



City of Alpharetta

Residential Building Applications and Forms

NOTICE

This document is a summary of various federal, state, county, and city building construction laws and the rules and regulations. The information within is not all inclusive, nor is it designed to be, but rather presents a general overview of construction laws and processes relative to planning, permitting, constructing, inspecting, and completing a residential construction project in the City.

For the purpose of this document, the following shall apply to the use of words and phrases: Words used in present tense include future tense. Words used in singular tense include plural tense. The word "he" also means "she." The words "shall" or "must" are always mandatory. The words "may" or "can" are permissive. The word "and" indicates all conditions, requirements, or factors so connected must be met or fulfilled, whereas the word "or" indicates that at least one condition, requirement, or factor so connected must be met. The word "structure" means anything that is built and includes the word "building." The word "person" means any individual, corporation, association, firm, partnership or other legal entity. The word "permit" means written governmental permission issued by an authorized official, empowering the holder thereof to do some act not forbidden by law, but not allowed without such authorization.

If any section, subsection, sentence, clause, or phrase of this document is for any reason held to be unconstitutional, such decision shall not effect the validity of the remaining portions of this document.

As a public service, this document may be accessed and downloaded free of charge at:

www.alpharetta.ga.us

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WATER CONSERVATION RESIDENTIAL FIXTURE SCHEDULE

Location	Fixture	Make	Model	Flow
Master Bath	Water Closet Tank			GPM
	Water Closet Bowl			
	Lavatory 1 Faucet			
	Lavatory2 Faucet			
	Showerhead 1			
	Showerhead 2			

Powder Room	Water Closet Tank			GPM
	Water Closet Bowl			
	Lavatory Faucet			

GPM

Additional Bath	Water Closet Tank			GPM
	Water Closet Bowl			
	Lavatory 1 Faucet			
	Lavatory 2 Faucet			
	Showerhead 1			

Additional Bath	Water Closet Tank			GPM
	Water Closet Bowl			
	Lavatory Faucet			
	Showerhead			

Street Address: _____ City: _____ Zip _____

Contractor: _____

Building Permit Number (Plans Examiner Assigned): _____

SUBMIT FIXTURE SCHEDULE AT TIME OF BUILDING PERMIT APPLICATION

A COPY OF STAMPED APPROVED SCHEDULE MUST BE KEPT ON JOB SITE

If fixtures shown are not on nationally published lists of high-efficiency fixtures, contractor shall furnish technical data to show fixtures do not exceed maximums: Water closets 1.3 gallons per flush, lavatories 1.5 gallons per minute, showerheads 2.0 gallons per minute. If you do not choose to use the "high-efficiency fixture" method, submit engineered calculations for alternate method.

AFFIDAVIT – COMPLIANCE WITH GEORGIA STATE ENERGY CODE (IECC)

2015 IECC with Georgia State Supplements and Amendments for Residential Dwellings
ALPHARETTA GEORGIA - INSPECTIONS & CODES ENFORCEMENT DIVISION

NOTICE: This form must be completed, signed and submitted at the time of permit application.

BUILDING PERMIT NUMBER: _____ DATE: _____
SUBDIVISION: _____ LOT: _____
JOB SITE ADDRESS: _____
CONTRACTOR/BUILDER: _____

The 2009 International Energy Conservation Code, published by the International Codes Council, when used in conjunction with the Georgia State Supplements and Amendments, shall constitute the official Georgia State Energy Code for Buildings. This Code establishes minimum regulations for energy-efficient design, erection, construction, and/or alternation of all buildings. Compliance with this Energy Code by designers and builders is mandatory. All items shall be completely filled out.

Note: IECC Table 402.1.2, RECA Compliance Guide, and IECC Table 402.1.4 values are on the back of this form.

I/we do certify by signature below that the above permitted structure shall be built in compliance to the Georgia State Energy Code using one of the following methods:

- GA TABLE 402.1.2 INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT (Alpharetta = Climate Zone 3).
- IECC UA Trade off based on Georgia Amendment Table 402.1.6 (Climate Zone 3).
- RESCheck: Keyed to 2015 IECC
- IECC Section 405 Simulated Performance Alternative using: REMRate, Energy Gauge as approved software programs.
- Energy Rating Index(ERI): R406
ERI Score _____

The following are additional requirements of the 2015 Energy Code as amended by the State of GA:

- Heating and cooling sized per ACCA Manual J and Duct Design per ACCA Manual D with R-8 Ducts in attics (required).
- A permanent certificate per **GA Supplement to IECC 401.3** shall be readily accessible and shall be posted on or near the electrical distribution panel or air handler – See Georgia State Supplements and Amendments Appendix D.
- Air Barriers installed on all vertical sides of insulation, except behind tubs/showers & fireplace chase, where restrained.
- Air barrier at eaves to prevent “wind washing.”

