

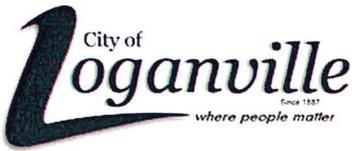
RESIDENTIAL BUILDING PERMIT CHECKLIST

SUBDIVISION: _____ ADDRESS: _____ LOT #: _____

PERMIT # _____

1. Please put forms in order
2. Make sure Map/Parcel # is on application
3. All affidavits are required to be complete

- Water Check
- Permit Check
- Permit Application
- House Plans
- Truss Plans
- HLP
- Elevation Certificate
- Preconstruction form
- Backflow Cleanout/Damage of Automatic Read Meters
- GA State Energy Code Form
- Erosion Control Form
- NOI/Tertiary Permittee Completed Form Approved SCS Plans Certified Mail Receipt From USPS
- Prequalification form if using 3rd Party Engineers
- Contractor State License Business License Drivers License
- Electrical Affidavit State License Business License Drivers License
- Mechanical Affidavit State License Business License Drivers License
- Plumbing Affidavit State License Business License Drivers License



Building Permit Application

Date _____

Permit # _____

This application shall be made in accordance with applicable requirements of Loganville Codes for a permit to erect, alter, repair, or use a structure as described herein and as required by the development permit.

Job Location:				City: Loganville	State: Georgia	Zip Code: 30052
Project/Subdivision:				Unit:	Lot:	County:
Commercial Property Owner:			Commercial Property Owner Address:			Zip Code
Purpose of Permit: <input type="checkbox"/> New Single Family Dwelling <input type="checkbox"/> Alter <input type="checkbox"/> Addition <input type="checkbox"/> Blasting <input type="checkbox"/> Change of Occupancy <input type="checkbox"/> New Commercial Structure <input type="checkbox"/> Roof <input type="checkbox"/> Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Other _____						
Lot Size (Sq.Ft.)	Finished Floor Area:	Basement:	Garage:	Unfinished Bonus Room:	Total Area:	
# Stories:	# Rooms:	# Baths:	# Kitchens:	Framing Materials:	Siding Materials:	Roofing Materials:
Tenant/Residential:				Property Owner:		
Address:				Address:		
City:	State:	Zip Code:		City:	State:	Zip Code:
Phone Number:		Fax Number:		Phone Number:		Fax Number:
Map & Parcel:	Zoning:	Property Setbacks	Left:	Right:	Front:	Rear:

CONTRACTOR/BUILDER

Name		Company Name	
Street Address		City State Zip Code	
Phone		Email Address	
Business License Number	Expiration Date	State Contractor's License Number	Expiration Date

Please describe the scope of work in detail: _____

Permit # _____

ARCHITECT/ARCHITECTURAL COMPANY N/A

ENGINEER/ENGINEERING COMPANY N/A

Name / Company Name

Name / Company Name

Company Address

Company Address

City State Zip Code

City State Zip Code

Phone Number Georgia License number

Phone Number Georgia License Number

Email Address

Email Address

Indicate below all work (including work to be done by other sub-contractors) in relation to this permit:

Electrical	Heating	Air Conditioning	Plumbing
<input type="checkbox"/> Gen. purpose outlets	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Kit. Sink(s) # _____
<input type="checkbox"/> Power connection	<input type="checkbox"/> Oil	<input type="checkbox"/> Gas	<input type="checkbox"/> Bathtubs _____
<input type="checkbox"/> Lighting	<input type="checkbox"/> Electric	<input type="checkbox"/> Chilled water	<input type="checkbox"/> Lavatories _____
<input type="checkbox"/> Other _____	<input type="checkbox"/> Solar		<input type="checkbox"/> Commodes _____
	<input type="checkbox"/> Steam/Hot Water		<input type="checkbox"/> Dist. From Fire Hydrant

**** APPLICANT'S ESTIMATED COST OF CONSTRUCTION: \$ _____**

APPLICANT Property Owner Property Owner's Contractor Contractor's Agent

*Name

Company Name

*Street Address

*City

*State

*Zip Code

*Phone

*Email Address

The applicant shall be responsible from the date of the permit or from the time of the beginning of the first work, whichever shall be the earlier, for all injury or damage of any kind resulting from this work, whether for basic services or additional services to persons or property. The applicant shall exonerate, indemnify and save harmless the City from and against all claims or actions and all expenses incidental to the defense of any such claims, litigation and actions based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with the performance of this permit or by conditions created thereby or arising out of or in any way connected with work performed under the permit or for any and all class actions for damages under the laws of the United States or of Georgia arising out of or in any way connected with the acquisition of construction under the permit and shall assume any pay for, without cost to the City. The defense of any and all claims, litigations, and actions, suffered through any act or commission of the applicant or any subcontractor, or any one directly or indirectly employed under the supervision of any of them. I hereby certify that I have examined and understand all information on this application and that the above statements and information supplied by me are true and correct. All provisions of laws, codes and ordinances applicable to the work to be performed shall be complied with whether herein or not. Failure to comply or false statements shall be grounds for revocation of permit.

