



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**

Bldg Permit No.

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

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

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

THIS IS TO CERTIFY THAT I WILL PERSONALLY SUPERVISE THIS INSTALLATION

OWNER/CONTRACTOR SIGNATURE _____ PLEASE PRINT _____
(Please circle type)

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 | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Neighborhood Comment Form | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Preliminary Plat | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Copy of Business License | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Final Plat | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Is this a Model Home? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Tree Save Requirements | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Copy of the Unrecorded Final Plat Attached? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Landscape Plans | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Copy of Rodent Letter Attached | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Infill Compatibility Survey | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Is A Site Plan Required For This Lot? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Digital Photo & Drawing attached (11 x 17 Required) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Is Site Plan Attached? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Does property lie in a special flood hazard area | <input type="checkbox"/> Yes <input type="checkbox"/> No | Sign Permit | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

PROJECT DESCRIPTION

Description of Work _____

PLEASE COMPLETE THE INFORMATION BELOW & CHECK ALL THAT APPLY

Residential	Commercial	Rehab	Demo
Single-Family Attached <input type="checkbox"/> Single-Family Detached <input type="checkbox"/> Multi-Family <input type="checkbox"/> Square footage of Unit _____ Side Yard Setbacks _____ No. of Acres _____ No. of Units _____ No. of Stories _____ No. of Rooms _____ No. of Baths _____ No. of Bedrooms _____ Attic Finished <input type="checkbox"/> Unfinished <input type="checkbox"/> Valuation of Job \$ _____	Square footage _____ Tenant square footage _____ Tenant Name _____ No. of Floors _____ No. of Units _____ No. of Baths _____ No. of Parking Spaces _____ Valuation of Job \$ _____	Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Square Footage _____ Side Yard Setbacks _____ Existing No. of Floors _____ Proposed No. of Floors _____ Existing No. of Bedrooms _____ Proposed No. of Bedroom _____ Existing No. of Baths _____ Proposed No. of Baths _____ Valuation of Job \$ _____	Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Fire Damage <input type="checkbox"/> Rodent Letter Attached <input type="checkbox"/> Valuation of Job \$ _____

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

GENERAL CONTRACTORS

Principals Address: _____

Bond

Number: _____

KNOW ALL MEN BY THESE PRESENTS:

That we _____ as Principal, and _____ as Surety, Incorporated in the State of _____, and duly licensed to act as Surety in the State of Georgia, are held and firmly bound unto East Point, Georgia, in the just sum of TWENTY FIVE THOUSAND AND NO/100 (\$25,000) DOLLARS, for payment of which, well and truly to be made, we bind ourselves, our successors and assign, each and every one of them, jointly and severally, firmly by these presents.

It is further understood and agreed that this bond is continuous and covers all construction done by the Principal, his Agents, or employees. Principal warrants that no construction has occurred prior to the enactment of this bond on work this bond covers. This bond is effective beginning on the _____ day of _____, 20_____.

The condition of the above obligation is such that:

Whereas, the above bound Principal has made application to East Point as a contractor in accordance with the rules and regulations governing contractors in East Point, Georgia; and;

It is a condition of this bond that the said Principal is to comply with all of the requirements and provisions of the building and other codes of East Point and to correct any code violations discovered during construction and for a period of one (1) year from the date of final inspection; excepting routine maintenance, abuse, modification, and normal wear and tear. A further condition of this obligation is that if the Principal fails to correct any such code violations in accordance with East Point's Code Compliance Bond Ordinance, then the surety shall remedy the default within forty-five (45) days of notification by the city to do so. It is a further condition of these obligations that the Principal and Surety shall both be subject to suit, jointly and severally, by action by East Point, if In the discretion of the Chief Building Official of East Point it has been determined that said Principal has violated the building or other codes of East Point, or any provision thereof, for the purpose of requiring the necessary expenditure of funds to correct said violations on the part of said Principal, his Agents, or employees. Said Principal is hereby bound under said bond to faithfully perform all of his duties as such Principal and Contractor in compliance with the Building Code of East Point, and all other ordinances of East Point relating to buildings and the construction thereof.

Now should the said Principal faithfully perform all and singular his duties as a contractor during the term for which he has been licensed, and upon the terms required by the codes of East Point and by this bond, then the above bond is to be void; else to be of full force and effect.