Indicate with an “x” the following applicable items:

- Pull down/disappearing stairs in conditioned space weather stripped and U-0.20 (R-5 minimum) see: GA Amendment 402.2.4.
- Scuttle Hole in conditioned space to attic U-0.05 (R-19) See GA Amendment 402.2.4 Fenestration access hatches & doors.
- Unvented/sealed crawl space complies with Georgia State Supplements and Amendments 402.2.11 - Crawl space walls.

List R-value for: Flat Ceiling R=____; Sloped Ceiling R=____; Wall Cavity R=____ Exterior Sheathing R=____
Mass Wall (Min. R-5) R=____ Attic Knee Wall (Min. R-18) R=____; Floor over unconditioned space (Min. R-19) R=____
Floor over outside air (Min. R-30) R=____ Basement conditioned? ____Y ____N Slab-on-grade? ____Y ____N
Window U-factor from manufacturer NFRC Label: _____; Window SHGC from manufacturer NFRC Label: _____
Heating Efficiency % ____; Cooling Efficiency SEER ____ Duct Insulation _____

Comments: _____

SIGNATURE (ORIGINAL) _____ PRINTED NAME: _____

COMPANY NAME: _____ ADDRESS: _____

CITY: _____ ZIP: _____ DATE: _____

City Staff Signature: _____ Date: _____

ALPHARETTA RESIDENTIAL 2015 IECC COMPLIANCE TABLES
2015 IECC Table 402.1.2 – 2020 Georgia Amended

TABLE R402.1.2											
INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT^a											
Climate Zone	Fenestration U-Factor ^b	Skylight ^b U-Factor	Glazed Fenestration SHGC ^{b,e}	Ceiling R-Value	Wood Frame Wall R-Value	Attic Kneewall R-Value ⁱ	Mass Wall R-Value	Floor R-Value	Basement ^c Wall R-Value	Slab ^d R-Value & Depth	Crawl Space ^c Wall R-Value
3	0.35	0.55	0.27	38	13	18	8/13	19	5/13 ^f	0	5/13

Equivalent U Factor Table of IECC Building Envelope Requirements for Alpharetta

TABLE R402.1.4								
EQUIVALENT U-FACTORS^a								
Climate Zone	Fenestration U-Factor	Skylight U-Factor	Ceiling U-Factor	Frame Wall U-Factor	Mass Wall U-Factor ^b	Floor U-Factor	Basement Wall U-Factor	Crawl Space Wall U-Factor
3	0.35	0.55	0.030	0.084	0.098	0.047	0.091 ^c	0.136

Table R402.1.6										
MINIMUM INSULATION R-VALUES FOR ENVELOPE COMPONENTS WHEN TRADE-OFFS ARE USED										
Climate Zone	Wood ^a Framed Walls	Mass ^{a, b} Wall	Attic ^{a, c} Kneewall	Basement ^a Wall	Crawl ^a Wall	Floor Over Unheated Spaces	Ceilings with Attic Space	Vaulted ^{c, d} Unvented Attic Roofline Air-impermeable	Vaulted ^{c, d} Unvented Attic Roofline Air-permeable	Cathedralized ^{c, d} Vented Ceiling Roofline Air-permeable
3	13	5	18	5	5	13	30	20	20+5*	20
Window U-Factor 0.5 max with SHGC 0.30 max								* Air -impermeable as per IRC 806.5		
<p>a: Weather-stripped hinged vertical doors (minimum R-5 insulation or maximum U-0.20), weather-stripped hatches/scuttle hole covers (minimum R-19 insulation or maximum U-0.05), or weather-stripped and disappearing/ pull-down stairs (minimum R-5 insulation or maximum U- 0.20) shall be deemed to meet the minimum insulation R-values of the corresponding envelope element.</p> <p>b: Any mass wall (masonry, CMU, etc.)</p> <p>c: Attic kneewall for the purpose of this code is defined as any vertical or near vertical wall in the building envelope that has conditioned space on one side and attic space on the other side.</p> <p>Exception: When the building roofline is insulated, the former kneewall is classified as an interior wall.</p> <p>d: Examples of air-impermeable insulation include spray foam and rigid foam board. Examples of air-permeable insulation include fiberglass batts and cellulose. See 'Roofline Installed Insulation Options' in Appendix RA, of these Georgia State Supplements and Amendments for details.</p>										