Applicant's Signature _____

For Official Use Only

Calculation of Fees

Plan Review \$ _____

Fire Fees \$ _____

Total \$ _____

Cash / Check (# _____)

Receipt # _____

Received by _____

Water & Sewer Fund Fees

Water Tap \$ _____
Sewer Tap \$ _____
Backflow \$ _____
Capital Recovery – Water \$ _____
Capital Recovery – Sewer \$ _____
Plan/Eng. Surcharge \$ _____
Irrigation Meter \$ _____
Irrigation Backflow \$ _____
Fire Line Meter \$ _____

Total \$ _____

Cash / Check (# _____)

Receipt # _____

Received by _____

General Fund Fees

Building Permit \$ _____
Electrical Permit \$ _____
Plumbing Permit \$ _____
Mechanical Permit \$ _____
Irrigation Permit \$ _____
WQC Admin. \$ _____

Total \$ _____

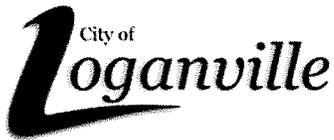
Cash / Check (# _____)

Receipt # _____

Received by _____

Approved by Building Official: _____

___ RESIDENTIAL ___ LIGHT COMMERCIAL ___ COMMERCIAL



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 P.O. Box 39
 Loganville, GA 30052
 Tel: 770-466-2633
 Fax: 770-554-5556

ELECTRICAL

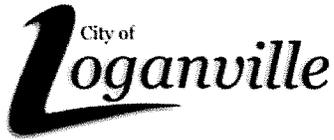
DATE: _____ Check one: AFFIDAVIT PERMIT PERMIT # _____

PROJECT INFORMATION	PROJECT NAME _____ ADDRESS _____ ESTIMATED COST \$ _____ LOT/SUITE # _____ MAP & PARCEL # _____
PROPERTY OWNER	PROPERTY OWNER _____ ADDRESS _____
CONTRACTOR	OCCUPATIONAL TAX CERTIFICATE # _____ JURISDICTION OF ISSUANCE _____ COMPANY NAME _____ OWNER NAME _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____ OFFICE PHONE _____ EMAIL _____ STATE LICENSE # _____ LICENSE HOLDER'S NAME _____ <u>CHECK</u> below the STATE LICENSE you hold applicable to this project: <input type="checkbox"/> Electrical Contractor Class I (Restricted to Single-Phase, not exceeding 200 Amps at service drop or lateral) <input type="checkbox"/> Electrical Contractor Class II (Unrestricted) <u>CHECK</u> below to certify you are responsible for the following: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> Electrical <input type="checkbox"/> Outside Disconnect <input type="checkbox"/> Underground <input type="checkbox"/> Overhead <input type="checkbox"/> Number Amps _____ <u>CHECK</u> the power company that services the project - <input type="checkbox"/> Walton EMC <input type="checkbox"/> Georgia Power (A copy of your state license, business license and driver's license must be attached to this affidavit)
DETAIL OF WORK PERFORMED	_____ _____ _____ _____ _____ _____ _____
<p>I certify that I will comply with all Codes and Ordinances adopted by the City of Loganville. In the event of any change in my status on this installation, I understand that I will be held responsible for all work indicated until the Planning & Development Department has been notified in writing.</p> <p>I understand that it is my responsibility to insure that all work is installed in accordance with the adopted Georgia State Minimum Standard Codes and Ordinances or Specifications adopted by the City of Loganville. I hereby agree to indemnify the City of Loganville and its inspectors from any liability for damages or loss of property if all work has not been installed in accordance with these codes, ordinances and specifications. Failure to comply or false statements shall be grounds for revocation of permit.</p> <p>SIGNATURE: _____ DATE: _____</p>	

OFFICE USE ONLY

APPROVED BY BUILDING OFFICIAL: _____ DATE: _____

TOTAL: _____ CASH/CHECK #: _____ RECEIPT #: _____ RECEIVED BY: _____



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MECHANICAL

DATE: _____ Check one: AFFIDAVIT PERMIT PERMIT # _____

PROJECT INFORMATION	PROJECT NAME _____ ADDRESS _____ EXTIMATED COST \$ _____ LOT/SUITE # _____ MAP & PARCEL # _____
PROPERTY OWNER	PROPERTY OWNER _____ ADDRESS _____
CONTRACTOR	OCCUPATIONAL TAX CERTIFICATE # _____ JURISDICTION OF ISSUANCE _____ COMPANY NAME _____ OWNER NAME _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____ OFFICE PHONE _____ EMAIL _____ STATE LICENSE # _____ LICENSE HOLDER'S NAME _____ CHECK below the STATE LICENSE you hold applicable to this project: <input type="checkbox"/> Conditioned Air Contractor Class I (Restricted to 5 tons BTU Cooling / 175,000 BTU Heating per unit) <input type="checkbox"/> Conditioned Air Contractor Class II (Unrestricted) CHECK below to certify you are responsible for the following: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> Heat / Air <input type="checkbox"/> Duct Work <input type="checkbox"/> Gas Piping <input type="checkbox"/> Refrigeration System (A copy of your state license, business license and driver's license must be attached to this affidavit)
DETAIL OF WORK PERFORMED	_____ _____ _____ _____ _____ _____ _____
<p>I certify that I will comply with all Codes and Ordinances adopted by the City of Loganville. In the event of any change in my status on this installation, I understand that I will be held responsible for all work indicated until the Planning & Development Department has been notified in writing.</p> <p>I understand that it is my responsibility to insure that all work is installed in accordance with the adopted Georgia State Minimum Standard Codes and Ordinances or Specifications adopted by the City of Loganville. I hereby agree to indemnify the City of Loganville and its inspectors from any liability for damages or loss of property if all work has not been installed in accordance with these codes, ordinances and specifications. Failure to comply or false statements shall be grounds for revocation of permit.</p> <p>SIGNATURE: _____ DATE: _____</p>	

