



The City of East Point Georgia

Department of Planning & Community Development

@ Jefferson Station

1526 E. Forrest Avenue Suite 100 East Point, GA 30344

404.270.7212 (Phone)

404.765.2784 (Fax)

www.eastpointcity.org

Application Date / /

APPLICATION FOR BUILDING PERMIT FEES ARE NON-REFUNDABLE

This application is not a permit until fees are received and processed. Any work prior to permit issuance is prohibited.

Bldg Permit No. [ ]

Please download and complete the Code Compliance Bond for a General Contractor or Waiver Letter.

Form with fields: ADDRESS OF JOB, LOT NO., CONTRACTOR'S COMPANY NAME, PROPERTY OWNER NAME, ADDRESS, TEL, CITY, STATE, ZIP, BUSINESS LICENSE NO., STATE CARD NO.

THIS IS TO CERTIFY THAT I WILL PERSONALLY SUPERVISE THIS INSTALLATION

OWNER/CONTRACTOR SIGNATURE (Please circle type) PLEASE PRINT

INTAKE REQUIREMENTS

In addition to the required plan attachments below, you must submit a site plan and building permit application for the entire building. If the following documents and fees are not attached, the building permit application will not be accepted.

- Concept Review, Preliminary Plat, Final Plat, Tree Save Requirements, Landscape Plans, Infill Compatibility Survey, Digital Photo & Drawing attached (11 x 17 Required), Does property lie in a special flood hazard area, Neighborhood Comment Form, Copy of Business License, Is this a Model Home?, Copy of the Unrecorded Final Plat Attached?, Copy of Rodent Letter Attached, Is A Site Plan Required For This Lot?, Is Site Plan Attached?, Sign Permit

PROJECT DESCRIPTION

Description of Work

PLEASE COMPLETE THE INFORMATION BELOW & CHECK ALL THAT APPLY

Table with 4 columns: Residential, Commercial, Rehab, Demo. Rows include various building types and their associated details like square footage, number of units, and plumbing/electrical requirements.

Click on this link to obtain a copy of this form from our website: www.eastpointcity.org, select Planning & Community Development Department.

Acceptable Forms of Payment:

Cash/Credit Card/ATM Card/Cashier's Check/Business Checks or Money Order PAYABLE TO: THE CITY OF EAST POINT & MAIL TO ABOVE ADDRESS NO PERSONAL CHECKS

TOTAL ALL FEES

Date Approved BY:

Commercial [ ] Residential [ ] Demo [ ] Rehab [ ] First Submittal [ ] 1st Re-submittal [ ] 2nd Re-submittal [ ] 3rd Re-submittal [ ]



The City of  
East Point  
Georgia

## Department of Planning & Community Development

@ Jefferson Station

1526 E. Forrest Avenue

Suite 100

East Point, GA 30344

404.270.7029 (Phone)

404.209.5148 (Fax)

[www.eastpointcity.org](http://www.eastpointcity.org)

# HOMEOWNER BUILDING/TRADE PERMIT AFFIDAVIT

Building Permit No. \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

Current Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Construction Address \_\_\_\_\_

This department understands that as the homeowner you have the right to build on your property. As a public service to protect you and the investment in your property, this department has put together this information.

Please read and initial each paragraph. If you do not understand a paragraph our office personnel will be happy to explain it to you.

1. I hold title to the above property, plan to reside there as my primary residence, will not sale for two years, and I am planning on doing the construction. (O.C.G.A. 43-41-17.h) A copy of this law is posted in the lobby or you can access the entire section of Georgia Law @ [http://sos.georgia.gov/acrobat/PLB/laws/49\\_Residential\\_And\\_General\\_Contractors\\_43-41.pdf](http://sos.georgia.gov/acrobat/PLB/laws/49_Residential_And_General_Contractors_43-41.pdf)

Initial \_\_\_\_\_

2. I understand that as a homeowner/builder I must abide by all zoning ordinances and building regulations in effect at the time of permit application.

Initial \_\_\_\_\_

3. I have a copy of the 2012 International Residential Code and understand that this department and its inspectors are there to help enforce and interpret the code. There is a copy of the code in this office for review, but we cannot give you a copy free of charge.

Initial \_\_\_\_\_

4. I understand that the building official and inspectors are **not** to design, alter or give advice on how to meet the code—only if the structure meets the minimum code.

Initial \_\_\_\_\_

5. I understand that as a homeowner/builder that any contract disputes with sub-contractors and I must be handled in a civil court with the advice of an attorney. This department will not mitigate any contract disputes.

Initial \_\_\_\_\_

6. I understand that if I compensate any person or company for work performed they are required to have a business license, a state card, and a code compliance bond or bond waiver in this jurisdiction. If for some reason they do not have the requirements I will be responsible and liable for the cost of the license.

Initial \_\_\_\_\_

7. I understand that if any person gets injured on my construction project, they are entitled to workmen's compensation. And if they do not possess a workmen's compensation policy I could be held liable for all doctor and related cost which could include loss of wages during recovery from their injury.

Initial \_\_\_\_\_

8. I understand that under State and Local Laws I cannot do any Electrical, Plumbing, Heating & Air Conditioning work on my property without first obtaining the proper licenses and permits.

Initial \_\_\_\_\_

9. Applicant acknowledges that knowingly falsifying statements made in the permit application will subject the applicant to possible prosecution. Georgia Criminal Code Section 26-2402 (False Swearing) calls for a possible fine of not more than \$1,000.00 or imprisonment for up to (5) years, or both.

Initial \_\_\_\_\_

APPLICANT ACKNOWLEDGES THAT HE/SHE IS AWARE THAT A PERMIT ISSUED UNDER THE PROVISIONS OF THE CODE **MAY BE REVOKED FOR FALSE STATEMENTS OR MISREPRESENTATION** AS TO THE MATERIAL FACTS IN THE APPLICATION OF WHICH THE PERMIT IS ISSUED. APPLICANT ACKNOWLEDGES THAT THE PERMIT REQUESTED WAS GIVEN SOLELY BASED ON THIS AFFIDAVIT, AND THE PERMIT IS BASED UPON MY SWEARING UNDER OATH THAT I RESIDE OR INTEND TO RESIDE ON THIS PROPERTY.

**APPLICANT FURTHER ACKNOWLEDGES THAT HE/SHE IS AWARE THAT ANY KNOWINGLY FALSE STATEMENTS MADE IN THE PERMIT APPLICATION WILL SUBJECT SAID APPLICANT TO PROSECUTION. FALSE SWEARING SUBJECTS YOU TO ALL PUNISHMENT APPLICABLE UNDER GEORGIA LAW INCLUDING BUT NOT LIMITED TO FINES OR IMPRISONMANT.**

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

\_\_\_\_\_  
Applicant's Name (Please Print)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date Signed

Sworn before me on this date \_\_\_\_\_

Notary Signature \_\_\_\_\_

(Seal)

My commission expires \_\_\_\_\_