



**CITY OF CORNELIA
BUILDING PERMIT APPLICATION**

**THIS APPLICATION WILL NOT BE ACCEPTED UNLESS
ACCOMPANIED BY ALL REQUESTED INFORMATION!**

Office Use Do Not Write in this Space	
Date Submitted:	_____
*Plan Review Fee:	\$ _____
*Site Plan Review:	\$ _____
*Grading Permit:	\$ _____
Building Permit:	\$ _____
Total Permit Fee:	\$ _____
Permit #:	_____
*: if applicable	

*Applicant Name: _____

*Mailing Address: _____

*Phone / Contact #: _____

Email Address: _____

*Property Owner: _____

*Mailing Address: _____

*Phone / Contact #: _____

Email Address: _____

Location of Property

*Physical Address: _____

*Zoning Classification: _____ Map & Parcel #: _____

RESTAURANTS / GREASE TRAPS / SEPTIC TANKS MUST HAVE DOCUMENTED APPROVAL FROM THE HABERSHAM COUNTY HEALTH DEPARTMENT

Project Description

Please check all that apply, complete & read all applicable information
Plans MUST be submitted with application

*Project Type:

<input type="checkbox"/> New Construction ¹	<input type="checkbox"/> Accessory Structure ^{1,2}	<input type="checkbox"/> Demolition
<input type="checkbox"/> Mobile Home/Office ¹	<input type="checkbox"/> Grease Trap ³	<input type="checkbox"/> Pool (Must have Affidavit)
<input type="checkbox"/> Addition ⁶	<input type="checkbox"/> Septic Tank ⁴	<input type="checkbox"/> Retaining Wall ⁵
<input type="checkbox"/> Remodel ⁶	<input type="checkbox"/> Deck ⁵	<input type="checkbox"/> Other (Please Explain on Back)

New Square Footage: _____ Added Square Footage: _____

Existing Square Footage: _____ Cost of Project: \$ _____

Remodeled Square Footage: _____

*DESCRIPTION OF WORK TO BE DONE: _____

¹ New Construction: Three (3) sets of COMPLETE plans (Building, Electrical, H.V.A.C., Plumbing, Site Plan) shall be submitted:

★ **RESIDENTIAL STRUCTURES:** Provide information required by the Current Edition of the Residential Building Code, City Building Inspector and Code of Ordinances of the City of Cornelia. Site plans showing the distance from property lines shall be submitted with all applications.

★ **COMMERCIAL & MULTI-FAMILY STRUCTURES:** Shall submit plans (Building, Electrical, H.V.A.C., Plumbing, Site Plan) developed by a Registered Design Professional, as applicable, licensed through the State of Georgia and information required by the City Building Inspector and Code of Ordinances of the City of Cornelia. Site plans showing the distance from property lines shall be submitted with all applications.

² Accessory Structures: A "Tie-Down" drawing is required. In addition, a Site Plan showing existing structures and the new structure indicating the new structure's distance from property lines & existing structures.

³ Grease Trap: An "underground" grease trap diagram is required pursuant to City of Cornelia Code of Ordinances.

⁴ Septic Tank: Must have approval from Habersham County Health Department. ⁵ Retaining Wall: A retaining wall over 4 feet high must be designed by Engineer.

⁶ Additions/Remodels: Two (2) sets of Complete plans with enough detail to show that the project complies with current Building Codes. In addition, a site plan showing the addition's distance from property lines & existing structures.

Is a septic tank located on the above listed property? Yes ~or~ No

Contractor Information

ALL CONTRACTORS MUST HAVE A CURRENT YEAR REGULATORY PERMIT FILED WITH THE CITY OF CORNELIA

	Name	Phone	Cornelia Regulatory #	State License # & Expiration Date
General:	_____	_____	_____	_____
Electrical:	_____	_____	_____	_____
Plumbing:	_____	_____	_____	_____
HVAC:	_____	_____	_____	_____
Grading:	_____	_____	_____	_____

If a permit is issued, I agree to conform to all ordinance and codes regulating the same. By my signature below, I certify that the application and attached information provided by me is true and correct.

Applicant Signature: _____ **Date:** _____