



TO: ALL GENERAL CONTRACTORS
FROM: MARSHALL MASTERS, BUILDING OFFICIAL
DATE: NOVEMBER 19, 2010
SUBJ.: RESIDENTIAL PERMIT APPLICATION

Effective December 1, 2010, all applications for a residential building permit must be accompanied by the following:

- a. *Plot Plan* - to include: street, address, lot dimensions, building footprint, BMPs, positive drainage away from the structure, direction of drainage for storm water runoff, and setback dimensions.
- b. *Picture of the lot* before land disturbance has taken place.
- c. In subdivisions approved after August 13, 2003, the applicable section of the Development Plan (the 3 Phase E&S Plan and any associated pages pertaining to lot construction) relating to the lot.
- d. *An NOI for each lot being constructed on or an NOI that covers the builder's entire project (multiple lots).*
Note: Construction of two or more homes in the same development at the same time constitutes a Common Development and an NOI must be submitted, as such. For developments where the Developer has not submitted an NOT, the Builder will submit as a Secondary Permittee. For developments where the Developer and all secondary permittees have submitted an NOT or where the Primary Permittee cannot be determined, the Builder will submit as a Tertiary Permittee.
- e. *For multiple lots*, an approved 3 Phase E&S Plan must be submitted with the application (see #c), otherwise a 3 Phase E&S Plan done by a registered design professional, must be submitted to P&Z for review and approval, and the building permit will be held until such time as an approved 3 Phase E&S Plan can be submitted.
- f. NPDES fees, as applicable.
Note: Construction of one home on one lot with less than one acre of disturbance or Tertiary Permittees will not be required to submit NDPEs fees with their application.
- g. *Building Plans.* Two sets of plans with all attachments on each set are required.
- h. *HVAC* duct sizing and layout; to include sizing of the unit and number of units required.



Definitions:

3-Phase E&S Plan: an Erosion, Sedimentation and Pollution Control Plan that is designed, installed and maintained for the phase or phases of the common development covered by the General Permit. The E&S Plan must be prepared by a design professional as defined by the General Permit. The E&S Plan must include, at a minimum, best management practices, including sound conservation and engineering practices to prevent and minimize erosion and resultant sedimentation, which are consistent with, and no less stringent than, those practices contained in the “Manual for Erosion and Sediment Control in Georgia” published by the GASWCC as of January 1 of the year in which the land disturbing activity was permitted. The E&S Plan must include at a minimum all provisions as outlined in the General Permit to include a timeline of the intended sequence of major activities which disturb soils for major portion of the site to include:

- Initial phase
- Intermediate phase
- Final stabilization phase

Common Development: a contiguous area where multiple, separate, and distinct construction activities will be taking place at different times on different schedules under one plan of development.

Construction Activity: the disturbance of soils associated with clearing, grading, excavating, filling of land, or other similar activities which may result in soil erosion.

Notice of Intent: form for Owners or Operators who intend to obtain coverage under the General Permit for storm water discharges from a construction site. The Notice of Intent shall be submitted fourteen (14) days prior to the commencement of construction activities.

Notice of Termination: form for closing out General Permit coverage by the primary, secondary, and tertiary permittee. The primary permittee qualifies to submit a ***NOT*** where:

- the entire common development has undergone final stabilization and
- all storm water discharges associated with construction activity that are authorized by the General Permit have ceased and
- all construction has ceased for 90 days

Primary Permittee: The Owner or the Operator or both of a tract of land for a construction project.

Secondary Permittee: an owner, individual builder, utility company, or utility contractor that conducts a construction activity within a common development.

Tertiary Permittee: either the Owner or Operator of a remaining lot(s) of a common development conducting a construction activity where the primary permittee and all secondary permittees have submitted a Notice of Termination in accordance with Part VI.A.(2) of the General Permit.