OFFICE USE ONLY

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TOTAL: _____ CASH/CHECK #: _____ RECEIPT #: _____ RECEIVED BY: _____



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PLUMBING

DATE: _____ Check one: AFFIDAVIT PERMIT PERMIT # _____

PROJECT INFORMATION	PROJECT NAME _____ ADDRESS _____ ESTIMATED COST \$ _____ LOT/SUITE # _____ MAP & PARCEL # _____
PROPERTY OWNER	PROPERTY OWNER _____ ADDRESS _____
CONTRACTOR	OCCUPATIONAL TAX CERTIFICATE # _____ JURISDICTION OF ISSUANCE _____ COMPANY NAME _____ OWNER NAME _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____ OFFICE PHONE _____ EMAIL _____ STATE LICENSE # _____ LICENSE HOLDER'S NAME _____ CHECK below the STATE LICENSE you hold applicable to this project: <input type="checkbox"/> Master Plumber Class I (Restricted to S/F, 1 level Duplex and Commercial up to 10,000 sq. ft.) <input type="checkbox"/> Master Plumber Class II (Unrestricted) <input type="checkbox"/> Septic (Septic Tank – GA-TC) CHECK below to certify you are responsible for the following: <input type="checkbox"/> RESIDENTIAL <input type="checkbox"/> COMMERCIAL <input type="checkbox"/> Plumbing <input type="checkbox"/> Water Heater <input type="checkbox"/> Underground <input type="checkbox"/> Sewer / Septic Connection <input type="checkbox"/> Gas Piping <input type="checkbox"/> Grease Trap (A copy of your state license, business license and driver's license must be attached to this affidavit)
DETAIL OF WORK PERFORMED	_____ _____ _____ _____ _____ _____ _____
<p>I certify that I will comply with all Codes and Ordinances adopted by the City of Loganville. In the event of any change in my status on this installation, I understand that I will be held responsible for all work indicated until the Planning & Development Department has been notified in writing.</p> <p>I understand that it is my responsibility to insure that all work is installed in accordance with the adopted Georgia State Minimum Standard Codes and Ordinances or Specifications adopted by the City of Loganville. I hereby agree to indemnify the City of Loganville and its inspectors from any liability for damages or loss of property if all work has not been installed in accordance with these codes, ordinances and specifications. Failure to comply or false statements shall be grounds for revocation of permit.</p> <p>SIGNATURE: _____ DATE: _____</p>	

OFFICE USE ONLY

APPROVED BY BUILDING OFFICIAL: _____ DATE: _____

TOTAL: _____ CASH/CHECK #: _____ RECEIPT #: _____ RECEIVED BY: _____



Planning and Development
4303 Lawrenceville Road
Loganville, GA 30052
Tel: 770-466-2633

LETTER OF CONSENT TO OBTAIN PERMIT

A State of Georgia Licensing Board Authorized Permit Form submitted with application.

*** If a State of Ga. Licensing Board Authorized Permit Form is not attached fill out the following.**

To whom it may concern,

I, _____, grant _____ full authority to sign
(Name of owner) (Name of person signing)

all documents required to obtain a permit for _____
(Address)

and any other matters related to the above address permit application.

If you have any questions related to this matters, you may contact me using the information below.

Phone: _____

Email: _____

(Printed name of Owner)

(Signature of owner)

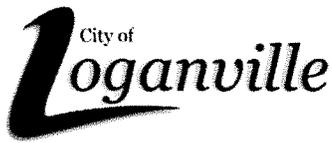
Date: _____

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

(Notary Public)

(My commission expires)

*** A copy of driver's license for each Owner and Signee must be attached and submitted with this form.**



Planning and Development
4303 Lawrenceville Road
P.O. Box 39 Loganville,
GA 30052 Tel:
770-466-2633 Fax:
770-554-5556

Builder's Pre-Construction Meeting

Permit # _____

Lot # _____

Subdivision _____

Street Address _____

Builder/Owner _____

The following will be required to be in place before the first building inspection and remain in place until the C/O is issued.

