

# 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 3<sup>rd</sup> 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

Please describe the scope of work in detail: \_\_\_\_\_

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

**ARCHITECT/ARCHITECTURAL COMPANY** ☐ N/A

**ENGINEER/ENGINEERING COMPANY** ☐ N/A

\_\_\_\_\_  
Name / Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Number Georgia License number

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Name / Company Name

\_\_\_\_\_  
Company Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Phone Number Georgia License Number

\_\_\_\_\_  
Email Address

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

**Electrical**

- ☐ Gen. purpose outlets  
☐ Power connection  
☐ Lighting  
☐ Other \_\_\_\_

**Heating**

- ☐ Gas  
☐ Oil  
☐ Electric  
☐ Solar  
☐ Steam/Hot Water

**Air Conditioning**

- ☐ Electric  
☐ Gas  
☐ Chilled water

**Plumbing**

- ☐ Kit. Sink(s) # \_\_\_\_\_  
☐ Bathtubs \_\_\_\_\_  
☐ Lavatories \_\_\_\_\_  
☐ Commodes \_\_\_\_\_  
☐ 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



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

## ELECTRICAL

DATE: \_\_\_\_\_ Check one: ☐ AFFIDAVIT ☐ PERMIT PERMIT # \_\_\_\_\_

<b>PROJECT INFORMATION</b>	PROJECT NAME _____ ADDRESS _____
	ESTIMATED COST \$ _____ LOT/SUITE # _____ MAP & PARCEL # _____
<b>PROPERTY OWNER</b>	PROPERTY OWNER _____ ADDRESS _____
<b>CONTRACTOR</b>	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 <b>(A copy of your state license, business license and driver's license must be attached to this affidavit)</b>
<b>DETAIL OF WORK PERFORMED</b>	_____ _____ _____ _____ _____ _____ _____ _____
<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 &amp; 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  
P.O. Box 39  
Loganville, GA 30052  
Tel: 770-466-2633  
Fax: 770-554-5556

## MECHANICAL

DATE:\_\_\_\_\_ Check one: ☐ AFFIDAVIT ☐ PERMIT PERMIT #\_\_\_\_\_

<b>PROJECT INFORMATION</b>	PROJECT NAME _____ ADDRESS _____ ESTIMATED COST \$ _____ LOT/SUITE # _____ MAP & PARCEL # _____
<b>PROPERTY OWNER</b>	PROPERTY OWNER _____ ADDRESS _____
<b>CONTRACTOR</b>	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"/> Conditioned Air Contractor Class I (Restricted to 5 tons <b>BTU</b> Cooling / 175,000 BTU Heating per unit) <input type="checkbox"/> Conditioned Air 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"/> 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)
<b>DETAIL OF WORK PERFORMED</b>	_____ _____ _____ _____ _____ _____ _____ _____
<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 &amp; 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  
P.O. Box 39  
Loganville, GA 30052  
Tel: 770-466-2633  
Fax: 770-554-5556

## PLUMBING

DATE: \_\_\_\_\_ Check one: ☐ AFFIDAVIT ☐ PERMIT PERMIT # \_\_\_\_\_

<b>PROJECT INFORMATION</b>	PROJECT NAME _____ ADDRESS _____
	ESTIMATED COST \$ _____ LOT/SUITE # _____ MAP & PARCEL # _____
<b>PROPERTY OWNER</b>	PROPERTY OWNER _____ ADDRESS _____
<b>CONTRACTOR</b>	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"/> 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)	
<u>CHECK</u> 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	
<b>(A copy of your state license, business license and driver's license must be attached to this affidavit)</b>	
<b>DETAIL OF WORK PERFORMED</b>	_____
	_____
	_____
	_____
	_____
	_____
	_____
	_____
<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 &amp; 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  
P.O. Box 39  
Loganville, GA 30052  
Tel: 770-466-2633  
Fax: 770-554-5556

