

PERMIT REQUIREMENTS

Building – Fascia, Roof, Siding, Soffit, Windows – Repair / Replace

- 1) Specialty Trade Contractors - License Requirements.
- 2) Unless the person in the office is on the business license, we will require a company check or company credit card (Visa, MasterCard, or Discover). Only the individual(s) listed on the business license can pay cash, personal check or credit card.
- 3) Once the job is complete, an inspection is required. Call or go online to request.
- 4) A permit is not required for replacing doors.
 - ❖ **Exception.** Door openings that are made larger require a permit and state licensed contractor.
- 5) Roofer may replace the plywood decking (due to water damage), but cannot replace a rafter or truss.
- 6) If the job is within the **Historic District**, we will require an approved COA² from Planning & Zoning prior to accepting monies / releasing permit.
- 7) If the job is within the Flood Plain Area, we will require an approval from Planning & Zoning. Under certain circumstances (no additions, small job cost, etc.), our office can contact P & Z for approval via fax. Otherwise, you will be required to contact their office directly at (706) 821-1796.
- 8) Permits for Roofing, Fascia, Soffit, Vinyl Siding, & Window Replacement can be faxed in.
 - a) The form (Fax-In Request) is in our office.
 - b) If mailed, the payment (check) is required to be in our office within 72 hours of receiving the fax.
 - ❖ Fees based on job cost (Material & Labor) plus one inspection.
 - ❖ ***If purchasing in the office, you will need a company check or company credit card (Visa, MasterCard, or Discover) for all transactions.*** If you get the license & permit on the same day, we can combine fees for one check. We do not require the original copies of insurance, an e-mailed copy or fax is sufficient.
- 9) If the contractor lists anything other than the above tasks (for example, patio covers), then it has to be given to the inspector for approval and a state license is required.