- Silt fence must be installed
- Entrance pad must be installed
- Must control erosion run-off from lot
- Repair silt fence immediately
- Add stone to entrance pad as required
- Mulch lot within 14 days of permit
- Remove silt/mud from street daily
- All BMP's must remain in place until C/O is issued
- Trash must be kept in bins/dumpsters
- Construction waste must be picked up daily
 - Silt fence must be cleaned out if above 1/3 full
 - Must have a pit for washing concrete trucks
 - Install additional erosion control measures as requested by inspector
- All Dumpsters must be obtained through the City of Loganville. Please call 770.466.2633.

If no substantial construction progress has been made within **six (6) months** of the date of the issuance of the building permit, the permit becomes void. Building permits shall not be transferable.

I have read and understand the above requirements and shall agree to abide by these requirements until a C/O is issued.

_____	_____	_____
Builder/Owner	Date	Time

_____	_____	_____
Planning & Development Director	Date	Time



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**Backflow Clean-Out for
New Construction**

All new construction requires a Backwater Valve to be installed on the building drain with a clean-out. There must also be a clean-out installed on the building sewer at the point of connection to the sewer lateral where the City's responsibility begins.

**Damage of Automatic Read Meters/Water Meters
(ARM)**

Please note that once your ARM water meter has been installed it becomes your responsibility to prevent the meter from becoming damaged. If it the meter is damaged in any manner, you as a Developer/Builder will be required to pay a replacement fee for the following:

- 3/4 to 1-inch meter replacement fee \$600.00

_____	_____	_____	_____
Permit #	Lot #	Subdivision	Meter Address
_____			_____
Developer/Builder			Date
_____			_____
Planning & Development			Date

My signature hereon signifies acknowledgement of all of the above:

Signature: _____ Date Signed: _____

Printed Name: _____ Title: _____

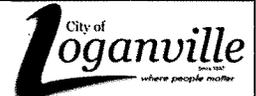
MANDATORY COMPLIANCE CERTIFICATE

2019 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# _____



Planning and Development
4303 Lawrenceville Rd.
Loganville Ga. 30052

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 (ft ³)	Envelope Tightness (ACH50)

If multifamily unit and conducting sampling, this unit is not required to be tested. Mark N/A.

Duct Tightness Testing (< 4 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 condi-			
Location			
Fan Flow (CFM25)			
Area Served (ft ²)			
Total Duct Leakage (CFM25/100 ft ²)			
Rough In Total (RIT) or Post Construction Total (PCT)			



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RES/COMM EROSION CONTROL AND SOLID WASTE MANAGEMENT AFFIDAVIT

This permit must be submitted at time of application; no exceptions.

All silt fences must be installed and maintained in order to receive an inspection!

Date: _____ Building Permit Number: _____
Project/Subdivision Name _____ Lot #: _____ Map/Parcel #: _____
Property Owner Name: _____ Address: _____ City: _____ State: _____
Job Site Address: _____ Phase: _____
Contractor Company Name: _____ Address: _____
City: _____ State: _____ Zip: _____ Phone: _____ Fax: _____
24 Hour Contact Name: _____ Number: _____

I. RESIDENTIAL EROSION CONTROL

My signature hereon signifies that I am the person responsible for compliance with the Soil Erosion & Sediment Control Ordinance. I acknowledge that City inspection staff may refuse to make inspections, issue Stop Work Orders, and issue citations to appear in Recorder's Court for violations of erosion control requirements; and that I must use the Best Management Practices to control soil erosion on my job site which includes at a minimum of the following:

- Installation and regular maintenance of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exits the job site.
• Installation and regular maintenance of a stone (1.5" - 3.5") driveway entrance/exit pad (20' wide x 20' deep x 6" thick) to minimize the tracking of mud into the street;
• Removal of mud from the street or adjacent property immediately following any such occurrence;
• Maintenance and removal of mud from detention ponds and sediment basins;
• Conduct no land disturbing activities within 25 feet of the banks of streams, lakes, wetlands, etc. (i.e. "state waters");
• Provide temporary vegetation and/or mulch in exposed critical disturbed areas.

II. SOLID WASTE MANAGEMENT

1. Construction and Demolition (C & D) Waste Disposal Information:
Note: On-site burial/disposal of Construction and Demolition (C & D) Waste is prohibited by Georgia Law. Construction and Demolition (C & D) waste means any building materials from construction and demolition operations which include, but are not limited to: asbestos-containing waste, wood, bricks, metal, concrete, wall board, paper, cardboard, and insulation of any kind.

a. State how often C & D Waste will be collected and hauled (note: hauler must have a Permit by Rule from Georgia EPD):

b. Only approved containers are to be used to temporarily store waste before hauling (e.g. Dumpsters provided every other lot.)

My signature hereon signifies acknowledgement of all of the above:

Signature: _____

Date Signed: _____

Printed Name: _____

Title: _____

Guidance Document for the Tertiary Permittee

In recent years, many common development projects (subdivisions) have been started and never completed. Many times the owner was unable to sell lots or ran out of financing to complete the project. Even though construction had ceased, the project's owner was still responsible for the requirements of the NPDES permit. In 2008, the NPDES permits were revised and provisions were added to GAR 100003 to address this issue.