NEW CONSTRUCTION - PERMIT APPLICATION

RESIDENTIAL OR COMMERCIAL

HOMEOWNER / PROJECT NAME _____

STREET ADDRESS _____ ZIP CODE _____

GENERAL CONTRACTOR _____ PHONE _____

GC EMAIL _____ DESIGN PROFESSIONAL EMAIL _____

ELECTRICAL CONTRACTOR _____

CITY VIEW WEB-REGISTERED USERNAME**: _____

MECHANICAL CONTRACTOR _____

CITY VIEW WEB-REGISTERED USERNAME**: _____

PLUMBING CONTRACTOR _____

CITY VIEW WEB-REGISTERED USERNAME**: _____

LANDSCAPE / FIRE SPRINKLER CONTRACTOR _____

CITY VIEW WEB-REGISTERED USERNAME**: _____

BURGLAR / FIRE ALARM CONTRACTOR _____

CITY VIEW WEB-REGISTERED USERNAME**: _____

RESIDENTIAL ONLY

VALUE OF HOME _____ TOTAL SQ FT _____ HEATED SQ FT _____

LOT # _____ BLOCK # _____ BEDROOMS # _____ BATHROOMS # _____

CARPORT / GARAGE: OUTDOOR SPRINKLER: FIREPLACE # _____

TYPE OF FRAME: WOOD / MASONRY / OTHER: _____ STORIES # _____

SETBACKS: FRONT _____ BACK _____ SIDES _____ A/C TONS # _____

WATER TAP: COUNTY SEWERAGE: SEPTIC TANK:

COMMERCIAL ONLY

TOTAL CONTRACT COST: \$ _____ JOB COST (WITHOUT EMP'S): \$ _____

APPLICANT SIGNATURE: _____ DATE: _____



RESIDENTIAL PLOT PLAN

DRAINAGE AND SOIL EROSION CONTROL

I am the "General Contractor" for the project known as **(address)** _____

_____,
permit # _____. I understand that it is my responsibility to install or have installed soil erosion prevention practices on this construction site and to maintain those practices during the entire project, or until the disturbed ground area is permanently stabilized. I further certify that the submitted plot plan conforms to the "Soil Erosion and Sediment Control Ordinance" that addresses "positive drainage to drainage systems" for residential lots.

GENERAL CONTRACTOR'S SIGNATURE: _____

GENERAL CONTRACTOR'S E-MAIL: _____

DATE: _____

NOTE:

Soil erosion practices must be in place and maintained in order for "building inspections" to be performed. Prior to issuing a "Certificate of Occupancy", all disturbed ground areas must be stabilized and "positive drainage" systems in place. After the Certificate of Occupancy is issued and until title transfer the General Contractor is responsible for maintaining the project.



PLANNING & DEVELOPMENT DEPARTMENT
1803 MARVIN GRIFFIN ROAD, AUGUSTA, GA 30906
PHONE: 706.312.5050 FAX: 706.312.4277

MEMORANDUM

TO: ALL GENERAL CONTRACTORS
FROM: MARSHALL MASTERS, BUILDING OFFICIAL
DATE: SEPTEMBER 27, 2001
SUBJ.: TERMITE CERTIFICATION

EFFECTIVE OCTOBER 1, 2001 BEFORE A CERTIFICATION OF OCCUPANCY CAN BE ISSUED; WE MUST HAVE A COPY OF YOUR TERMITE CERTIFICATE. WE WILL NOT ISSUE ANY CO'S WITHOUT THIS CERTIFICATION.

PLEASE SIGN AND DATE THIS MEMO AND RETURN TO CLERK.

ADDRESS OF CONSTRUCTION:

LOT _____ **BLOCK** _____ **SUBDIVISION** _____

COMPANY _____

CONTRACTOR'S EMAIL: _____ **PHONE #** _____

SIGNATURE _____ **DATE** _____



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RESIDENTIAL

COMPACTED FILL MATERIAL

SUBDIVISION: _____ **BLOCK:** _____ **LOT:** _____

STREET ADDRESS: _____

CONTRACTOR (COMPANY): _____

CONTRACTOR (AGENT): _____

CONTRACTOR'S ADDRESS: _____

CONTRACTOR'S PHONE #: _____

CONTRACTOR'S E-MAIL: _____

The listed address **IS / IS NOT** a lot that has fill soils.

For Fill Lots:

_____ Appropriate test documentation is attached.

In accordance with the *2018 International Residential Code*, the fill soils that support the footing and foundation are designed, installed, and tested in accordance with accepted engineering practice. The foundation construction will be capable of accommodating all loads of the proposed structure.

GENERAL CONTRACTOR'S SIGNATURE: _____

DATE: _____