

# What is a Building Permit?

A building permit gives you legal permission to begin construction of a building project.

## When do I need a Building Permit?

It shall be unlawful to commence the excavation or filling of any lot for any construction of any building, or to commence construction of any building, or to commence the moving or alteration of any building or to commence the development of more than one acre of land (or the development of any size tract of land involving the creation of, or engaging in the operation of a mine, landfill, junkyard or recycling plant), for a use not requiring a building, until a building/development permit for such work has been issued by the zoning administrator. Completion of an application for such a permit shall constitute permission for all county zoning entities to inspect or view the property at all reasonable times and to make such a nondestructive testing (including, but not limited to, soil borings) as may be reasonable to determine factors relevant to the zoning standards or criteria set forth in this ordinance. (CC Zoning Ordinance; Sec. 11.1)

The following list contains, but is not limited to, building construction and services that require a permit prior to beginning work or operation:

- Residential, New Construction
- Commercial, New Construction
- Any alteration or addition to existing residential and commercial structures, including fire burn out structures
- Storage building, separate garage, or any other structure that is 200 square feet or more in size OR will contain the following: electrical, plumbing, gas, or HVAC
- Mobile Home Installation
- Electrical: All New Construction, including residential, commercial and mobile home which will require either temporary or permanent power; alterations or additions to existing structures; separate structures where power is required; reconnect power.
- Plumbing: All New Construction, including residential, commercial and mobile home which will contain kitchen AND/OR bath facilities; alterations or additions to existing structures which will include kitchen AND/OR bath facilities; separate structures which contain kitchen AND/OR bath facilities.
- HVAC: All New Construction, including residential, commercial and mobile home which will be heated or cooled by an HVAC unit; alterations to existing structures when the unit size is increased; separate structures which will be heated or cooled by a HVAC unit.
- Swimming pools- All in ground pools; above ground pools with a height of 24" or more require a permit
- Road Cut
- Timber Cut
- Demolition
- Cell Tower: New and Co Location
- Land Disturbance
- Special Events

## **The Following is a list of construction or services NOT requiring a permit at this time:**

Sec. 3.2. Basic activities regulated and not regulated in this ordinance.

The activities listed in this section are not all-inclusive:

Development activities are regulated under this ordinance as is the construction of and extension of buildings (including, but not limited to, the construction of a porch or deck, or placement of a sign). However, regardless of any other provisions of this ordinance to the contrary, the following activities shall not be regulated by this ordinance, and shall not require a permit (CC Zoning Ordinance; Sec 3.2.):

- Home Gardening
- Installation of carpet
- Installation of appliances in homes
- Installation of drapes, curtains, curtain rods, pictures or other household furniture
- Sanding or painting interior or exterior surfaces of homes, buildings or structures
- Installation of telephone jacks or computer modems
- Erection, repair or destruction of fences (except those on right of way or concerning swimming pools)
- Nonelectrical or non gas related repairs that do not extend the size of the building
- Installation of kitchen appliances or water or sewer fixtures (except that a sewer, water, or septic tank permit may be required by the Catoosa County Health Department or Catoosa Utility District)
- Ordinary yard work, yard landscaping, lawn mowing, or sprinkling (however, yard modification are required for buffers, screening or other reasons set forth in the ordinance)
- The paving (concrete or asphalt) of, laying the foundation for, or placing chert or rock upon, a private drive, private road or basketball or tennis court, however tile placed on a public road must be approved by or purchased from the Catoosa County Board of Commissioner's office. The paving or parking plots in excess of one acre is regulated.

If you are unclear, as to whether you will need a building permit you may contact the Building Inspection Department for assistance.

## **What if I do not obtain the proper permit prior to beginning construction?**

Any person violating any provision of the [this] zoning ordinance shall be guilty of a misdemeanor and upon conviction shall be punished for each offense according to law with the fine to be not less than \$50.00 and not more than \$1000.00. Each day such a violation continues shall be deemed a separate offense. In addition to any other penalties that may be imposed in this zoning ordinance, a double permit fee will be charged for violators not obtaining a building/development permit originally (prior to construction or development). (CC Zoning Ordinance; Sec. 11.5)

## **When will my building permit expire?**

Permit shall be void if construction authorized by the permit has not commenced, and at least one required inspection has not been performed by a Catoosa County Official within six months from the issue date. Provided work has commenced on the permitted site, the permit will expire one year from the issue date. Upon

written request by the permit holder thirty days prior to the one-year expiration date stating the reason for the requested extension, upon approval by a Catoosa County Building Official, a permit may be extended for a period not to exceed sixty days. There will be no exceptions to these guidelines. Permits are not transferrable and may only be used for work performed on the site location stated on the permit application.