The NPDES Permit GAR 100003 allows the Primary Permittee to file a Notice of Termination (NOT) for a common development when all of the following conditions have been met:

- The entire common development has undergone final stabilization.
- All storm water discharges associated with construction activity authorized by this permit (GAR 100003) have ceased.
- Construction has ceased for a minimum of 90 days.

It is important for individuals to understand the applicable laws and requirements associated with land disturbing activities, especially when purchasing and developing lot(s) within an existing common development.

Please note:

- Tertiary Permittees do not pay the State General Permit fees, those fees have already been paid by the Primary Permittee.
- The inspection requirements of the permit are applicable to all Tertiary Permittees (including lots that are less than 1 acre), however sampling requirements are only applicable to lot(s) with a planned disturbance equal to or greater than 5 acres.
- The remaining lots within a common development permitted as a Tertiary Permittee would not afford the exemptions listed in O.C.G.A. 12-7-17(4) or O.C.G.A. 12-7-17(8) and the Erosion, Sedimentation and Pollution Control (ES&PC) Plan will require a technical review by the appropriate Soil and Water Conservation District. **Exemptions** - Constructions of a single family residences, when such construction disturbs less than one acre and is not part of larger common plan of development or sale with a planned disturbance of equal to or greater than one acre (O.C.G.A. 12-7-17(4) **or** any project less than one acre of disturbed area; provided however, that this exemption shall not apply to land disturbing activity within a larger common plan of development or sale with a planned disturbance of equal to or greater than once acre or within 200 feet of the bank of any state waters O.C.G.A. 12-7-17(8).
- It is important to understand that an individual will become a Tertiary Permittee, if the Primary Permittee has filed an NOT or the Primary Permittee cannot be determined. To verify an NOT has been filed, please contact the local EPD District Office for the County in which the project is located. For the list of contact numbers visit www.gaepd.org, click EPD Offices. If the Primary Permittee cannot be determined, then the owner of the individual lot(s) will be a Tertiary Permittee.

Applicable Laws and Permits

Georgia Erosion and Sedimentation Act of 1975 (GESA)

- State law, enforced by the Local Issuing Authority (LIA) (City or County)
- Requires a Land Disturbing Activity (LDA) Permit – issued only by an LIA
- Requires certified individuals to be on site while land disturbing activity is taking place
- Requires an Erosion, Sedimentation and Pollution Control (ES&PC) Plan, developed by a Certified Design Professional
- ES&PC Plans must be submitted to LIA along with LDA permit application. The LIA will forward the Plan to the Soil and Water Conservation District (SWCD) for review and approval. Once

approved the LIA may issue a LDA permit. If the LIA has a memorandum of agreement (MOA) with SWCD to review plans, the LIA will conduct the review and if approved will issue the LDA permit.

A copy of the state law may be downloaded at www.gaswcc.georgia.gov. Go to Documents, under O, listed as O.C.G.A Erosion and Sedimentation Control Act.

National Pollutant Discharge Elimination Systems (NPDES) Permit

- Written based on the Federal Clean Water Act, enforced by the Georgia Environmental Protection Division (EPD)
- Requires a submittal of a Notice of Intent (NOI) when starting a project and submittal of a Notice of Termination (NOT) when project ends
- Requires certified individuals to be on site while land disturbing activity is taking place
- Requires an ES&PC Plan, developed by a Certified Design Professional

Copies of the NPDES Permits and forms may be downloaded at www.gaswcc.georgia.gov. Go to Documents, under N.

Steps to follow:

1. Read and understand the requirements of GESA and NPDES Permit.

It is essential for the Tertiary Permittee to understand the rules and regulations. Questions can be directed to the Georgia Soil and Water Conservation Commission or EPD. For local contact information, please visit www.gaswcc.georgia.gov or www.gaepd.org.

2. Education and Certification Requirements

State law requires each entity or person acting as either a primary, secondary or tertiary permittee, to have at least one certified person who is in charge of the erosion and sedimentation control activities acting on behalf of entity or permittee to be on site while all land disturbing activities are taking place. The required level of certification is a Level IA Certified Person. For a list of course dates and locations please visit www.gaswcc.georgia.gov, go to Choose from Popular Pages, Upcoming Course Dates, Level IA (Initial).

3. Obtain an Erosion, Sedimentation and Pollution Control Plan.

State law and the NPDES permit require an ES&PC plan to be developed by a Certified Design Professional and for that Design Professional to visit the site before designing the plan.

4. Determine the regulatory entity. Is there an LIA?

If there is an LIA, an LDA permit must be obtained and Tertiary NOI must be filed. If there is not an LIA, EPD is the regulatory entity and only a Tertiary NOI must be filed.

If there is an LIA:

- An LDA application and an ES&PC plan must be submitted to the LIA.
- The LIA will forward the ES&PC plan to the local Soil and Water Conservation District (SWCD) for review and approval. Once the SWCD receives the ES&PC plan, they have 35 days to approve or deny it. The overall process should take no more than 45 days. However if the ES&PC plan is denied, the plan must be revised and resubmitted until it meets all requirements. Each time the plan is resubmitted the SWCD has 35 days to review the plan.
- Once a plan is approved by the SWCD the LIA will issue an LDA permit.