IECC BUILDER CHECK LIST

Permit# _____ Address _____ Lot _____

New Addition Renovation Basement Finish Builder: _____

Ceilings	R-Value/U-Factor	Entry or N/A
Attic Access Insulation - Minimum R-5	List R-Value	
Flat Ceiling Insulation – Minimum R-38	List R-Value	
Sloped Ceiling Insulation – Minimum R-30 – UA Trade Off Calculations Required.	List R-Value	
Walls		
Cavity Insulation – Minimum R-13	List R-Value	
Insulated Sheathing (Leave blank for OSB, Plywood, Etc.)	List R-Value	
Attic Kneewall Insulation - Minimum R-18 - Air barrier on attic side required.	List R-Value	
Fenestration		
Window U-Factor (from label) Max = U-0.35	List U-Factor	
Window SHGC (from label) Max = 0.27	List SHGC	
Skylight U-Factor (from label)	List U-Factor	
Skylight SHGC (from label) Max = 0.30	List SHGC	
Door U-Factor	List U-Factor	
Foundations		
Floor Insulation above basement floor – Minimum R-19, when basement walls not insulated.	List R-Value	
Basement Wall Insulation – Minimum R-13, when floor above not insulated or when finished.	List R-Value	
Mass Wall Insulation – Minimum R-5 @ exposed CNC/MAS walls	List R-Value	
Vented Crawl Space:		
Closed Crawl Space:		
Air Leakage		
Windows		
Doors		
Sole Plate		
Tubs/Showers		
Can Lights		
Other Penetrations		
Heating / Cooling Efficiency & Ventilation		
Gas or Propane Furnace - minimum 78% AFUE	List AFUE	
Air Conditioner – minimum 13 SEER	List SEER	
Heat Pump - minimum 7.7 HSPF	List HSPF	
Duct Insulation – Minimum R-8 in unconditioned areas – R-6 in conditioned areas	List R-Value	
Ducts Sealed with mastic or code approved tape.	List Method	
Air Intakes & Exhausts installed with dampers.		

2020 Georgia Residential Energy Code Compliance Certificate

This certificate shall be posted on or near the electrical distribution panel or air handler

Permit # _____

House Address or Community/Lot# _____



Building Summary

Builder Company Name	Signature	Contact (email/phone)	Date

Compliance Pathway (check one)	Building Envelope (when multiple values per component, list value covering largest area)		
<input type="checkbox"/> Prescriptive: R401-404	Ceiling/Roof R-value		Above-grade mass wall R-value
<input type="checkbox"/> UA Trade-off: R402.1.5	Sloped/vaulted ceiling R-value		Cantilevered floors R-value
<input type="checkbox"/> RESCheck: Keyed to 2015 IECC	Exterior wall R-value		Window/Glass Door SHGC
<input type="checkbox"/> Simulated Performance: R405	Kneewall (cavity and/or continuous) R-value		Window/Glass Door U-factor
<input type="checkbox"/> Energy Rating Index (ERI): R406	Foundation (cavity and/or continuous) R-value		Skylight SHGC
ERI Score	Floors over unconditioned R-value		Skylight U-factor

Mechanical Summary

HVAC Company Name	Contact (email/phone)	Date

Heating System Type	Efficiency (AFUE, HSPF, COP or other)	Cooling System Type	Efficiency (SEER, EER or other)	Water Heating Type	Efficiency (EF or other)
<input type="checkbox"/> Gas		<input type="checkbox"/> Air conditioner		<input type="checkbox"/> Gas	
<input type="checkbox"/> Heat pump		<input type="checkbox"/> Heat pump		<input type="checkbox"/> Electric	
<input type="checkbox"/> Other		<input type="checkbox"/> Other:		<input type="checkbox"/> Other:	

Yes No Manual J, S, D or equivalent complete?

Required Mechanical Ventilation

Type (check one)	Design Rate (check one)	Design Ventilation Rate (CFM)
<input type="checkbox"/> Exhaust	<input type="checkbox"/> Continuous	
<input type="checkbox"/> Supply	<input type="checkbox"/> Intermittent	
<input type="checkbox"/> Balanced	If intermittent, list runtime in min. per hour	

Duct and Envelope Tightness Testing Summary

DET Verifier	Contact (email/phone)	DET Verifier ID

Envelope Tightness Testing (< 5 ACH50) (Envelope Tightness = Blower Door Fan Flow x 60 / Thermal Envelope Volume)		
Blower Door Fan Flow (CFM50)	Thermal Envelope Volume (ft³)	Envelope Tightness (ACH50)
If multifamily unit and conducting sampling, this unit is not required to be tested. Mark N/A.		

Duct Tightness Testing (< 6 CFM25/100 ft²) (Total Duct Leakage = 100 x Fan Flow / Area Served)		
Number of Heating and Cooling Systems		

Duct Tightness Leakage Test Results	System 1	System 2	System 3
If air handler and ductwork located entirely within in Conditioned space			
Location			
Fan Flow (CFM25)			
Area Served (ft²)			
Total Duct Leakage (CFM25/100 ft²)			
Rough In Total (RIT) or Post Construction Total (PCT)			

BUILDING PERMIT & PLAN LOG IN CHECK-OFF FORM

To help save you time when submitting applications for residential building permits, Building Plan Review has developed this form for your use. This is where you summarily tell us about your construction. Please fill in all blanks and check all appropriate boxes for each of your construction projects.

