



# Minor Building Permit Application

PLEASE NOTE: THIS APPLICATION WILL NOT BE ACCEPTED UNLESS ACCOMPANIED BY ALL REQUESTED INFORMATION!

## Office Use

Do Not Write in this Space

Date Submitted: \_\_\_\_\_

Cost of Permit: \$ \_\_\_\_\_

Permit #: \_\_\_\_\_

\* Applicant Name: \_\_\_\_\_

\* Mailing Address: \_\_\_\_\_

\* Phone / Contact #: \_\_\_\_\_

\* Property Owner (If different): \_\_\_\_\_

\* Mailing Address: \_\_\_\_\_

\* Phone / Contact #: \_\_\_\_\_

## LOCATION OF PROPERTY

\* "911" Address (must have): \_\_\_\_\_

## PROJECT DESCRIPTION

\* Please check type of project & complete all applicable information \*

### Project Type:

___ Fence <sup>1</sup>	___ Water Line (repair) <sup>2</sup>	___ H.V.A.C.
___ Sewer Line (repair) <sup>2</sup>	___ Water Line (new) <sup>2</sup>	___ Other (explain on back)
___ Sewer Line (new) <sup>2</sup>	___ Electric Service Entrance	

\* Cost of Project: \$ \_\_\_\_\_

\* Square feet of Structure: \_\_\_\_\_

\* Linear footage of Fence, Water Line or Sewage Line: \_\_\_\_\_

<sup>1</sup> **Fence Permit:** Please provide a plat showing proposed location of fence.

<sup>2</sup> **Water & Sewer lines:** Inspections are required before any lines can be covered up.

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

## Contractor Information

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

Name	Phone	Regulatory #	State Lic. #
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General: \_\_\_\_\_ N/A

Electrical: \_\_\_\_\_

Plumbing: \_\_\_\_\_

HVAC: \_\_\_\_\_

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: \_\_\_\_\_



## When Issuing a “Minor Building Permit” Application:

1. This application can be used for any location, whether it is Single-Family Residential, Multi-Family Residential, Commercial or Industrial.
  2. **The types of construction covered by this application are only those items listed under “✂ Project Description ✂” on the application.**
  3. All items marked with an asterisk (\*) must be filled in.
  4. Fences & New Water and Sewer line permit applications must have a set of plans attached to the application showing the location of the new construction.
  5. Unless the property owner is doing the work himself or herself, **ALL CONTRACTORS MUST HAVE A REGULATORY PERMIT ISSUED BY THE CITY.** This information must be provided prior to a permit being issued.
  6. Permit Fee Schedule is as Follows:
    - ✂ Fence Permit: **Any Location:** \$20.00
    - ✂ Sewer/Water Line Permit: **Single-Family Residential:** \$25.00  
**All Other:** \$50.00
    - ✂ H.V.A.C., Electrical Service or any other type of Construction:
      - a) **Single-Family Residential:**  $\text{Square Feet of Structure} \times \$0.04 + \$25.00 = \text{Permit Fee}$
      - b) **All Other:**  $\text{Square Feet of Structure} \times \$0.04 + \$50.00 = \text{Permit Fee}$
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