

# COMMERCIAL BUILDING PERMIT CHECKLIST

**PROJECT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PERMIT: #** \_\_\_\_\_

- ☐ Building Plans to be stamped and copy to remain on site
- ☐ Water Check
- ☐ Permit Check
- ☐ Permit Application
- ☐ Preconstruction form
- ☐ Backflow Cleanout A.R.M. Meter
- ☐ Energy Code Certificate
- ☐ Prequalification form if using 3<sup>rd</sup> Party Engineers
- ☐ Letter of Consent
- ☐ Erosion Control & Solid Waste Form
  
- ☐ Contractor                      ☐ State License   ☐ Business License   ☐ Driver's License
- ☐ Electrical Affidavit           ☐ State License   ☐ Business License   ☐ Driver's License
- ☐ Mechanical Affidavit        ☐ State License   ☐ Business License   ☐ Driver's License
- ☐ Plumbing Affidavit           ☐ State License   ☐ Business License   ☐ Driver's 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

## When are Stamped Plans Required?

The Building Department is required by law to conduct plan reviews of public and commercial buildings. It conducts these reviews with the City Fire Marshal's Office. The following guidelines explain when stamped plans are, or are not, required. (Definition: "stamped" means plans prepared by a Georgia licensed architect or engineer.)

Section 107 of the Building Code requires plans to be prepared and designed by an engineer or architect licensed by the State to practice as such in the specific discipline. There are some exceptions.

Under specific written standards issued by the City Fire Marshal's Office and the Building Department, require stamped plans under Section 107 except as below.

Unstamped plans are only acceptable if plans meet the criteria outlined in the follows:

Plan will be a minimum of 11 ½ x 17 in size. Plans will be a minimum of computer drawn (no hand drawn plans will be accepted).

Plans will be required to meet minimum submittal standards of section 107 of the IBC code and include a title page listing jurisdiction, applicable codes, property owner, 24 hour contact and scope of work.

Alterations or repairs to a building that do not change or affect the structural system or the safety of the building, means of egress or that does not affect the public health, safety or welfare; the alteration or repair is uncomplicated; and the plans submitted are detailed enough to answer all key/essential items for the plan review and are complete enough so that a list of additional information or details is not required. As a guideline, if over 10 additional items are annotated, the plans are not complete enough for review.

Buildings which require an area separation wall, fire protection system or is a mixed occupancy, are to be considered complicated and stamped plans are required.

While the above criteria offers a guide to the circumstances under which we may accept unstamped plans, the City Fire Marshal's Office and the Building Department still has the authority to order stamped plans on any building where drawings submitted are not, in our estimation, sufficient for review

NOTE: "Uncomplicated" shall mean: Plans will not involve area separation walls, change of occupancy, and/or does not require changes to the means of egress.

If we receive plans that do not meet the criteria in the paragraph above the procedure is to write a letter back to the applicant and notify them that the plans are insufficient for review and a set of stamped plans are required. The Building Department will not normally provide list of over 10 items that still need to be included or detailed.

If the plans are stamped the same procedure applies except that our letter back to architect or engineer will state that we have started a plan review however there are too many problems with the plans to conduct a review. The letter may make a recommendation that they review specific sections of the IBC/IFC.



*Planning and Development  
4303 Lawrenceville Rd.  
Loganville, GA 30052  
Tel: 770-466-2633  
Email: [planning@loganville-ga.gov](mailto:planning@loganville-ga.gov)*

## **Commercial and Residential Inspection Check List**

INSPECTIONS MUST BE SUBMITTED TO THE BUILDING INSPECTION DEPARTMENT IN A TIMELY MANNER (BEFORE NEXT INSPECTION IS SCHEDULED TO BE DONE)

Temporary power poles

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

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

Insulation

Sheetrock – MOISTURE RESISTANT WHERE REQUIRED IN

BATHROOMS

Final Power

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)

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



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## 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 _____ CHECK 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) CHECK 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 _____ CHECK the power company that services the project - <input type="checkbox"/> Walton EMC <input type="checkbox"/> Georgia Power
<b>DETAIL OF WORK PERFORMED</b>	_____ _____ _____  <b>*A copy of your state license, business license and driver's license must be attached - Failure to do so will result in the delay of permit approval*</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: \_\_\_\_\_



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## 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 _____ <b>CHECK</b> 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) <b>CHECK</b> below to certify you are responsible for the following: <input type="checkbox"/> <b>RESIDENTIAL</b> <input type="checkbox"/> <b>COMMERCIAL</b> <input type="checkbox"/> Heat / Air <input type="checkbox"/> Duct Work <input type="checkbox"/> Gas Piping <input type="checkbox"/> Refrigeration System
<b>DETAIL OF WORK PERFORMED</b>	_____ _____ _____ _____ <b>*A copy of your state license, business license and driver's license must be attached. Failure to do so will result in the delay of permit approval*</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: \_\_\_\_\_





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## 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>	_____ _____ _____ _____ <b>*A copy of your state license, business license and driver's license must be attached. Failure to do so will result in the delay of permit approval*</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: \_\_\_\_\_



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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.**



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## 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 770.466.1165.

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

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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)

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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: \_\_\_\_\_

# 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# \_\_\_\_\_



### 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:	
<input type="checkbox"/> Yes <input type="checkbox"/> 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 <sup>3</sup> )	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 ft <sup>2</sup> )	(Total Duct Leakage = 100 x Fan Flow / Area Served)
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Number of Heating and Cooling Systems	System 1	System 2	System 3
If air handler and ductwork located entirely within in condi-			
Location			
Fan Flow (CFM25)			
Area Served (ft <sup>2</sup> )			
Total Duct Leakage (CFM25/100 ft <sup>2</sup> )			
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: \_\_\_\_\_



**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  
Email: [planning@loganville-ga.gov](mailto:planning@loganville-ga.gov)*

### **3<sup>rd</sup> Party Commercial 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.