Provided, further, that regardless of the number of years this bond shall continue or be continued in force and of the number of premiums that shall be payable or paid, the Surety shall not be liable hereunder for a larger amount, in the aggregate, than the amount of this bond; and

Provided, further, that if the Surety shall so elect, this bond may be canceled by the Surety as to subsequent liability by giving thirty (30) days' notice in writing to said Principal and the Chief Building Official of the Planning and Community Development Department of East Point. Subsequent liability shall mean liability for jobs that have not been permitted or begun at the time of termination.

Signed, sealed and dated this _____ day of _____, 20_____

Agent

Surety

By: _____

Contractor & Principal



Department of Planning & Community Development

@ Jefferson Station

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

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Code Compliance Bond Indemnification

The homeowner, individual or other entity who shall make contracts for the erection, construction or repair of buildings for which a permit is required, hereby agrees to indemnify and hold harmless the City of East Point and the general contractor, electrical contractor, plumbing contractor or HVAC contractor against any and all liability, claims, suits, losses, costs and legal fees caused by, arising out of, or resulting from any negligent act or omission of the general contractor, electrical contractor, plumbing contractor or HVAC contractor in the performance and/or failure to perform including the negligent acts or omission of any general contractor, electrical contractor, plumbing contractor or HVAC contractor or any direct or indirect employees of the general contractor, electrical contractor, plumbing contractor or HVAC contractor.

Print Name

Signature

Property Location

Notary Public

Commission Expires

(SEAL)

Code Compliance Bond
Waiver Letter

_____ Date

Department of Planning & Community Development
1526 East Forrest Avenue – Suite 100
East Point, Georgia 30344

Dear Sir:

My name is _____ and I am
(Property Owner's Name)

writing to waive the requirement that _____
(Company Name)

obtain a Code Compliance Bond for the purpose of permitting, to perform work on my property located at

(Address)

Please see contact information below.

Property Owner: _____

Name

_____ Address

_____ City, State, Zip Code

_____ Phone Number

_____ Alternate Phone Number

Contractor: _____

Company Name

_____ Owner Name

_____ Address

_____ City, State, Zip Code

_____ Phone Number

_____ Alternate Phone Number

Scope of Work: _____

Estimated Cost: \$ _____

_____ Print Name (property owner)

_____ Signature (property owner)

_____ Date

_____ Notary Public

_____ Commission Expires

(SEAL)



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SUBMITTAL FORM

FEES ARE NON-REFUNDABLE

This section to be completed by the Permit Office

APPLICATION NUMBER: _____ WARD: _____

ASSOCIATED CASE NUMBER (S): _____

SUBMITTAL DATE _____ TIME: _____

APPOINTMENT DATE _____ TIME: _____

CURRENT ZONING: _____ FUTURE LAND USE: _____

This section to be completed by the Applicant (please print neatly)

PROJECT ADDRESS: _____

PROJECT DESCRIPTION: _____

OWNER'S NAME: _____

CONTACT NUMBERS: _____ FAX: _____

CONTRACTOR'S NAME & COMPANY: _____

CONTACT NUMBERS: _____ FAX: _____

ESTIMATED COST: \$ _____

TOTAL SQUARE FOOTAGE: New Construction _____ Residential _____

APPLICATION TYPE (CHECK ONE)

<input type="checkbox"/> Building Permit Review	<input type="checkbox"/> Land Disturbance Permit	<input type="checkbox"/> Special Use Permit	<input type="checkbox"/> Cleveland Avenue Overlay
<input type="checkbox"/> Concept Review	<input type="checkbox"/> Rezoning	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Downtown Overlay
<input type="checkbox"/> Fire Alarm/sprinkler System	<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Variance	<input type="checkbox"/> Headland-Delowe Overlay

CUSTOMER: (CHECK ONE) Will Attend Will Not Attend

PROJECT TYPE: (CHECK ALL THAT APPLY)

- Addition
- New Construction
- Sprinkler System
- Billboard
- Pool
- Storage Shed
- Deck
- Refuse Area
- Tank Under/Above Ground
- Fence
- Roof
- Tenant Finish
- Garage
- Signs
- Other

Important: Check here if this is a re-submittal. Complete set of plans attached



Department of Planning & Community Development

@ Jefferson Station

1526 East Forrest Avenue Suite 100 East Point, GA 30344

404.270.7025 (Phone)

404.305.8220(Fax)

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Application Date _____ / _____ / _____

ELECTRICAL LOAD CALCULATION

Commercial Residential
 INSTALL _____ REPAIR _____ REPLACE _____

Elect Permit No _____
 Bldg Permit No _____

PERMIT APPLICATIONS, PLANS AND/OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE, ILLEGIBLE OR SUBMITTED IN MEDIA WILL NOT BE ACCEPTED.
TYPE OR PRINT CLEARLY USING PERMANENT BLUE OR BLACK INK.