## Radon Control System

DATE: \_\_\_\_\_ Check one: ☐ AFFIDAVIT ☐ PERMIT PERMIT # \_\_\_\_\_

<b>PROJECT INFORMATION</b>	PROJECT NAME _____ ADDRESS _____ ESTIMATED COST \$ _____ LOT/SUITE # _____ MAP & PARCEL # _____
<b>PROPERTY OWNER</b>	PROPERTY OWNER _____ ADDRESS _____
<b>CONTRACTOR</b>	<p>Please Provide Contractors information if applicable N/A <input type="checkbox"/></p> <p>OCCUPATIONAL TAX CERTIFICATE # _____ JURISDICTION OF ISSUANCE _____</p> <p>COMPANY NAME _____ OWNER NAME _____ STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____ OFFICE PHONE _____ EMAIL _____ STATE LICENSE # _____ LICENSE HOLDER'S NAME _____</p>
<b>DETAIL OF WORK PERFORMED</b>	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
<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 &amp; 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



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

### 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:

- ¾ 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: \_\_\_\_\_

# Georgia Energy Code Compliance Certificate\*

Builder


Contact Info


Insulation Co.

Contact Info

HVAC Co.

Contact Info

## Envelope Information: (List R-Values for the following components)

Flat ceiling/roof

--

Slope/vault ceiling

--

Exterior wall

--

Attic knee wall sheathing

--

Attic knee wall

--

Basement continuous

--

Basement stud wall

--

Crawlspace continuous

--

Crawlspace stud wall

--

Above grade mass wall

--

Foundation slab

--

Floor over unconditioned space

--

Cantilevered floor

--

Other Insulation

--

## Fenestration:

Window U-factor

--

Window SHGC

--

Skylight U-factor

--

Skylight SHGC

--

Glazed Door U-factor

--

Opaque Doors U-factor  
(<50% glazed)

--

## Mechanical Summary

Water Heater installed by:

--

Water Heater Type:

Energy Factor:

Gas

--

Electric

--

Other (explain)

--

Number of Heating and Cooling Systems (air handlers)

--

Heating Type:

Efficiency:

Gas

--

AFUE

Air Source Heat Pump

--

HSPF

Other

--

Cooling System Type: (Direct Expansion, Heat Pump, Geothermal, Etc.)

--

Cooling System SEER:

--

Total House Heating Load (Btu/h based on ACCA Man. J or other approved methodology)

--

Total House Cooling Load (Btu/h based on ACCA Man. J or other approved methodology)

--

Cooling Sensible Load (Btu/h)

--

Cooling Latent Load (Btu/h)

--

Total Air Handler CFM (Based on Design/Calculations)

--

Heating and Cooling Calculations Performed by (Name)

--

\*Certificate shall be readily accessible and posted on the electrical distribution panel or air handler. List primary type when there is more than one value for each component (i.e. certificate shall list the value covering the largest area). The certificate shall be completed by the builder or registered design professional.



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

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



**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):

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.



*Planning and Development  
4303 Lawrenceville Rd.  
Loganville, GA 30052  
Tel: 770-466-2633*

### **3<sup>rd</sup> Party Residential Inspection Check List**

PLEASE CHECK ALL INSPECTION THAT APPLY. INSPECTIONS MUST BE SUBMITTED TO THE BUILDING INSPECTION DEPARTMENT IN A TIMELY MANNER (BEFORE NEXT INSPECTION IS SCHEDULED TO BE DONE)

Temporary power poles – CITY MUST INSPECT

- ☐ Plumbing in Slab – CHECK FOR BACKFLOW & CLEANOUT @ HOUSE
- ☐ Sewer Line Inspection (Open Ditch) – CITY MUST INSPECT TAP
- ☐ Radon Control System (INSTALLED IN ACCORDANCE TO APPENDIX F OF IRC)
- ☐ Basement Slab/Monolithic Slab – CITY REQUIRES 4" OF GRAVEL AND VAPOR BARRIER
- ☐ Basement or Crawl Space/Basement Wall
- ☐ Fireplace   ☐ Framing Roughs   ☐ Electrical Roughs   ☐ Mechanical Roughs   ☐ Plumbing Roughs

Gas Line Inspection – CITY MUST INSPECT

☐ Air Infiltration – ALL VERTICAL PENETRATIONS SEALED AND ALL HORIZONTAL PENETRATIONS ON OUTER WALLS SEALED

☐ Insulation

☐ Sheetrock – MOISTURE RESISTANT WHERE REQUIRED IN BATHROOMS

Final Power – CITY MUST INSPECT

☐ Driveways and sidewalks must be inspected before poured. (Sidewalks must be continuous across driveway, meet ADA standards and be 5' wide)

Final C.O. (Certificate of Occupancy) – CITY MUST DO

Call the Planning & Development Department at 770-466-2633 with any questions.

# **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.