Permits cannot be processed without this form first being completed and signed by applicants.

Project Type? New Construction Addition Interior Finish Only Demolition Only

Project Address _____

Name of Person Submitting Application (Please Print) _____

Email: _____

Applicant is: Owner/Agent Contractor/Agent Telephone No: _____

Y N N/A

- Completed and signed City building permit application form included?
- City Engineering Department approved Land Disturbance Permit ('Pink Card') included?
- Georgia Energy Code Compliance Report? (Applies to all new dwellings and dwelling additions)
- Two (2) Site Development Plans included, drawn to a minimum scale of 1" = 30' ?
- Site plans locate all property lines, setbacks, easements, buffers, and drainage structures?
- Site plans locate all existing and proposed buildings or structures, and their footprints?
- Site plans locate all existing and proposed elevated decks, steps, walks, drives, & retaining walls?
- Site plans show no encroachment of any setbacks, easements, or buffers?
- Two (2) Building Plan included, drawn no smaller than 1/8" = 1' scale?
- Building plans include dimensioned floor plan for each level to be improved?
- Floor plans show listing of use of each room to be improved? (living room, kitchen, etc.)
- Floor plans show location and size of all doors, windows, and openings between rooms?
- Floor plans show location of water heaters, electrical panels, Furnaces / AC equipment?
- Floor plans show location of toilets, lavatory sinks, tubs, showers, kitchen & other sinks?
- Floor plans shows location of major appliances, cabinets/tops, and other built-in items?
- Foundation plans included showing location & structural details of footings, slabs, walls, etc.?
- Framing plans included showing location and structural details of floors, walls, ceilings, and roofs?
- Building plan shows side elevation views of exterior walls, with door/window, deck, stairs located?
- Building plan shows side elevations and top plan view of roof, showing roof pitch for each section?
- Building plan notes type and R-Rating of all exterior wall, floor, and roof insulation to be installed?
- Fulton County Sewer Permit (Tap) Receipt Included? (applies to all new/moved dwellings)
- City Impact Fee Receipt Included? (applies to all new/moved dwellings)
- Water Conservation Fixture Schedule

For information regarding encroachment of any site easement, please call the following as applicable.

Storm Drainage Encroachment: 678-297-6200

Sanitary Sewer Encroachment: 404-730-7500

Setback Encroachment Variance: 678-297-6070

Buffer Encroachment Variance: 678-297-6070

Application Signature _____ Date: _____

NEW HOUSE OR ADDITION BUILDING PERMIT APPLICATION

Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to construct and use a building or structure as described herein and shown on the City code compliance reviewed plans and specifications and to be located as shown on the accompanying City reviewed plat plan and , if same, is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

ALL APPLICABLE BLANKS MUST BE FILLED IN – NO P.O. BOX ADDRESSES – PLEASE PRINT LEGIBLY

Application Date: _____ Applicant is: Owner/Agent Contractor/Agent

PROPERTY INFORMATION

Project Street Address: _____

WORK IS: NEW ADDITION SINGLE FAMILY DWELLING TOWNHOUSE DUPLEX

City LDP No: _____ Sewer Permit No: _____ City Impact Receipt: _____

PROPERTY OWNER: _____ Phone: _____

Street Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

CONTRACTOR: _____ Phone: _____

Street Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Business Registration No: _____ Issued In: _____ Expires: _____

Contractor License No: _____ State: _____

Qualifying Agent: _____ Qualify Agent No. _____

WORK INFORMATION

Briefly Describe Work: _____

Work Area Height: _____ ft No. Stories: _____ Max Live Load/FL: _____ Fire Sprinkled

Heated Sqft: _____ Unfinished Basement: _____ Finished Basement: _____

Decks Sqft: _____ Porches Sqft: _____ Garage Sqft: _____

Foundation is: Slab-on-grade Basement Crawlspace Engineered Floor Framing Engineered Roof/Ceiling Framing Conventional Framing

Associated Work? Electrical Low Voltage Mechanical Plumbing

Applicant Printed Name: _____ Application Signature: _____

Applicant Email: _____ Phone: _____

City of Alpharetta

INTERIOR REMODEL & BASEMENT FINISH BUILDING PERMIT APPLICATION

DOES NOT APPLY TO WORK THAT CHANGES EXTERIOR WALLS OR ROOF LINES

Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to construct and use a building or structure as described herein and shown on the City code compliance reviewed plans and specifications and to be located as shown on the accompanying City reviewed plat plan and, if same, is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