PROJECT INFORMATION:		
APPLICANT:	PROJECT NAME:	
OWNER'S NAME:	PROJECT ADDRESS:	
ADD THE FOLLOWING GENERAL LOADS:		
GENERAL LIGHTING LOAD: _____ SQ. FT. X 3 VOLT-AMPS (VA) = <small>(The calculated floor area shall not include open porches, garages, or unused/unfinished spaces not adaptable for future use such as attics and crawl spaces, but shall include unfinished basements. The 3 VA per sq. ft. unit value is based on minimum load conditions and 100% power factor and may not provide sufficient capacity for the installation contemplated.)</small>	(1)	VA
SMALL APPLIANCE LOAD: NUMBER OF 2-WIRE, 20-AMP (A) CIRCUITS (2 MINIMUM) _____ X 1,500 VA =	(2)	VA
LAUNDRY LOAD: NUMBER OF 2-WIRE, 20-A LAUNDRY CIRCUITS (1 MINIMUM) _____ X 1,500 VA =	(3)	VA
TOTAL NAMEPLATE VA RATING OF ALL FASTENED-IN-PLACE, PERMANENTLY CONNECTED, OR LOCATED TO BE ON A SPECIFIC CIRCUITE. INCLUDE ALL MOTORS AND ALL LOW-POWERE-FACTOR LOADS:		
QTY _____ RANGE(S)	(4)	VA
QTY _____ WALL-MOUNTED OVEN(S)	(5)	VA
QTY _____ COUNTER MOUNTED COOKING UNIT(S)	(6)	VA
QTY _____ MICROWAVE(S)	(7)	VA
QTY _____ COOKING EXHAUST HOOD(S)	(8)	VA
QTY _____ CLOTHES (DRYER(S)	(9)	VA
QTY _____ WATER HEATER(S)	(10)	VA
QTY _____ DISHWASHER(S)	(11)	VA
QTY _____ TRASH COMPACTOR(S)	(12)	VA
QTY _____ GARBAGE DISPOSAL(S)	(13)	VA
QTY _____ CEILING FAN(S)	(14)	VA
QTY _____ BATHROOM/LAUNDRY EXHAUST FAN(S)	(15)	VA
QTY _____ GARAGE DOOR OPENER(S)	(16)	VA
QTY _____ HYDROMASSAGE BATHTUB(S)	(17)	VA
QTY _____ WELL PUMP(S)	(18)	VA
QTY _____ SUMP PUMP (S)	(19)	VA
QTY _____ ELEVATOR(S)	(20)	VA
QTY _____ ELECTRIC WELDER(S)	(21)	VA
QTY _____ AIR COMPRESSOR(S)	(22)	VA
QTY _____ OTHER – SPECIFY: _____ <small>(Central vacuum system(s), electric fireplaces, gas fireplace blower unit(s), etc.)</small>	(23)	VA
QTY _____ OTHER – SPECIFY: _____ <small>(Attic fan, freezer, water heater recirc. Pump, electric steam unit, etc.)</small>	(24)	VA
GENERAL LOADS SUBTOTAL (ADD LINES 1 THRU 24 ABOVE):	(25)	VA