- A Tertiary NOI must be submitted to the local EPD office and a copy to the LIA. The Tertiary NOI must be sent certified receipt and post marked 14 days before construction begins.

If there is no LIA:

- No LDA permit is required.
- A Tertiary NOI and ES&PC plan must be submitted to the appropriate GA EPD District Office.
- The Tertiary NOI must be sent certified receipt and post marked 14 days before construction begins.

5. Know the Tertiary Permittee responsibilities.

A. Inspections -Daily, Weekly and Monthly

All inspections must be conducted by a Certified Person provided by the Tertiary Permittee until a valid NOT is submitted to EPD.

Daily - for each day a construction activity takes place at the site:

- All areas where petroleum products are stored, used, or handled for spills and leaks from vehicles and equipment
- All areas where vehicles enter or exit site for evidence of off-site tracking
- Daily rainfall information collected in accordance with permit

Weekly - once every seven calendar days and within 24 hrs of a storm that is 0.5 inches rainfall or greater (unless such storm ends after 5:00 PM on any Friday or non-working Saturday, non-working Sunday or any non-working Federal holiday in which case the inspection shall be completed by the end of the next business day/and or working day):

- Disturbed areas of the construction site that have not undergone final stabilization
- Areas used for storage of materials that are exposed to precipitation that have not undergone final stabilization
- Structural control measures

Monthly – at least once per month during the term of the permit the areas of the site that have undergone final stabilization:

- These areas shall be inspected for evidence of, or potential for, pollutants entering the drainage system and the receiving water(s).
- Erosion and Sediment control measures identified in the Plan shall be observed to ensure that they are operating correctly.

Deficiencies must be corrected as soon as possible and corrective actions documented. If corrective action requires revisions to the ES&PC plan, the plan must be revised within 7 calendar days of the inspection and revisions must be implemented within 7 calendar days of the inspection.

B. Sampling

Sampling requirements are only applicable to lot(s) with a planned disturbance equal to or greater than 5 acres.

C. Retention of Records

The Tertiary Permittee must retain the following records at the construction site or readily available at a designated location from the beginning of the project until a valid NOT has been filed:

- A copy of Tertiary NOI(s) submitted to EPD
- A copy of the ES&PC plan

- The design professional's report of the results of the inspection conducted in accordance with the permit.
- A copy of all monitoring information, results and reports required by the permit (if applicable)
- A copy of all inspection reports generated in accordance with the permit
- A copy of all violation summaries and violation summary reports generated in accordance with permit.
- Daily rainfall information collected in accordance with the permit

D. Filing the Notice of Termination (NOT)

Once the project has been completed, the Tertiary Permittee is required to notify EPD by submitting a valid NOT via certified receipt mail to the local EPD District Office. A copy of the NOT should be submitted to the LIA, if there is one. In order to file an NOT the following conditions have to be met:

- All planned construction activities have ceased and final stabilization of the site has been implemented.
- All storm water discharges associated with the construction activities has ceased.
- The site is in compliance with the permit.

Definitions

1. Common Development means a contiguous area where multiple, separate, and distinct construction activities will be taking place at different times on different schedules under one plan development.
2. Final Stabilization means that all soil disturbing activities at the site have been completed, and that for unpaved areas and areas not covered by permanent structures and areas located outside the waste disposal limits of a landfill cell that has been certified by EPD for waste disposal, 100% of the soil surface is uniformly covered in permanent vegetation with a density of 70% or greater, or equivalent permanent stabilization measures (such as the use of rip rap, gabions, permanent mulches or geotextiles) have been used. Permanent vegetation shall consist of: planted trees, shrubs, perennial vines; a crop of perennial vegetation appropriate for the time of year and region; or a crop of annual vegetation and a seeding of target crop perennials appropriate for the region. Final stabilization applies to each phase of construction.
3. Primary Permittee means the Owner or the Operator or both of a tract of land for a construction project subject to this permit.
4. Secondary Permittee means an owner, individual builder, utility company, or utility contractor that conducts a construction activity within a common development.
5. Tertiary Permittee means either the Owner or Operator of a remaining lot(s) within a common development conducting a construction activity where the primary permittee and all secondary permittees have submitted a Notice of Termination in accordance with Part VI.A.2. of this permit (excluding utility companies and/or utility contractors working under a Blanket NOI).

TERTIARY PERMITTEE: NOI(S), ES&PC PLAN(S), & NOT(S)

A tertiary permittee may file the required NOI for lot(s) in a common development using the following options:

1. A single lot will be developed by the permittee - requires an NOI and ES&PC Plan, if disturbing five (5) acres or more the monitoring requirements of the permit will apply as well as the inspections and retention of records requirements. If disturbing less than five (5) acres the monitoring requirements will not apply, but inspection and retention of records are still required. A valid NOT must be submitted when final stabilization has been achieved for the individual lot.
2. More than one (1) lot will be developed by the permittee :
 - A. A separate NOI and ES&PC Plan may be submitted for each lot as shown in option 1.
 - B. A single NOI and ES&PC Plan may be submitted for the entire project by the permittee. If the total disturbed area is five (5) acres or more monitoring requirements of the permit apply as well as the inspections and retention of records requirements. A valid NOT must be submitted when final stabilization has been achieved on all lots of the entire project.

