



CITY OF CORNELIA
BUILDING PERMIT APPLICATION

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

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

\*Applicant Name:
\*Mailing Address:
\*Phone / Contact #:
\*Property Owner:
\*Mailing Address:
\*Phone / Contact #:

Location of Property

\*Physical Address:
\*Zoning Classification:

RESTAURANTS 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:
\_\_\_ New Construction
\_\_\_ Mobile Home/Office
\_\_\_ Addition
\_\_\_ Remodel
\_\_\_ Accessory Structure
\_\_\_ Grease Trap
\_\_\_ Septic Tank
\_\_\_ Deck
\_\_\_ Demolition
\_\_\_ Pool (Must have Affidavit)
\_\_\_ Retaining Wall
\_\_\_ Other (Please Explain on Back)

New Square Footage:
Existing Square Footage:
Remodeled Square Footage:
Added Square Footage:
Cost of Project: \$

- 1 New Construction: Two (2) 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.
\*\* COMMERCIAL & MULTI-FAMILY STRUCTURES: Shall submit plans (Building, Electrical, H.V.A.C., Plumbing, Site Plan) developed by a Registered Design Professional...
2 Accessory Structures: A "Tie-Down" drawing is required.
3 Grease Trap: An "underground" grease trap diagram is required...
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.

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

Contractor Information

ALL CONTRACTORS MUST HAVE A CURRENT YEAR REGULATORY PERMIT FILED WITH THE CITY OF CORNELIA
Name Phone Regulatory # State License #
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:

# Soil Erosion & Sedimentation Control

It cannot be stressed enough how important it is that Soil Erosion and Sedimentation Control activities be monitored and maintained during construction, no matter how big or small the job may be. Please take time to review the attached Soil Erosion and Sedimentation Control Plan Review Checklist to familiarize yourself with certain Best Management Practices (BMPs). BMPs are structural measures and vegetative practices that reduce erosion of soil and the resulting sedimentation. The law mandates that **all BMPs stand up to a 25-year rainfall event (6" of rain in 2 hours) or the land-disturber is subject to severe civil, as well as criminal, penalties.**

**AS AN ISSUING AUTHORITY, THE GEORGIA SOIL & WATER CONSERVATION COMMISSION AND THE GEORGIA E.P.D. MANDATES THAT THE CITY OF CORNELIA ISSUE CITATIONS TO THOSE WHO VIOLATE ANY LAW CONCERNING GEORGIA'S SOIL EROSION & SEDIMENTATION CONTROL LAW.**

★ **The most common violations contractors are cited for are:**

- **Mud, dirt, sands etc. escaping onto the roadway coming from one's construction site. (Poorly maintained construction entrances usually cause this violation. Even if the violation is caused by a sub-contractor, the permit applicant is held responsible for the violation.)**
- **Silt escaping silt fences. (Poorly maintained silt fences usually cause this violation.)**
- **Silt escaping and entering onto adjacent property or into a waterway. (The failure to properly install a silt fence usually causes this violation.)**

★ **PLEASE REMEMBER:**

**Best Management Practices (BMPs) is defined as a collection of structural practices and vegetative measures which, when properly designed, installed and maintained, will provide effective erosion and sedimentation control for all rainfall events up to and including a**

**25-year, 24 hour rainfall event.**