** The site plan for any project with a disturbed area greater than one and one-tenth acres or within 200 feet of the bank of any state waters will require review and approval of the site plan by the Georgia Soil and Water Conservation Commission. For purposes of this paragraph, "State Waters" excludes channels and drainage ways which have water in them only during and immediately after rainfall events and intermittent streams which do not have water in them year-round; provided, however, that any person responsible for a project which involves one and one-tenth acres or less, which involves land-disturbing activity, and which is within 200 feet of any such excluded channel or drainage way, must prevent sediment from moving beyond the boundaries of the property on which such project is located and provided, further, that nothing contained herein shall prevent the Issuing Authority from regulating any such project.

(M.P. Code of ordinances section 105-33(8)). If your site plan will be reviewed by the GASWCC in addition to Checklist "B" please refer to the "Erosion, Sedimentation & Pollution Control Plan Checklists" for "Stand Alone" projects at the Georgia EPD website: [http://www.gaepd.org/Documents/techguide\\_wpb.html](http://www.gaepd.org/Documents/techguide_wpb.html) and in the "forms" section of the City of Mountain Park website titled "Erosion, Sedimentation & Pollution Control Plan Supplemental Checklists "B""

## **Septic Tanks**

If your house has a septic system or your new home will require one you must contact the Fulton County Health and Wellness Department to obtain a permit and an approved site plan prior to applying for a building permit.

Fulton County Health and Wellness Department North District Office

Office 404-332-1801

Inspector 404-332-1808, Ed Smith, Ronald Wilkerson

### **Notes for new construction that includes a Septic System**

- Minimum lot size required by the Fulton County Health and Wellness Department for new septic system installation is one acre
- The drainage field must be 100' from any lake or stream and 10' from the property line
- The tank must be 50' from any lake or stream
- A copy of your Septic permit must be on site at all times.
- You must provide a site plan with a stamp of approval from the Fulton County Health and Wellness Department and a copy of the Fulton County Health and Wellness Department septic system permit before a permit can be issued.

### **Notes for additions and remodeling that have a preexisting septic System**

- If your project includes a new bedroom you must provide a site plan with a stamp of approval from the Fulton County Health and Wellness Department and a copy of the Fulton County Health and Wellness Department septic system permit before a permit can be issued
- If your addition does not include a bedroom you must provide a site plan with a stamped approval by the Fulton County Health and Wellness Department before a permit can be issued. The purpose of the stamped site plan is to show your project will have no negative effect on the existing septic system.
- If your interior remodeling includes a new bedroom (e.g. in the basement) you must provide a site plan with a stamp of approval from the Fulton County Health and Wellness Department and a copy of the Fulton County Health and Wellness Department septic system permit.

### **New home permit applicants please note new Energy Code requirements:**

All new single family residential homes permitted after June 30, 2011, will require building envelope leakage testing and duct tightness verification as outlined in the 2009 international energy conservation code, with state of Georgia amendments, prior to issuance of a Certificate of Occupancy. Amendments can be found on the Georgia department of community affairs website. **Please note this applies only to new home construction applications or when renovating an entire house.** This does not apply to remodeling applications.

<http://www.dca.state.ga.us/development/constructioncodes/programs/det.asp>

To view instructional videos explaining the new Energy Code applications and to get a Georgia Residential Energy Code Field Guide created by the non-profit energy-efficient building organization Southface and the Georgia Environmental Finance Authority please refer to the following link <http://www.southface.org/learning-center/library/georgia-energy-code-resources>

On all new homes the Georgia Residential Energy Code Compliance Certificate must be completed and approved by the Building Inspector prior to receiving a certificate of occupancy. A copy is provided in the forms section of the Mountain Park website.

## **STATE MINIMUM BUILDING CODES**

- Georgia State Minimum Standard Building Code (International Building Code with Georgia State Amendments)
- Georgia State Minimum Standard One and Two Family Dwelling Code (International Residential Code for One- and Two-Family Dwellings with Georgia State Amendments)
- Georgia State Minimum Standard Fire Code (International Fire Code with Georgia State Amendments)
- Georgia State Minimum Standard Plumbing Code (International Plumbing Code with Georgia State Amendments)
- Georgia State Minimum Standard Mechanical Code (International Mechanical Code with Georgia State Amendments)
- Georgia State Minimum Standard Gas Code (International Fuel Gas Code with Georgia State Amendments)
- Georgia State Minimum Standard Electrical Code (National Electrical Code with Georgia State Amendments)
- Georgia State Minimum Standard Energy Code ( 2009 International Energy Conservation Code with Georgia State Supplements and Amendments)