Inspections require at least once per month (until a valid NOT is received by EPD) all areas of the sites that have undergone final stabilization. These inspections are the responsibility of the permittee on completed lots even after a CO has been given and/or the house or building has been sold and is occupied by the new owner(s). The permittee will also be responsible for completing the required report of each inspection until the entire project has been completed and a valid NOT received by EPD (see page 27 of the NPDES Permit GAR 100003, Tertiary Permittee Inspection Requirements).

When monitoring is required sampling by the permittee shall occur for the following events: each area of the site that discharges to a receiving stream for the first qualifying rain event after all clearing and grubbing operations have been completed in the drainage area of the sampling location, and for the first qualifying rain event after all mass grading operations have been completed in the drainage area of the sampling location. A summary of each monitoring result must be sent to EPD each month for the reporting periods. Multiple samples and reports may be required throughout the length of the project, depending on construction scheduling and discharge points (see pages 28-30 of the NPDES Permit GAR 100003, Sampling Requirements).

When the project is located within the jurisdiction of a Local Issuing Authority the ES&PC Plan must be submitted to the LIA, who will then forward the plan to the SWCD District for review and approval. The District shall have thirty-five (35) days to approve or deny the ES&PC Plan; with each re-submittal of revised plan to address comments the 35 day period starts over. If the LIA has entered into an MOA with the District, the plan will be reviewed and approved by the LIA. The LIA shall have forty-five (45) days to approve or deny the ES&PC Plan; with each re-submittal to address comments the LIA shall have 35 days to approve or deny the plan. All ES&PC Plans must be prepared by a certified design professional.

The permittee must complete a tertiary Notice of Intent (NOI) and submit it to the appropriate District Office of the EPD by return receipt mail (or similar service) at least fourteen (14) days prior to starting the land disturbing activity. A copy of the NOI submitted to EPD must also be submitted to the LIA, the LIA may not issue a Land Disturbance Permit without having received the copy of the NOI. The tertiary permittee does not pay any fees for the NPDES coverage; all fees were paid by the primary permittee.

The tertiary permittee must complete and submit to the appropriate EPD District Office by return receipt mail (or similar service) a valid Notice of Termination (NOT) when final stabilization has been achieved on an individual lot(s). A copy of the valid NOT submitted to EPD must also be submitted to the LIA.

When the project is located in a jurisdiction where there is no certified LIA regulating the project, a single copy of the ES&PC Plan must be submitted to the EPD Watershed Protection Branch and a second copy must be submitted to the appropriate EPD District Office. These submittals must be prior to or concurrent with the NOI submittal. A valid NOT must be submitted when final stabilization has been achieved on an individual lot(s).

Regardless of whether the project is or is not within the jurisdiction of a certified LIA it is the responsibility of the tertiary permittee to comply with all requirements of the NPDES Permit GAR 100003. It is recommended that the permittee read the permit and understands all the requirements to be in compliance with the permit.

For more information please contact the Georgia Soil and Water Conservation Commission at 706-552-4474 or by email at certification@gaswcc.org.

Inspection by Registered Professional Engineer

Official Code of Georgia Annotated (O.C.G.A.)
Section 8-2-26 (g)
(Effective July 1, 2000)

“(1) If a governing authority of a county or municipality cannot provide inspection services within two business days of receiving a valid written request for inspection, then, in lieu of inspection by inspectors or other personnel employed by such governing authority, any person, firm, or corporation engaged in a construction project which requires inspection shall have the option of retaining, at its own expense, a professional engineer who holds a certificate of registration issued under Chapter 15 of Title 43, and who is not an employee of or otherwise affiliated with or financially interested in such person, firm, or corporation, to provide the required inspection.

(2) Any inspection conducted by a registered professional engineer shall be no less extensive than an inspection conducted by a county or municipal inspector.

(3) The person, firm, or corporation retaining a registered professional engineer to conduct an inspection shall be required to pay to the county or municipality which requires the inspection the same permit fees and charges which would have been required had the inspection been conducted by a county or municipal inspector.

(4) The registered professional engineer shall be empowered to perform any inspection required by the governing authority of any county or municipality, including, but not limited to, inspections for footings, foundations, concrete slabs, framing, electrical, plumbing, heating ventilation and air conditioning (HVAC), or any and all other inspections necessary or required for the issuance of a certificate of occupancy by the governing authority of any county or municipality, provided that the inspection is within the scope of such engineer’s branch of engineering expertise.

(5) The registered professional engineer shall submit a copy of his or her inspection report to the county or municipality.

(6) Upon submission by the registered professional engineer of a copy of his or her inspection report to the local governing authority, said local governing authority shall be required to accept the inspection of the registered professional engineer without the necessity of further inspection or approval by the inspectors or other personnel employed by the local governing authority unless said governing authority has notified the registered professional engineer, within two business days after the submission of the inspection report, that it finds the report incomplete or the inspection inadequate and has provided the registered professional engineer with a written description of the deficiencies and specific code requirements that have not been adequately addressed.