ALL APPLICABLE BLANKS MUST BE FILLED IN – NO P.O. BOX ADDRESSES – PLEASE PRINT LEGIBLY

PROPERTY INFORMATION

Project Street Address: _____

WORK SITE IS SINGLE FAMILY DWELLING TOWNHOUSE DUPLEX

Subdivision? NO YES – Subdivision Name: _____

PROPERTY OWNER: _____ **Phone** _____

Street Address: _____ **Suite:** _____

City: _____ **State:** _____ **Zip:** _____

CONTRACTOR: _____ **Phone:** _____

Street Address: _____ **Suite:** _____

City: _____ **State:** _____ **Zip:** _____

Business Registration No: _____ **Issued In:** _____ **Expires:** _____

Contractor License No: _____

Qualifying Agent: _____ **Qualify Agent No.** _____

WORK INFORMATION

Work is: Basement Finish Interior Remodel Other: _____

Briefly Describe Work: _____

Work Area Height: _____ ft Work Area No. Stories: _____

Foundation is: Slab-on-grade Basement Crawlspace Other: _____

Heated SqFt: _____ **Unheated SqFt:** _____

Associated Work? Electrical Low Voltage Mechanical Plumbing

Applicant Printed Name: _____ **Application Signature:** _____

Applicant Email: _____ **Phone:** _____

City of Alpharetta



SITE WALL PERMIT APPLICATION

Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to construct and use a building or structure as described herein and shown on the City code compliance reviewed plans and specifications and to be located as shown on the accompanying City reviewed plat plan and , if same, is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

ALL APPLICABLE BLANKS MUST BE FILLED IN – NO P.O. BOX ADDRESSES – PLEASE PRINT LEGIBLY

Application Date: _____ Applicant is: Owner/Agent Contractor/Agent

PROPERTY INFORMATION

Project Street Address: _____

PROPERTY OWNER: _____ Phone _____

Street Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

CONTRACTOR: _____ Phone: _____

Street Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Business Registration No: _____ Issued In: _____ Expires: _____

Contractor License No: _____ State: _____

Qualifying Agent: _____ Qualify Agent No. _____

WORK INFORMATION

Briefly Describe Work: _____

Front Setback: ____ Left Side Setback: _____ Right Side Setback: ____ Rear Setback: _____

Primary Use Group: _____ Use: _____

Construction Valuation for Calculating Permit Fees: _____

Note:

Block and Wood wall construction, where using dead-man, geo-grid, or similar stabilization methods, are subject to IBC Chapter 17-Special Inspections provisions. Submit Inspector Credentials for Building Official review at plan review submission.

Applicant Printed Name: _____ Application Signature: _____

Applicant Email: _____ Phone: _____

City of Alpharetta



DEMOLITION PERMIT APPLICATION

Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to construct and use a building or structure as described herein and shown on the City code compliance reviewed plans and specifications and to be located as shown on the accompanying City reviewed plat plan and , if same, is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

ALL APPLICABLE BLANKS MUST BE FILLED IN – NO P.O. BOX ADDRESSES – PLEASE PRINT LEGIBLY

Application Date: _____ Applicant is: Owner/Agent Contractor/Agent

PROPERTY INFORMATION

Project Street Address: _____

PROPERTY OWNER: _____ Phone: _____

Street Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

CONTRACTOR: _____ Phone: _____

Street Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Business Registration No: _____ Issued In: _____ Expires: _____

Contractor License No: _____ State: _____

Qualifying Agent: _____ Qualify Agent No. _____

WORK INFORMATION

Briefly Describe Work: _____

Associated Work? Electrical Low Voltage Mechanical Plumbing

Type of Construction: 1A 1B 2A 2B 3A 3B 4 5A 5B

Primary Use Group: _____ Use: _____

Whole Building Demolition Fee = \$300.00

Partial Building or Structure Demolition Fee = \$200.00

Applicant Printed Name: _____ Application Signature: _____

Applicant Email: _____ Phone: _____



MODEL HOME PERMIT APPLICATION
(Complete one application per model home)

The City of Alpharetta Community Development Department permits construction of a limited number of model homes before the completion and final platting of a subdivision. The issuance of a Model Home Permit is limited to the lesser of 3 lots or 10 percent of the total lots within the development and must meet the following requirements:

Prior to Plan Submittal contact our Plan Review dept. to discuss ADA requirements 678-297-6080

To Be Completed By Applicant (Applications not completed in full will be rejected and/or delayed):

Total Number of Lots in Subdivision _____ Number of Model Home Permits Requested: _____

Application for Model Home is # _____ of _____ allowed Model Home Permits

LDP# (required) _____ ENG# (required) _____

Owner Signature _____ Date _____

Owner Name: _____

Owner Address: _____

Owner Phone: _____

Owner Email: _____

24 Hour Contact Name: _____

24 Hour Contact Phone: _____

Development Name: _____

Development Address: _____

Model Home Address: _____

If no address has been established yet, Applicant must contact GIS Specialist at 678-297-6077 to establish an address.

- Completed Building Permit Application and supporting documentation. Visit www.alpharetta.ga.us to download Residential Building Permitting Procedures
Provide an 8.5" x 11" site plan showing which lots within the development are proposed for model home(s).
A copy of the signed ENG permit card submitted with the application for a model home.
Copy of sewer/water receipt from Fulton County.