## **Building Requirements**

Minimum heated square footage -1350 square feet

Maximum building height – 35 foot average from grade

## **Site requirements**

**Building line setbacks** ( distance from property lines)

- Front setback – 25 feet (*corner lots have 2 front setbacks*)
- Rear building setback - 25 feet
- Side setbacks - 20 feet

**Minimum lot area/square footage**

- Lots served by public sewer- 12,500 square feet
- Lots with septic system- The Fulton County Department of Health and Wellness requires one acre

**Minimum road frontage            100'**

**Minimum parking area per residence – 400 square feet**

**Impervious surface coverage**

- The primary residence cannot occupy more than 18% of the total lot area of the subject property.
- The combined total of all accessory structures and impervious surfaces excluding the primary residence cannot occupy more than 15% of the total lot area of the subject property
- The two combined may not occupy more than 33% of the total lot area of the subject property

**Stream Buffer**

- 50 feet as measured from the bank of the stream (point of wretched vegetation)
- An additional 25-foot impervious set back.

**Minimum tree density – 400 caliper inches per acre**

## DEFINITIONS

**State Waters:** means any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells, and other bodies of surface or subsurface water, natural and artificial, lying within or forming a part of the boundaries of the State which are not entirely confined and retained completely upon the property of a single individual, partnership, or corporation.

**Stream Buffer:** A stream buffer is a vegetated area, including trees, shrubs and herbaceous vegetation, which exists or is established to protect a stream system, lake, reservoir or coastal estuarine area. Stream buffers are 50 feet as measured from the bank of the stream (wrested vegetation) with an additional 25-foot impervious set back.

**Perennial Stream:** means a stream that flows in a well-defined channel throughout most of the year under normal climatic conditions. . Perennial streams require a buffer

**Intermittent Stream:** means a stream that flows in a well-defined channel during wet seasons of the year but not for the entire year. Intermittent streams require a buffer

**Ephemeral Stream:** means a stream that typically has no well defined channel, and which flows only in direct response to precipitation with runoff. Ephemeral non-trout streams do not require buffers  
[http://www.georgiacivil.com/documents/GAEPD\\_STREAM\\_GUIDELINES.pdf](http://www.georgiacivil.com/documents/GAEPD_STREAM_GUIDELINES.pdf)

**Land-disturbing activity:** Any activity which may result in soil erosion from water or wind and the movement of sediments into state waters or onto lands within the state, including, but not limited to, clearing, dredging, grading, excavating, transporting, and filling of land in area greater than 250 square feet.

# City of Mountain Park

## Required Inspections

**Inspection Requests** It shall be the duty of the permit holder or their agent to notify the City that the site is ready for an inspection for the following required inspections. Work shall not be done beyond the point indicated in each successive inspection until inspector has approved such work. Any portion that does not comply at the time of inspection requires a re-inspection and shall not be covered or concealed until approved by the Inspector. A copy of the stamped construction plans shall be kept on site.

**UNLESS STATED OTHERWISE, EACH INSPECTION LISTED IS A SEPARATE INSPECTION and MUST BE INSPECTED IN THE FOLLOWING ORDER**

