



# BUILDING PERMIT APPLICATION

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## City of Adairsville Building Permit Procedures

1. Read thoroughly the application. Fill out the sections designated for the applicant on pages 2 through 4.
2. Building Permit applications must be filled out completely. Incomplete applications will not be accepted.
3. Appointments must be made for submittal of Building Permit applications to the Community Development Department by calling 770-773-3451 Ext. 100
4. 1 - Set of plan are required for City review.
5. Applicant must take approved permit and plans to Bartow County for review.



City of Adairsville  
Application for Building Permit

\*\*\*The time allowed for permit review is up to, but not to exceed 30 days. All approved permits are valid for 12 months, unless an extension is granted by the City of Adairsville Community Development Director\*\*\*

The Fee for building permit is \$50.00 **\*\*\*TO BE COMPLETED BY APPLICANT\*\*\***

**REQUESTING PERMIT FOR (CIRCLE WHICH APPLIES): RESIDENTIAL COMMERCIAL INDUSTRIAL**

**REQUESTING PERMIT FOR PROPERTY LOCATED IN ACTIVE HOMEOWNERS ASSOCIATION? YES OR NO**

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

Owner's Telephone #: \_\_\_\_\_

Contractor's

Name: \_\_\_\_\_

Company Address &

Name: \_\_\_\_\_

Contractor's Telephone #: \_\_\_\_\_

Contractor's Georgia License #: \_\_\_\_\_

Location of Lot OR Property Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Type of Building to be erected OR remodeled:

\_\_\_\_\_  
\_\_\_\_\_

Size of Building: \_\_\_\_\_ (Refer to minimum requirements for your Zoning District in Article VII of the Zoning Ordinance)

Number of dwelling units building is designed to accommodate: Residential: \_\_\_\_\_

Number of off-street parking spaces (if applicable): \_\_\_\_\_

Number of loading spaces (if applicable): \_\_\_\_\_

## Land Disturbance / Stormwater Management QUESTIONS

Is project within 200 feet of state water? Yes  No

State waters: Any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells, and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of Georgia which are not entirely confined and retained completely upon the property of a single individual, partnership, or corporation.

Is planned land disturbance equal to or greater than (1) one acre? Yes  No

Is this parcel or tract of land located within a Larger Common Plan of Development or sale? Yes  No

Larger Common Plan of Development or Sale: A contiguous area where multiple separate and distinct construction activities are occurring under one plan of development or sale.

Will the development/redevelopment involve the creation, addition, or replacement of (5,000) square feet or more of impervious surface? Yes  No

Is the development/redevelopment regardless of size defined by the Georgia Stormwater Management Manual as a "hotspot land use"? Yes  No

Examples of Hotspots include but are not limited to: gas stations, vehicle service and maintenance areas, Industrial facilities (SIC code falls under NPDES Industrial Stormwater Permit program), salvage yards, commercial parking lots

If answered yes to any of these questions you must attend an informal conference with the Community Development Director or designee to present a general scope of work and preliminary plan of the proposed development project.

Is Land Disturbance Permit Required (LDP) YES  NO

**Note:** A registered surveyor's plat of the lot & (2) sets of site plans must be submitted with this application, drawn to scale, showing the following:

1. Actual dimension of the lot to be built upon.
2. Size of building to be erected or remodeled.
3. Location of building on the lot.
4. Location of existing structures on the lot, if any.
5. The setback lines of building on adjoining lots.
6. Layout of off-street parking & loading spaces.

**\*\*\*TO BE COMPLETED BY APPLICANT\*\*\***

**\*\*\*Application will not be considered complete without required documentation. Incomplete applications will be returned and could delay permit process\*\*\***

**Please circle one of the following categories**

**Residential/Commercial/Industrial/Office and Institutional/Multifamily/PUD**

Type of Construction:

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If remodel, age of existing structure: \_\_\_\_\_

Describe work to be performed (plumbing, electrical, mechanical, structural, addition/expansion):

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Proposed use of building & hours of operation:

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**Checklist for Building Permit #**

***(To be completed by City staff)***

\$50.00 Building Permit Fee Paid? Yes  No

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

Date Received: \_\_\_\_\_

Zoning District: \_\_\_\_\_

Is property within DDA boundary? Yes  No

**(If yes, detailed drawings drawn to scale are required. Refer to Section 1.44B of the Development Regulations and also Section 7.12 of the Zoning Ordinance)**

Is the property within the Adairsville Historic Business District? Yes  No

Flood Zone: Yes  No

**(If yes, development permit required – Refer to Article IV Floodplain Management/Flood Damage Prevention in the Development Regulations)**

Buffer Required: Yes  No

**(If yes, describe where & footage required)** \_\_\_\_\_

Yard Service to one building: Yes  No

One principal building: Yes  No

Reduction of Lot size: Yes  No

If yes, does remaining meet code? Yes  No

Minimum public street frontage for this Zoning District: \_\_\_\_\_ ft: Yes  No

**Parking off street**

**[Ref. Article III, Section 3.12A&B of the Development Regulations]**

Number of spaces required: \_\_\_\_\_ Off-street loading require: Yes  No

Is proposed construction compatible with Zoning District? Yes  No

**Façade Requirements**

Are there any façade requirements for this project: Yes  No

If **YES**, has owner/builder been advised of requirements? Yes  No

**Zoning Administrator's Checklist for Building Permit #**

***(To be completed by City staff)***

	<u>Principal Structure</u>	<u>Accessory Structure</u>	<u>Non-Residential Uses &amp; Accessory Uses</u>
Frontal Setback:	_____ FT.	<b><i>Not Permitted</i></b>	<b><i>Not Permitted</i></b>
Side Yard Setback:	_____ FT.	_____ FT.	_____ FT.
Rear Yard Setback:	_____ FT.	_____ FT.	_____ FT.
Max. Building Height:	_____ FT.	_____ FT.	_____ FT.

Minimum lot width or square footage for project: \_\_\_\_\_

If MF Zoning, minimum building separation:

**Front to Front is 50 ft.                      Front or Rear to Side is 50 ft.                      Side to Side is 20 ft.**

Have any variances been applied for or granted for this property? Yes  No

If yes, describe variance in detail: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Connection to Sewerage System approved: Yes  No

(If no, Septic Tank Permit Required)

City Water System Available: Yes  No

City Natural Gas System Available: Yes  No

NPDES Permit Required: Yes  No

Applicant instructed to see Bartow County Building Inspection Department  
770-387-5005 for next phase of permitting  YES

\_\_\_\_\_  
Community Development Director