

PERMIT REQUIREMENTS

Building – Foundation Repair

- 1) Residential Basic Contractors (RB¹ or higher) - 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) If the job is within the **Historic District** and the scope of work includes ANY exterior work, we will require an approved COA² from Planning & Zoning prior to accepting monies / releasing permit.
- 4) 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.
- 5) Required Submissions
 - a) 2 sets of drawings
 - ❖ NOTE: For the installations of **helical piles** or **hydraulically driven steel pilings**.
 - (1) Two sets of plans are required to be submitted detailing the following.
 - ❖ A written description of the work and number of helical piles or hydraulically driven steel pilings to be installed.
 - ❖ A foundation plan detailing the location of the piles that is sealed by a structural engineer licensed in the State of Georgia.
 - ❖ A letter from a licensed structural engineer stating that he will inspect the piles and submit a letter within 10 business days after the installation to the Inspection Department stating that the piles have been installed correctly.
 - b) Detailed Scope of Work
 - c) Completed permit application (online, [Alteration / Addition / Repair / Demolition Permit](#))
 - ❖ Total contract cost (including everything)
 - ❖ Job cost (total contract less electrical, mechanical and plumbing)
- 6) Residential plan review is **3-5 business days**.
- 7) Once the plans are approved and brought up to the front clerks for entry, our office will call you with a quote and to inform you are ready for pickup.
 - ❖ Fees based on job cost (Material & Labor) and number of inspections required per approved plans
 - ❖ ***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.