- 1. Arborist's Inspection** - The Arborist will inspect the site upon receipt of a completed application and site plan, the installation of all critical root zone tree save fencing, and prior to the commencement of work.
- 2. Site Inspection** - The Building Inspector will inspect the site after the installation of all Erosion and Sedimentation BMP's and the installation of the 40% undisturbed area fencing but prior to commencement of work.
- 3. Temporary Power Inspection** - As needed
- 4. Foundation and Foundation Wall Inspection** – Foundation inspection shall be made **AFTER** trenches are excavated, the reinforcement steel is in place, forms erected, and **PRIOR** to the placing of concrete.
- 5. Underground Inspections** – Underground inspection shall be made **AFTER** trenches or ditches are excavated, **Electrical** - Conduit or Cable Installed; **Mechanical** – Underground duct and fuel piping installed; **Plumbing** – Piping installed; **BEFORE ANY BACKFILL.**
- 6. Slab Inspection** – Slab inspection shall be made just **PRIOR** to placing of concrete.
- Exterior Framing Inspection** – This inspection of the exterior wall sheathing fasteners and braced wall panels shall be made **PRIOR** to concealment by building wrap and other moisture barrier systems.
- 7. Moisture Barrier Inspection** – Inspection of the building wrap, membranes, flashings, and any other required moisture barrier systems shall be made **PRIOR** to the installation of the exterior finishing materials. NOTE: *this inspection may be made in conjunction with the required Framing/Rough Inspection.*
- 8. Frame Inspection/Rough Inspection** – Inspection of framing construction shall be made **AFTER** the roof, all framing, fire stopping, sheathing, draft stopping, bracing and fasteners are in place. **The Rough Inspection** of plumbing, mechanical, gas and electrical systems shall be made **PRIOR** to covering or concealment, **BEFORE** fixtures or appliances are set or installed.
- 9. Insulation Inspection** – To ensure an energy-controlled building envelop, the inspection of the building insulation must be made **PRIOR** to covering or concealing the insulation from view.
- 10. Final Building, Mechanicals and Site Inspection** – Final inspection shall be made **AFTER** the building is complete, the site stabilized, and is ready for immediate occupancy.
- 11. Final Arborist's Inspection** - Shall be made **AFTER** the building is complete and is ready for immediate occupancy.

Prior to calling for an inspection the following must be on the jobsite or the inspection will not be performed, You must reschedule the inspection if it fails.

1. Inspection will **NOT** be performed on structures until required permits are approved
2. Stamped Construction Plans
3. Permit card and sign off sheet must be posted on jobsite in a weather-tight permit box and must remain on jobsite until a certificate of occupancy or completion is issued by the Building Official
4. If the inspector arrives at the jobsite and the job is not ready for inspection, the inspector will leave notice on site stating: **structure was NOT inspected. You must call City Hall (770-993-4231) to schedule re-inspection**

 <b>CITY OF MOUNTAIN PARK</b> <small>Incorporated 1927</small>	<b>City of Mountain Park</b> <b>118 Lakeshore Drive</b> <b>Mountain Park, GA 30075</b>	Permit #: _____  Job Address: _____
PROPERTY OWNER		PHONE
MAILING ADDRESS		EMAIL ADDRESS
CONTRACTOR / CONTACT PERSON		PHONE
CONTRACTOR ADDRESS City, State, and Zip		
CONTRACTOR EMAIL ADDRESS:		LICENSE NUMBER
LICENSED PLUMBER		LICENSE NUMBER
LICENSED ELECTRICIAN		LICENSE NUMBER
MECHANICAL CONTRACTOR		LICENSE NUMBER
DETAILED DESCRIPTION OF WORK		
<b>IMPORTANT – COMPLETE ALL ITEMS AND MARK ALL APPLICABLE BOXES</b>		
<b>A. SQUARE FOOTAGE</b>  Main Floor _____  Add. Floors _____  Heated Basement _____  Unheated Basement _____  Crawlspace _____  Covered Porch _____  Decks _____  Garage _____  # of Bedrooms _____  Other _____	<b>B. PROPOSED PERMIT TYPE</b>  <input type="checkbox"/> <u>NEW</u> Single Family Dwelling <input type="checkbox"/> Single Family Townhome <input type="checkbox"/> Accessory Structure  <input type="checkbox"/> <b>ALTERATION/ADDITION</b> Alteration – Interior work <input type="checkbox"/> Addition to primary structure <input type="checkbox"/> Accessory Structure alteration/addition  <input type="checkbox"/> <b>Miscellaneous/Other</b> Electrical Work <input type="checkbox"/> Plumbing Work <input type="checkbox"/> Mechanical Work <input type="checkbox"/> Pool/Hot Tub <input type="checkbox"/> Deck <input type="checkbox"/> Demolition <input type="checkbox"/> Land Disturbance	<b>C. DEMOLITION</b> <input type="checkbox"/> Site Plan <input type="checkbox"/> Asbestos Plan  <b>D. TOTAL VALUE</b> Building Valuation \$ _____  <b>E. CONSTRUCTION TYPE</b> <input type="checkbox"/> Wood Frame <input type="checkbox"/> Structural Steel <input type="checkbox"/> Masonry <input type="checkbox"/> Other _____  <b>NOTES:</b>
<b>F. FEES</b> <i>Please check box when paid</i> <input type="checkbox"/> Permit Fee: _____  <input type="checkbox"/> Plan Review: _____  <input type="checkbox"/> Trade Fees: _____  <input type="checkbox"/> Site Fees: _____  <input type="checkbox"/> Arborist Fees: _____  <input type="checkbox"/> Other: _____  Total Fees: _____	<b>G. TYPE OF SEWAGE DISPOSAL</b> <input type="checkbox"/> Public (attach receipt) <input type="checkbox"/> Private - <i>Septic tank (Attach Health Department Permit)</i>  <b>H. TYPE OF WATER SUPPLY</b> <input type="checkbox"/> Private <input type="checkbox"/> Public	<b>I. SETBACKS</b> <input type="checkbox"/> Front _____ <input type="checkbox"/> Right Side _____ <input type="checkbox"/> Left Side _____ <input type="checkbox"/> Rear _____  <b>J. HEATINGTYPE</b> <input type="checkbox"/> Gas LP or NG <input type="checkbox"/> Electricity <input type="checkbox"/> Solar <input type="checkbox"/> Other _____
<b>J. MISCELLANEOUS</b> Number _____ of _____ Stories  Height _____ in _____ feet  Height of building based on average _____ grade  Lot Size _____		
<p>The applicant, his or her agents and employees shall comply with all building codes and ordinances as adopted by DCA and City of Mountain Park. Construction erection and/or installation of the above proposed work for which the permit is granted. The City of Mountain Park or its agents are authorized to order the immediate cessation (STOP WORK ORDER) of construction at anytime a violation of the codes or regulations appears to have occurred. Violation of any of the codes or regulations applicable may result in the revocation of this permit.</p> <p>Structures <b>MUST</b> conform with approved plans. Any changes of plans or layout must be approved prior to the changes being made. Any change in the use or occupancy of the building or structure must be inspected at each required inspection and approved prior to proceeding with construction.</p> <p>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. <b>In the event construction is not commenced within 180 days of issuance of this permit, then the same is automatically void. Cessation of work for a period of 180 continuous days shall also cause this permit to be void. Permits are not transferable.</b></p> <p><b>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.</b></p>		
SIGNATURE OF APPLICANT		APPLICATION DATE

