REQUIREMENTS FOR RESIDENTIAL HOUSING PERMIT APPLICATION

ITEMS 1-4 MUST BE COMPLETED BEFORE A BUILDING PERMIT APPLICATION WILL BE ACCEPTED.

1-SEPTIC TANK APPROVAL (New or Existing Tank) – FROM ENVIRONMENTAL HEALTH DEPARTMENT – OFFICE HOURS, Monday - Friday 8 a.m. – 9 a.m. A written approval/copy of septic tank permit is needed before a building permit can/will be issued.

2-RECORDED DEED AND PLAT – Must meet county requirements.

3-ADDRESS APPLICATION FILLED OUT – FOR 911 services.

4-BUILDING APPLICATION COMPLETED – permit must be submitted and approved by Code Enforcement prior to doing any work. The inspection record card must be placed in the construction box or provision made to post at the job site.

5-HOUSE PLAN REVIEW- This review may take 5 business days before a permit can be issued.

6-ENERGY CODE FORM

7-SITE PLAN- Showing new house, all structures on your property & distance of structures from each other and from all property lines

8-DIG NUMBER – Call 1-800-282-7411 for your number

9-ROOFING APPLICATION COMPLETED – permit must be submitted and approved by Code Enforcement prior to doing any roof work.

10-ELECTRIC APPLICATION COMPLETED – permit must be submitted and approved by Code Enforcement prior to doing any electrical work.

11-AIR CONDITIONER APPLICATION COMPLETED – permit must be submitted and approved by Code Enforcement prior to doing any HVAC work.

12-PLUMBING APPLICATION COMPLETED – permit must be submitted and approved by Code Enforcement prior to doing any plumbing work.

13-GAS APPLICATION COMPLETED – permit must be submitted and approved by Code Enforcement prior to doing any gas work.

NOTE: If you are HIRING A CONTRACTOR to do any of the above work, the CONTRACTOR MUST FILL out permits that pertain to the work he/she is doing for you. CONTRACTOR must be registered with GRADY COUNTY. Code Enforcement then reviews and approves permit applications.

WHEN THE HOMEOWNERS ARE DOING THE WORK THEMSELVES, THEY ARE REQUIRED TO SPEAK WITH MR. IVY BEFORE STARTING ANY WORK. A homeowner's affidavit and sub-contractor list must be filled out if the homeowner is doing work.
Residential Housing Permit Application

Property Owner’s Information:
Name: ________________________________
Current address: ________________________
City: __________________ State: _______ Zip code: ___________
Phone Number: (Daytime) _______________ (Alternate) _______________
E-mail address: ________________________

Property Location:
Land Lot: _______ Land District: _________ Map: __________ Parcel: __________
Property address: ________________________________
City: __________________ State: _______ Zip code: ___________
Name of subdivision (If applicable): ______________________ Lot number: ______

Applicant Information (If not Property Owner):
Name: ________________________________
Current address: ________________________
City: __________________ State: _______ Zip code: ___________
Phone Number: (Daytime) _______________ (Alternate) _______________

Contractor Information:
Contractor’s name: _______________________
Contractor’s address: ________________________
City: __________________ State: _______ Zip code: ___________
Phone Number: (Daytime) _______________ (Alternate) _______________
State certification number: ____________________ Expiration date: ____________
Type of Building Permit Requested:

☐ Single Family Dwelling
☐ Two Family Dwelling (Duplex)
☐ Utility / Storage
☐ Addition
☐ Remodel (Explain)
☐ Other (Explain)

☐ Manufactured Home (Single Section) Addition
☐ Manufactured Home (Multi Section) Addition
☐ DCA Modular Home
☐ Garage

Explanation: __________________________________________________________
______________________________________________________________
______________________________________________________________

Building Information: (Please fill in all pertinent information)

Total cost of construction: $ __________________________

Building dimensions (Foot print): __________________________

Total square footage of building:

Heated: _____________ Sq ft. Unheated: _____________ Sq ft.

Total Square Footage per Floor:

Basement (Heated): _____________ Sq ft. 1st Floor (Unheated): _____________ Sq ft.
Basement (Unheated): _____________ Sq ft. 2nd Floor (Heated): _____________ Sq ft.
1st Floor (Heated): _____________ Sq ft. 2nd Floor (Unheated): _____________ Sq ft.

Number of Stories:

☐ 1 ☐ 1 ½ ☐ 2 ☐ 2 ½

Foundation Type:

☐ Basement ☐ Crawlspace ☐ Slab ☐ Combination

Foundation Material:

☐ Block ☐ Concrete ☐ Brick ☐ Stone
Exterior Materials:  (Please check all that apply)

☐ Brick     ☐ Stone     ☐ Block     ☐ Concrete     ☐ Hardi-Plank
☐ Vinyl     ☐ Wood      ☐ Metal     ☐ Stucco     ☐ Other

Explain Other: __________________________________________________________

Roof Framing:

☐ Truss     ☐ Stick     ☐ Combination

Roofing Material:

☐ Shingles  ☐ Roll Roofing ☐ Metal     ☐ Slate     ☐ Tiles
☐ Concrete  ☐ Roofing    ☐ Membrane ☐ Other     ☐ Other
☐ Wood      ☐ Roofing    ☐ Other     ☐ Other
☐ shingles  ☐ Roofing    ☐ Other     ☐ Other

Explain Other: __________________________________________________________

ACCESS SHALL BE FURNISHED BY INSTALLER FOR ALL MANDATORY INSPECTIONS
CONTRACTOR MUST READ AND INITIAL.
INSPECTION REQUIRED: FLASHING – SHINGLE NAILING PATTERN – LATHING SCREW PATTERN – INSPECTIONS OF ANY SHEATHING REPLACED OR REPAIRED. _________

Garage:

☐ Attached   ☐ Detached   ☐ No Garage   ☐ Carport Garage
             (Heated): ____________ Sq ft
             (Unheated): ____________ Sq ft

Number of Rooms:

_________ Bedroom(s) ___________ Half bathroom(s)
_________ Full bathroom(s) ___________ Kitchen(s)
_________ Total number of rooms

Number of Fireplace(s):

_________ Wood Fireplace(s) ___________ Gas Fireplace(s)

☐ Masonry     ☐ Prefabricated ☐ Insert     ☐ Wood Stove

Fuel Type:

☐ Wood     ☐ Propane     ☐ Natural Gas
Type of Heating System:

- Electric
- Heat Pump
- Gas
- Duel Fuel
- Solar
- Geo-thermal

Power Company:

- Grady EMC
- City of Whigham
- Thomasville
- City of Cairo

Water Supply:

- Well
- Public
- Private

Sewage:

- Septic
- Public
- Private
- New
- Existing: Approved by ______________ Date: ______________

Report Code: __________ Type of Construction: VB Occupancy Type: R3

Environmental:

Is the building within 200 feet of State Waters?  _____ Yes  _____ No
Is there a flood plain on the property?  _____ Yes  _____ No
Is the property in the Conservation Use Program?  _____ Yes  _____ No

All information is true and accurate to the best of my knowledge.

_________________________________________  ________________________
Applicant  Date

Reviewed by ______________________________  Date ________________

Approved to Issue by ________________________  Date ________________

Forms permit-building