## One Time Courtesy Renewal

Prior to the initial expiration date; a permit may be renewed one time for an additional six-month period at a fee of one half the original permit fee, but not less than \$25.00. If construction has not commenced, or an inspection by a Catoosa County Building Inspector has not occurred prior to the end of the six-month renewal period the permit will be void. Once a permit has become void, the applicant will need to complete the entire permit application process and obtain a new permit before commencing any work on the site. At no time will a permit be renewed after the expiration date. There will be no exceptions.

## How do I obtain a Building Permit?

To obtain a Building Permit for Residential, New Construction, the following information is required prior to an application being accepted:

- You must contact "Call Before You Dig" Agency at 811 prior to any digging. You will be given a ticket number and expiration date. This information is required at the time of applying for the permit.
- Property Address assigned by 911
- Storm Water approval
- Zoning approval
- Environmental Health Approval for Septic Tanks
- Sewer approval for sewer system by City Hall
- Owner's name, address and phone number
- Georgia General Contractor's name, address, phone number
- Type of structure (house, storage building, etc.)
- Type of construction (wood or steel frame)
- Site plan drawing showing location of dwelling on the lot which includes distance from the property lines, driveway location, and/or floor plan of the addition
- Break down as follows for square footage: heated, basement, garage, other, and total number of square footage
- Number of stories, bathrooms, and bedrooms
- Electrical, plumbing, HVAC and Gas subcontractor's names, copy of Georgia license
- No permit will be valid until all requirements are met and fees have been paid

\* Please note: Prior to any permit being issued in a new subdivision location, a preconstruction meeting with contractors, building, and storm water officials will be required.

## Commercial and Industrial Permits

The same information is required as listed for the issuance of a residential permit plus the following:

- Three complete sets of printed plans and a C.D. containing complete set of plans showing details including electrical, plumbing, HVAC, egress, and site plan. The plans shall include potable water, sewer, electrical load and natural gas load plan and data. In addition, Fire hydrant locations, back flow prevention, and grease trap location.
- Soil and erosion plans must be submitted to the Storm Water Department and approved prior to any construction, grading, or clearing of the land.
- State Fire Marshall Certificate, if required. Commercial Plan review will take at least seven to ten working days or longer. (The size of the lot and structure is the determining factor.)
- Preconstruction meeting with Building and Storm Water Officials after plan review and prior to issuance of permit
- No permit will be valid until all requirements are met and fees have been paid.

## Mobile Home Permit

The same information is required as listed for the issuance of a residential building permit.

\*Please note: Prior to setting a mobile home in Catoosa County, or relocating a mobile home within the county, you must obtain a mobile home permit to ensure the location meets all zoning requirements as outlined in the Catoosa County Zoning ordinances.

## Electrical, Plumbing, HVAC and Gas Installation Permits

Submit a completed permit application to the Building Inspection Department, along with a copy of your Georgia State License for the trade of which you are obtaining the permit. You must be licensed in the State of Georgia to perform any electrical, plumbing, HVAC or gas line work on commercial or rental property. However, a homeowner who elects to do their own electrical, plumbing, HVAC, and or gas line work may obtain a permit under their name provided they sign an affidavit stating they own the residence, are currently residing in the residence at the location where the work will be performed, and will continue residing in the residence for a minimum of two years.

## Permit Fees

The schedule for permit fees applicable under this article shall be set forth in attachment B to the ordinance from which this article is derived and shall be maintained in the office of the Building Official in accordance with attachment B. (Ord. of 11-21-95; Amend. of 1-16-01) (CC Ordinance 18-33)

\* Any failed inspection will require a \$25.00 re-inspection fee. This fee must be paid before any other inspections can be scheduled.