## City of Mountain Park

### STATEMENT – EROSION CONTROL

The escape of sediment from the site shall be prevented by the installation of erosion control measures and practices prior to or concurrent with land disturbing activities.

Erosion control measures will be maintained at all times. If full implementation of the plan does not provide for effective erosion control, additional means of sediment control measures shall be implemented to treat the sediment source.

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

### STATEMENT – STATE WATERS

The site is / is not (**circle one**) within 200 feet of State Waters. I understand that State Waters are defined as any of the following: lakes, streams, dry beds, ditches or swales that convey water across property lines. The ditch, swale or dry bed does not have to contain water at the time of permitting.

\_\_\_\_\_  
**Signature of Property Owner**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**

## ENGINEER CERTIFICATION / INDEMNIFICATION FOR RETAINING WALLS

(Engineer Certification Required on Any Walls over 4' High)

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

Property Owner Name: \_\_\_\_\_

Property Owner Telephone: \_\_\_\_\_

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

Site City/Zip Code: \_\_\_\_\_

Land Lot: \_\_\_\_\_ District: \_\_\_\_\_ Parcel: \_\_\_\_\_

District: \_\_\_\_\_ Parcel: \_\_\_\_\_

Building Permit #: \_\_\_\_\_ Wall Permit #: \_\_\_\_\_

Number of Walls: \_\_\_\_\_ Date of Plans: \_\_\_\_\_

Representative's Name: \_\_\_\_\_ Firm Name: \_\_\_\_\_

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

Firm City, State, Zip Code: \_\_\_\_\_ Firm Telephone: \_\_\_\_\_

Description and Location of Walls (use back of page if necessary):

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I, \_\_\_\_\_, being a registered professional engineer in the State of Georgia, PE # \_\_\_\_\_, and being duly competent as regards retaining wall design and construction, hereby certify with my signature below:

- That the designs and plans prepared under my supervision being submitted herewith for retaining wall(s) have been performed in a manner consistent with that degree of care and skill ordinarily exercised by members of the engineering profession currently practicing under similar circumstances; and that said retaining walls:
- Provide(s) factors of safety for sliding, bearing, overturning, and global stability of 1.5, 2.0, 2.0, and 1.5 respectively, and 1.5 for geo grid pullout and rupture if a geo grid wall design;
- Is/are in good practice as regards drainage and structural stability;
- Is/are not designed to result in disturbance or erosion to other properties;
- Do/does not block, cross, or eliminate access to any easement, buffer, setback, detention/retention pond, or tree save area;
- And that I have advised the owner listed above that said wall(s) must be constructed under the supervision of a qualified and registered professional engineer and licensed contractor so as to result in a safe and code conforming installation.