APPLY DEMAND FACTOR TO GENERAL LOADS SUBTOTAL (LINE 25) AND ADD RESULTS AS FOLLOWS:		
First 10,000 VA OF GENERAL LOADS SUBTOTAL (LINE 25) AT 100%: GENERAL LOADS SUBTOTAL (UP TO AND INCLUDING 10,000 VA) _____ VA x 1.00 =	(26)	VA
REMAINDER OVER 10,000 VA AT 40%: (GENERAL LOADS SUBTOTAL (line 25) _____ VA - 10,000 VA) X 0.40 =	(27)	VA
GENERAL LOADS TOTAL (ADD LINES 26 AND 27 ABOVE):	(28)	VA
INDICATE ALL OF THE FOLLOWING HEATING AND AIR-CONDITIONING LOADS (AS APPLICABLE):		
100% OF THE NAMEPLATE RATING(S) OF THE AIR CONDITIONING AND COOLING:	(29)	VA
100% OF THE NAMEPLATE RATING(S) OF THE HEATING WHEN A HEAT PUMP IS USED WITHOUT ANY SUPPLEMENTAL ELECTRIC HEATING:	(30)	VA
100% OF THE NAME PLATE RATINGS OF ELECTRIC THERMAL STORAGE AND OTHER HEATING SYSTEMS WHERE THE USUAL LOAD IS EXPECTED TO BE CONTINUOUS AT THE FULL NAMEPLATE VALUE. SYSTEMS QUALIFYING UNDER THIS SELECTION SHALL NOT BE CALCULATED UNDER ANY OTHER SELECTION.	(31)	VA
100% OF THE NAMEPLATE RATING(S) OF THE HEAT PUMP COMPRESSOR AND 65% OF THE SUPPLEMENTAL ELECTRIC HEATING FOR CENTRAL ELECTRIC SPACE HEATING SYSTEMS. IF THE HEAT PUMP COMPRESSOR IS PREVENTED FROM OPERATING AT THE SAME TIME AS THE SUPPLEMENTARY HEAT, IT DOES NOT NEED TO BE ADDED TO THE SUPPLEMENTARY HEAT FOR THE TOTAL CENTRAL SPACE HEATING LOAD:	(32)	VA
65% OF THE NAMEPLATE RATING(S) OF ELECTRIC SPACE HEATING IF LESS THAN FOUR SEPARATELY CONTROLLED UNITS:	(33)	VA
40% OF THE NAMEPLATE RATING(S) OF ELECTRIC SPACE HEATING IF FOUR OR MORE SEPARATELY CONTROLLED UNITS:	(34)	VA
TOTAL HEATING AND AIR-CONDITIONING LOAD (INDICATE THE LARGEST LINE ITEM VA FROM LINES 29 THRU 34 ABOVE):	(35)	VA
CALCULATE LOAD FOR SERVICE SIZE		
TOTAL LOAD (ADD LINES 28 AND 35): LINE 28 _____ VA + LINE 35 _____ VA =	(36)	VA
DIVIDE LINE 36 BY 24-VOLTS (V): LINE 36 _____ VA / 240 v =	(37)	VA
STANDARD AMPERE RATINGS:		
THE STANDARD AMPERE RATINGS FOR FUSES AND INVERSE TIME CIRCUIT BREAKERS SHALL BE CONSIDERED 100 (MINIMUM FOR ONE-FAMILY DWELLINGS), 110, 125, 150, 175, 200, 225, 250, 300, 350, 400, 450, 500, 600 AMPERES.		

Limitations. This calculation worksheet is based on the 2014 National Electrical Code (NEC, Article 220, Part IV "Optional Feeder and Service Load Calculations" and applies to a single dwelling unit having the total connected load served by a single 120/240-volt, 3-wire service with an ampacity of 100 or greater. This calculation worksheet is provided to assist the permit applicant in demonstrating minimum code compliance and may not consider all elements or permutations of the proposed electrical system. This worksheet shall not be construed to replace or supersede the minimum code requirements of the 2014 NEC. Where differences occur between this worksheet and the 2014 NEC, the provisions of the 2014 NEC shall apply.

Validity of permit. The issuance of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the construction codes or of any other ordinance. Permits presuming to give authority to violate or cancel the provisions of the construction codes or ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the City of East Point Planning & Community Development Department (EPP&CDD) from requiring the correction of errors in the construction documents and other data. The EPP&CDD is authorized to prevent occupancy or use of a structure where in violation of the construction codes or of any other ordinances of this jurisdiction.

Amended construction documents. Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents. Willful and prejudicial departure from or disregard of construction documents in any material respect without the approval of the EPP&CDD is unlawful.

PREPARED BY (SIGNATURE) _____

DATE _____

PRINT NAME _____

TITLE (ELECTRICAL CONTRACTOR, OWNER, ETC.) _____