All fees including permit and impact fees (receipt required) must be paid.

- Lots for model homes must be served by an existing approved public roadway or a new planned roadway with curbing, rock base, and binder coat. Attach Fire Marshal report
An active fire hydrant located within 400 feet of the model home. Attach Fire Marshal report

Fire Department: 678-297-6272 call for inspection between 7:30 – 9:00

A Temporary Certificate of Occupancy (TCO) must be issued by the Building Department prior to opening of a model home to sales staff or the public. TCOs for Model Homes are strictly for sales purposes. The City's Final Plat Checklist can be found at http://www.alpharetta.ga.us/docs/default-source/planning-zoning/final_plat_checklist.pdf?sfvrsn=afdef5ab_4.

City of Alpharetta



ELECTRICAL PERMIT APPLICATION FORM

Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to install and use an electrical service system for a building or structure as described herein and shown on the City approved plans and specifications and, if same, is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

ALL APPLICABLE BLANKS MUST BE FILLED IN – NO P.O. BOX ADDRESSES – PLEASE PRINT LEGIBLY

GENERAL INFORMATION

Project Name / Subdivision: _____ Building Permit No: _____

PROPERTY INFORMATION

Work Site Street Address: _____ Lot/Suite: _____

Property Owner: _____ Contact #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

SUBCONTRACTOR INFORMATION

Company: _____ Contact #: _____

Street Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Business Registration #: _____ Issued: _____

GA Card #: _____ Class: _____ Expires: _____ Card Holder: _____

WORK INFORMATION & FEES - Minimum Permit Fee = \$50.00

RESIDENTIAL				COMMERCIAL			
ITEM	NO	FEES	TOTAL	ITEM	NO.	FEE	TOTAL
¹ Townhouse-Whole House Electrical		\$100.00		¹ Apartment/Condo Whole House Electrical		\$100.00	
Temporary Power Pole		\$50.00		Temporary Power Pole		\$50.00	
¹ Whole House Electrical 0-200A Service Panel		\$100.00		0-400A Service System		\$75.00	
0-200A Additional Panel		\$40.00 ea		401-1000A Service System		\$100.00	
Service Change Out 0-200A Service Panel		\$50.00 ea		1001A+Service System		\$125.00	
Wall Outlet		\$1.00 ea		Transformers		\$5.00 ea	
Switches		\$1.00 ea		Motors		\$5.00 ea	
Light Fixtures		\$1.00 ea		Equipment Disconnects		\$4.00 ea	
Ceiling Fans		\$5.00 ea		Wall Outlets		\$1.00 ea	
Exhaust Fans		\$5.00 ea		Switches		\$1.00 ea	
Appliances/Equipment		\$5.00 ea		Light Fixtures		\$1.00 ea	
Swimming Pool		\$50.00 ea		PIU & VAV		\$5.00 ea	
Sign Electrical		\$50.00 ea		Exhaust Fans		\$5.00 ea	
² Basement Finish		\$50.00 ea		Swimming Pools		\$50.00 ea	
OTHER				Sign Electrical		\$50.00 ea	
TOTAL ELECTRICAL FEES				OTHER			
				TOTAL ELECTRICAL FEES			

Note 1: Whole House Electrical single system fees shall apply to each dwelling until. No additional category fees need be listed.
 Note 2: Basement Finish Electrical single system fees shall apply to each dwelling unit. No additional category fees need be listed.

GA Card Holder Signature _____ Date: _____

City of Alpharetta



LOW VOLTAGE PERMIT APPLICATION FORM

Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to install and use a low voltage system for a building or structure as described herein and shown on the City approved plans and specifications and, if same, is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

ALL APPLICABLE BLANKS MUST BE FILLED IN – NO P.O. BOX ADDRESSES – PLEASE PRINT LEGIBLY

GENERAL INFORMATION

Project Name / Subdivision: _____

Building Permit No: _____

PROPERTY INFORMATION

Work Site Street Address: _____ Lot/Suite: _____

Property Owner: _____ Contact #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

SUBCONTRACTOR INFORMATION

Company: _____ Contact #: _____

Street Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Business Registration #: _____ Issued In: _____