I hereby acknowledge that Mountain Park will issue this permit based upon my design.

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

## OWNER CERTIFICATION / INDEMNIFICATION FOR RETAINING WALLS

I, \_\_\_\_\_, being the owner of said property, or a representative for same, hereby certify with my signature below: that the plans being submitted herewith for retaining wall(s) will not result in disturbance or erosion to other properties; do/does not block, cross, or eliminate access to any easement, buffer, setback, detention/retention pond, or tree save area; will be constructed under the supervision of a qualified and registered design professional and licensed contractor; and will result in a safe and code-conforming installation. As the owner or his/her representative, I certify that the owner hereby indemnifies and holds Mountain Park harmless from any and all claims resulting from the issuance of the permit.

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

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## CONTRACTOR CERTIFICATION INFORMATION

*Provide individual copies of the professional Georgia license for the general contractor and for each subcontractor along with a copy of their photo ID. Place a check mark next to information provided. If ground disturbance is involved, provide a copy of the GSWCC certification card and photo ID of the card holder.*

**Project Location:** \_\_\_\_\_

### GENERAL CONTRACTOR

- ☐ Copy of General Contractor's License    ☐ Copy of photo ID for license holder  
Phone: \_\_\_\_\_ Business license: \_\_\_\_\_
- ☐ Authorized Permit Agent Form (if applicable)
- ☐ Affidavit of Homeowner Acting as General Contractor (if applicable)
- ☐ Copy of Level 1A Certified Personnel card from GSWCC (if applicable)

### SUB-CONTRACTORS

#### **ELECTRICAL**

- ☐ Copy of Electrical License    ☐ Copy of photo ID for license holder  
Phone: \_\_\_\_\_ Business license: \_\_\_\_\_

#### **PLUMBING**

- ☐ Copy of Plumbing License    ☐ Copy of photo ID for license holder  
Phone: \_\_\_\_\_ Business license: \_\_\_\_\_

#### **HVAC**

- ☐ Copy of HVAC License    ☐ Copy of photo ID for license holder  
Phone: \_\_\_\_\_ Business license: \_\_\_\_\_

#### **GRADING: (or other ground disturbance)**

- ☐ Copy of Grading/other ground disturbance License    ☐ Copy of photo ID for license holder  
Phone: \_\_\_\_\_ Business license: \_\_\_\_\_

**CITY OF MOUNTAIN PARK  
118 LAKESHORE DRIVE  
MOUNTAIN PARK, GA 30075**

**CONTRACTOR'S/HOMEOWNER'S AFFIDAVIT**

I \_\_\_\_\_, of \_\_\_\_\_  
(name) (Company Name)

have received a copy of the City's Ordinance in relation to the parking of vehicles on the Streets in the City of Mountain Park. Said Ordinance states that if I am found in violation of said Ordinance, a citation will be issued and fine will be charged as follows:

1 <sup>st</sup> Offense	-	\$	25.00
2 <sup>nd</sup> Offense	-	\$	50.00
3 <sup>rd</sup> Offense	-	\$	100.00

After the third offense, you will be required to appear in Court before the Judge for a determination.

It is the contractor/homeowner's sole responsibility to notify ALL workers as they will be cited. However, that's not to say that the contractor/homeowner won't also be cited should the problem persist.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.  
WITNESS:

\_\_\_\_\_

\_\_\_\_\_  
(NAME)

**SIGNATURE / DATE:** \_\_\_\_\_ / \_\_\_\_\_

Notary Seal

Sworn and Subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_



City of Mountain Park  
118 Lakeshore Drive  
Mountain Park, GA 30075  
770.993.4231

[www.mountainparkgov.com](http://www.mountainparkgov.com)

## **HOMEOWNER AFFIDAVIT**

**NOTICE:** The Building Department will only issue a permit to either a state licensed contractor or to the owner-occupant of a residential property. This form must be completed, signed, notarized and submitted to the Building Department before a permit will be issued.