(7) A local governing authority may provide for the prequalification of registered professional engineers who may perform inspections pursuant to this subsection. No ordinance implementing prequalification shall become effective until notice of the governing authority’s intent to require prequalification and the specific requirements for prequalification have been advertised in the newspaper in which the sheriff’s advertisements for that locality are published. The ordinance

implementing prequalification shall provide for evaluation of the qualifications of a registered professional engineer on the basis of the engineer's expertise with respect to the objectives of the inspection, as demonstrated by the engineer's experience, education, and training.

(8) Nothing in this subsection shall be construed to limit any public or private right of action designed to provide protection, rights, or remedies for consumers.

- **Provides** that registered professional engineers may conduct inspections to determine code compliance if the governing authority of a county or municipality cannot provide inspection services within two business days following a valid written request.
- **Authorizes** local governing authorities to impose prequalification requirements on registered professional engineers who conduct inspections.

Guidelines

1. The request for inspection must be in writing.
2. Inspection services must be provided by the local jurisdiction within two (2) business days.
3. If the inspection service cannot be provided within this time period, the permit holder has the option of retaining a professional engineer to conduct the inspection.
4. The permit holder bears the entire expense for this outside inspection including any permit fees and charges which would have been required had the inspection been conducted by the local inspection department.
5. The professional engineer retained for the inspection must hold a certificate of registration issued under chapter 15 of Title 43 of the Official Code of Georgia Annotated.
6. The registered professional engineer cannot be an employee of the permit holder nor affiliated with or financially interested in the permit holder.
7. The inspection must be at least as extensive as one conducted by the local inspection department.
8. The registered professional engineer is authorized to conduct any inspection that is required by the local inspection department.
9. The inspection must be within the scope of the registered professional engineer's area of engineering expertise.
10. The registered professional engineer must submit a written report.
11. The local jurisdiction must accept the written report of the outside qualified inspector without the necessity of further inspections UNLESS
12. The local jurisdiction notifies the outside inspector within two (2) business days after the submission of the report that said report is incomplete or inadequate.
13. If the report is deemed inadequate or incomplete, the local jurisdiction must provide a written description of the deficiencies and specific code requirements that have not been adequately addressed.
14. The local jurisdiction is authorized to provide for a prequalification process for registered professional engineers who may perform inspections.
15. The ordinance establishing the prequalification process **CANNOT BECOME EFFECTIVE** until notice of the local jurisdiction's intent to require prequalification and

the specific requirements of prequalification have been advertised in the newspaper in which the sheriff's advertisements for jurisdiction are published.

16. Please see the attached model Application for Prequalification for Inspections and Information and Qualifications of Proposed Inspectors.

Summary

Registered professional engineers may conduct inspections to determine code compliance if the local jurisdiction cannot provide inspection services within two business days following a valid written request for such inspection. The local jurisdiction would still receive the same permit fees and charges that would have been required had a local inspector conducted the inspection. The registered engineer would be able to conduct any inspection required by the local jurisdiction. The registered engineer must submit an inspection report. The local jurisdiction shall be required to accept this report without the need of further inspection. However, the local jurisdiction does have the right to notify the registered engineer within two business days of the submittal of the inspection report that said report is incomplete or the inspection was inadequate. This notification must be in writing and describe the deficiencies of the report and the specific code requirements that have not been adequately addressed.

PLEASE NOTE that the local jurisdiction may adopt a prequalification process for the registered professional engineers who may perform these inspections. Provisions of this prequalification process are set out in the legislation.



**CITY OF LOGANVILLE
APPLICATION FOR PREQUALIFICATION FOR
INSPECTIONS**

Planning &
Development 4303
Lawrenceville Road
Loganville, GA 30052

Name of Corporation: _____

Address: _____

County: _____

Business License Number: _____

Corporate Telephone: _____

Corporate Fax: _____

Corporate Website address: _____

Corporate E-mail address: _____

Requested Area of Inspection Prequalification (please check all that apply):

- | | |
|------------------|---------------------|
| _____ Footing | _____ Framing |
| _____ Foundation | _____ Concrete Slab |
| _____ Electrical | _____ Plumbing |
| _____ HVAC | _____ Energy |

Other _____

Employees of corporation seeking prequalification:

INFORMATION AND QUALIFICATIONS OF PROPOSED INSPECTORS: ALL APPLICANTS LISTED ABOVE MUST PROVIDE, IN ADDITION TO THIS COMPLETED APPLICATION, A PROFESSIONAL RESUME AND A COPY OF HIS OR HER PROFESSIONAL REGISTRATION.

Name: _____

Area(s) in which prequalification is requested: _____

Telephone Number: _____

E-mail Address: _____

Education: _____

Experience: _____

Number of Years as a Registered Engineer: _____

Registration Number: _____

Projects Related to this Prequalification Application: _____

Additional Training: _____

Remarks: _____

PLEASE COPY AND FILL OUT THIS APPLICATION PAGE FOR EACH EMPLOYEE OF YOUR CORPORATION DESIRING PREQUALIFICATION.