GA Card #: _____ Class: _____ Expires: _____ Card Holder: _____

WORK INFORMATION & FEES - Minimum Permit Fee = \$50.00

RESIDENTIAL				COMMERCIAL			
ITEM	NO	FEES	TOTAL	ITEM	NO.	FEE	TOTAL
¹ Townhouse-Whole House Low Voltage		\$100.00 ea		¹ Apartment/Condo Whole House Low Voltage		\$100.00 ea	
¹ Single Family Whole House Low Voltage		\$100.00 ea		Telephone System First 1 thru 20 outlets		\$50.00 ea	
				Additional Phone Outlets over 20		\$1.00 ea.	
Phone System		\$50.00					
				Data System First 1 thru 20 outlets		\$50.00 ea	
Data System		\$50.00 ea		Additional Data Outlets over 20		\$1.00 ea.	
Security System		\$50.00 ea		Security System First 1 thru 20 outlets		\$50.00 ea	
				Additional Security Outlets over 20		\$1.00 ea.	
Fire Alarm System		\$50.00 ea					
				Fire Alarm System First 1 thru 20 outlets		\$50.00 ea	
CATV System		\$50.00 ea		Additional Alarm Outlets over 20		\$1.00 ea.	
² Basement Finish		\$50.00 ea		CATV System First 1 thru 20 outlets		\$50.00 ea	
				Additional CATV Outlets over 20		\$1.00 ea.	
OTHER				OTHER			
TOTAL LOW VOLTAGE FEES				TOTAL LOW VOLTAGE FEES			

Note 1: Whole House Low Voltage fees shall apply to each dwelling until. No additional category fees need be listed.

Note 2: Basement Finish fees shall apply to each dwelling unit. No additional category fees need be listed.

GA Card Holder Signature: _____ Date: _____

City of Alpharetta



MECHANICAL PERMIT APPLICATION FORM

Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to install and use a mechanical system for a building or structure as described herein and shown on the City approved plans and specifications and, if same, is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

ALL APPLICABLE BLANKS MUST BE FILLED IN – NO P.O. BOX ADDRESSES – PLEASE PRINT LEGIBLY

GENERAL INFORMATION

Project Name / Subdivision: _____ Building Permit No: _____

PROPERTY INFORMATION

Work Site Street Address: _____ Lot/Suite: _____

Property Owner: _____ Contact #: _____

Street Address: _____

City : _____ State: _____ Zip: _____

SUBCONTRACTOR INFORMATION

Company: _____ Contact #: _____

Street Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Business Registration #: _____ Issued In: _____

GA Card #: _____ Class: _____ Expires: _____ Card Holder: _____

WORK INFORMATION & FEES - Minimum Permit Fee = \$50.00

RESIDENTIAL				COMMERCIAL			
ITEM	NO	FEES	TOTAL	ITEM	NO.	FEE	TOTAL
¹ Townhouse-Whole House HVAC		\$100.00 ea		¹ Apartment/Condo Whole House HVAC		\$100.00 ea	
¹ Single Family Whole House HVAC		\$100.00 ea		Heat System 1-150 M Btu		\$75.00 ea	
Additional HVAC System 0-5 Ton Single System		\$50.00		Additional Heat System		\$.50 / M btu.	
Space Heater 0-150M		\$25.00 ea		AC System 0-5 Ton		\$50.00 ea	
Exhaust / Dryer Vents		\$5.00 ea		Additional AC System		\$2.00 / Ton	
Misc Duct Work System		\$50.00 ea		Space Heater		\$.20 M btu	
Replace Furnace		\$50.00 ea		Inlet / Exhaust Air System		\$.02 / cfm	
Replace Compressor		\$50.00 ea		Misc Duct Work System		\$50.00 ea	
Fire / Smoke Dampers		\$4.00 ea		Hood System - Type 1 & 2		\$2.00 sqft	
Fuel Gas Outlet		\$5.00 ea		Chiller / Refrigerator Unit		\$50.00 ea	
² Basement Finish		\$50.00 ea		Fire / Smoke Dampers		\$4.00 ea	
				Fuel Gas Outlet		\$5.00 ea	
				Clothes Dryer Outlet		\$5.00 ea	
OTHER				OTHER			
TOTAL MECHANICAL FEES				TOTAL MECHANICAL FEES			

Note 1: Whole House HVAC fees shall apply to each dwelling until. No additional category fees need be listed.

Note 2: Basement Finish fees shall apply to each dwelling unit. No additional category fees need be listed.

GA Card Holder Signature: _____ Date: _____

City of Alpharetta PLUMBING PERMIT APPLICATION FORM

Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to install and use a plumbing system for a building or structure as described herein and shown on the City approved plans and specifications and, if same, is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