*All information requested on this form is mandatory:*

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

**Subdivision:** \_\_\_\_\_ **Lot/Bldg/Ste:** \_\_\_\_\_

**Homeowner's Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Description of Work:**

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**This is to certify that I am responsible for the:**

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing/ Gas |
| <input type="checkbox"/> Mechanical | <input type="checkbox"/> Low Voltage   |
| <input type="checkbox"/> Building   | <input type="checkbox"/> Other         |

I certify that I have a working knowledge of the current construction codes and ordinances adopted by the City relating to this project. I also certify that I will adhere to all state and federal laws regarding workplace safety as well as state laws pertaining to contractor licensing requirements. In the event that there is a change in my status as the principal contractor on this project, I understand that I must immediately notify the Building Official in writing. I fully understand that this permit may be revoked for false statements or misrepresentation as to the material fact in the permit application on which this permit was based. I further agree to indemnify the City and its operators from any liability for damages and loss of property if the work performed has not been installed in strict accordance with the adopted construction codes and ordinances.

**SIGNATURE / DATE:** \_\_\_\_\_ / \_\_\_\_\_

Notary Seal

Sworn and Subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

## City of Mountain Park Homeowner Permit Indemnification Affidavit

Page 1 of 2

The undersigned hereby applies for special consideration as the property owner listed above desiring to build and/or serve as general contractor for the subject property. In making this request for a homeowner permit, the undersigned hereby states the following to be true;

Applicant states that the building or structure is located on real property owned by said applicant and is intended upon completion for occupancy by applicant and will not be used by the public. Further it is hereby stated the applicant has not sold a building or structure that he/she constructed and acted as contractor within the prior 24 months and this property is not to be offered for sale or lease as provided for under O.C.G.A 43-41-17.

Should applicant sell the home/building within 24 months following issuance of the certificate of occupancy or final permit inspection approval; applicant understands he/she will not be allowed to permit another home/building project unless applicant is duly licensed by the State of GA.

Applicant shall serve as the general contractor and accept inherent responsibilities and liabilities for the work authorized by the approved permit in accordance with Georgia's licensing law pertaining to Residential and General Contractors and including workman's comprehensive liability.

If applicant is not installing the building, electrical, plumbing, or mechanical systems as building owner, he/she agrees to hire properly licensed building, electrical, plumbing, and mechanical contractors and have those contractors who are not resecure any required trade permits. All trade permits must be issued separately.

As general contractor, applicant may contract with traditional specialty contractors or limited-service specialty contractors who are not required to hold a State license as a residential or general contractor if performing within their specialty as provided for under O.C.G.A. 43-41-17.

Applicant may not hire another individual or firm to hire sub-contractors without that party being licensed as required by the State and further securing required permits.

Applicant agrees to build in accordance with applicable codes and strictly adhere to the inspections as required by the jurisdiction. Undersigned acknowledges that inspections must be performed in an established sequence as required by the jurisdiction and that work done in violation of the building code must be corrected or may be ordered removed.

Applicant acknowledges that he/she is aware that a permit issued under the provisions of the code may be revoked for false statements of misrepresentations as to the material fact in the application on which the permit was based.

Applicant acknowledges that making false statements made in the permit application will subject said applicant to possible prosecution and/or fine. Georgia Criminal Code, Article 2, Section 16-10-20 (False Swearing) calls for a possible fine of not more than \$1000.00 or imprisonment for not less than one (1) nor more than five (5) years or both.

## City of Mountain Park Homeowner Permit Indemnification Affidavit

Page 2 of 2

FOR GOOD AND VALUABLE CONSIDERATION (the receipt and sufficiency of which is hereby irrevocably acknowledged) the undersigned hereby agrees to and understands the merits of this document and further indemnifies and saves harmless the Indemnatee (herein the City of Mountain Park, its employees and agents) from and against any and all claims, demands, actions, suits, losses, costs, charges, expenses, damages, and liabilities whatsoever which the Indemnatee may pay, sustain, suffer or incur by reason of or in connection with the use or the effects of the location above and the construction activity associated with this permitted scope of work, including, without limiting the generality of the foregoing, all costs and expenses (including legal expenses) incurred in connection with any such loss or damage.

Applicant Signature \_\_\_\_\_

Date \_\_\_\_\_

Print Name \_\_\_\_\_

Notary Seal

Sworn and Subscribed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_