ALL APPLICABLE BLANKS MUST BE FILLED IN – NO P.O. BOX ADDRESSES – PLEASE PRINT LEGIBLY

GENERAL INFORMATION

Project Name / Subdivision: _____ **Building Permit No:** _____

PROPERTY INFORMATION

Work Site Street Address: _____ Lot/Suite: _____

Property Owner: _____ Contact #: _____

Street Address: _____

City: _____ State: _____ Zip: _____

SUBCONTRACTOR INFORMATION

Company: _____ Contact #: _____

Street Address: _____ Suite: _____

City: _____ State: _____ Zip: _____

Business Registration #: _____ Issued In: _____

GA Card #: _____ Class: _____ Expires: _____ Card Holder: _____

WORK INFORMATION & FEES - Minimum Permit Fee = \$50.00

RESIDENTIAL				COMMERCIAL			
ITEM	NO	FEES	TOTAL	ITEM	NO.	FEE	TOTAL
¹ Townhouse-Whole House Plumbing		\$100.00		¹ Apartment/Condo Whole House Plumbing		\$100.00	
¹ Single Family Whole House Plumbing		\$100.00		Toilet		\$5.00 ea	
Additional ½ Bath		\$25.00		Tubs/showers		\$5.00 ea	
Tub/ Shower		\$5.00 ea		Lavatory Sink		\$5.00 ea	
Kitchen Sink		\$5.00 ea		Kitchen / Breakroom Sink		\$5.00 ea	
Bar/ Other Sink		\$5.00 ea		Bar / Medical Sink		\$5.00 ea	
Laundry Sink		\$5.00 ea		Laundry / Mop Sink		\$5.00 ea	
Hose Bibb w/VB		\$5.00 ea		Hose Bibb x/VB		\$5.00 ea	
Floor / Hub Drain		\$5.00 ea		Floor / Hub Drain		\$5.00 ea	
Dishwasher		\$5.00 ea		Roof Drain		\$5.00 ea	
WATER HEATER		\$25.00 ea		WATER HEATER / Boiler		\$25.00 ea	
Ejector / Sump Pump		\$25.00 ea		Ejector / Sump Pump		\$5.00 ea	
Sewer Install / Repair		\$50.00 ea		Sewer Install / Repair		\$50.00 ea	
Water Install / Repair		\$50.00 ea		Water Install / Repair		\$50.00 ea	
Irrigation Meter		\$50.00 ea		Medical Gas Outlet		\$5.00 ea	
Fuel Gas Outlet		\$5.00 ea		Fuel Gas Outlet		\$5.00 ea	
Misc Fixture / Outlets		\$5.00 ea		Misc Fixture / Outlets		\$5.00 ea	
Gray Water System		\$50.00 ea		Gray Water System		\$50.00 ea	
Water Wells		\$50.00 ea		Water Wells		\$50.00 ea	
² Basement Finish		\$50.00 ea		Grease Traps MUST use Grease Trap Application			
OTHER				OTHER			
TOTAL PLUMBING FEES				TOTAL PLUMBING FEES			

Note 1: Whole House Plumbing fees shall apply to each dwelling until. No additional category fees need be listed.

Note 2: Basement Finish fees shall apply to each dwelling unit. No additional category fees need be listed.

GA Card Holder Signature: _____ Date: _____

State Licensing Board for Residential and General Contractors

AUTHORIZED PERMIT AGENT FORM

License verification by permitting office will be completed by visiting sos.ga.gov/plb/

Licensed Contractor: Individual Qualifying Agent

Name of licensed person _____

**Please attach a copy of Individual license or Company License
(Reflects Company and qualifying agent license number)*

License number of individual or qualifying agent: _____

Name of licensed company (if applicable) _____

License number of company (if applicable): _____

I, _____, hereby designate
Name of Licensed Individual or Qualifying Agent

*Name of person picking up permit *this person is considered authorized permit agent please attach driver's license.*



to apply for and obtain the permit(s) for the project located at:

Project Address: _____

I, the undersigned, being the contractor as either an individual or a qualifying agent, do hereby affirm and Swear, under oath, that all information on this form and on accompanying documents are true and correct.

Signature of individual or qualifying agent: _____

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____ 20____.

Signature of Notary Public (Seal) _____

CITY OF ALPHARETTA

AFFIDAVIT OF HOMEOWNER ACTING AS GENERAL CONTRACTOR

Address of Property _____ Date: _____

Name of Homeowner _____

Work to be performed _____

New house Basement Finish Room Addition Kitchen Remodel
 Other: _____

I, homeowner of the subject property, will be acting as general contractor for work to be performed at this property. I will personally perform the work, or I will directly hire and pay the individual trades to perform the work, including framing, electrical, mechanical, plumbing, roofing, siding, drywall, painting, etc., as applicable. I will be personally providing direct supervision and management of all trades.

I will not hire or contract with any unlicensed individual or company to obtain, manage, or supervise the construction trades people because I understand that any person performing these management tasks must have a contractor's license under Georgia Law. I also recognize that if I contract with an unlicensed individual or company to perform work which, in Georgia, requires a contractor's license, such contract may be unenforceable under Georgia law. I further understand that knowingly representing that I will be homeowner/contractor for the purposes of obtaining a building permit, when in fact I will not be personally performing or managing the work, is a misdemeanor and may result in fines or other remedies of law.

I will personally perform the work, or I will directly hire and pay the following individuals or companies (as applicable), as itemized on the attached schedule.

I, the undersigned, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents is true and correct.

Signature _____

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____, 20__.

Signature of Notary Public _____ (Seal)