Franklin County Planning and Zoning
141 Athens St. / P.O. Box 159
Carnesville, GA 30521

Residential Permit Application Checklist

The following list of documentation is required before a permit will be issued for residential construction. **Incomplete forms will not be processed and will delay permit issuance**. Please return this form with all permit application submittals. All documents must be legible

_____ Completed building permit application

_____ Contractor licensing documentation (state license card, business license)

_____ Completed trade permit application ( ) Electric ( ) Plumbing ( ) HVAC/Gas

_____ Subcontractor licensing documentation (state license card, business license)

_____ GSWCC Level 1A certification (Blue Card)

_____ Two (2) sets of scaled construction drawings with dimensions (foundation plan and detail, floor plan of each level, elevations, and wall details) **1 copy on 8 ½" x 11" for file**

_____ House location plan: scaled lot drawing with a scaled footprint of house and any other structure located on property, show building limitations, setback requirements, and erosion sediment control.

_____ One (1) copy set of GSWCC approved ESC plans for initial, intermediate and final phases. (applicable for secondary and tertiary permit holders)

_____ Septic permit (if applicable)

_____ Completed water/sewer application (if applicable)

_____ 911 Address application (if applicable)

_____ Recorded Plat & Deed of property

_____ Is your land in conservation use? [ ] Yes [ ] No. **If yes please contact the Tax Assessors Office**

Project Address: _____

Applicant Name: _____

Received by: _____ Date: _____

Franklin County 141 Athens St. / P.O. Box 159 Carnesville, GA 30521	**Residential Building Permit Application**

☐ **Single Family** ☐ **Multi Family** ☐ **Addition**	**Date: _____ /_____ /_____** **Permit No. _____** **Estimated Cost of Construction (Labor and Materials): $_____**

JOB SITE ADDRESS: **PROJECT NAME:**

Use Classification:	Parcel #:	Zoning District:

Description of Work : _____

_____

Property Owner	Name:	
	Address: Zip:	Phone: Email:
General Contractor	Name:	Ga License No.:
	Address: Zip:	Phone: Email:

Building Height: _____ Number of Units: _____ Flood Zone: □ yes □ no	#Bedrooms _____ #Bathrooms _____ [ ]Slab [ ]Basement [ ]Crawl Garage: [ ]Attached [ ]Detached	Contact Person: Phone: Fax: Email:

Total Heated Sq. Ft.: _____ Total Unheated Sq. Ft.: _____

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the International Building Codes.

Signature of Applicant : Date:

FOR OFFICE USE ONLY	Code Official Signature:	
Construction Type:	Occupancy:	LDP Required: □ yes □ no

	Sq. Footage	Valuation Multiplier	Valuation $	
Heated				
Unheated				
TOTAL				

Administrative Fee:	Building Permit Fee:	Plan Review Fee:	CO Fee:	Total Fee:
$ _____	$ _____	$ _____	$ _____	$ _____

Franklin County 141 Athens St. / P.O. Box 159 Carnesville, GA 30521	**Plumbing Permit Application**

☐ **Residential** ☐ **Commercial** ☐ **Alteration/Repair**	**Date: _____ /_____ /_____** **Permit No. _____** **Estimated Cost of Construction (Labor and Materials): $_____**

JOB SITE ADDRESS:	**PROJECT NAME:**	**Parcel #:**

Property Use:	Zoning Class.:

Job Description: _____

_____

Property Owner	Name:		
	Address:	State: Zip:	Phone: Email:
Trade Contractor	Name:	State License No.:	
	Address:	State: Zip:	Phone: Email:

Type of Service:

Public: [ ] Size: _____ Other: _____

Private: [ ] Size: _____ Septic Tank: _____

Check if Applicable

[ ] PLUMBING [ ] FIRE SUPRESSION

Number of Heads: _____

NUMBER OF: Water Heater: _____ Sinks: _____

Dishwasher: _____ Disposal: _____

Toilets: _____ Separate Showers: _____

Tub/Shower Combo: _____ Tubs: _____

Washer: _____ Laundry Tub: _____

Hose Bib: _____ Other: _____

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Signature of Licensed Cardholder: Date:

FOR OFFICE USE ONLY	Accepted by:
Construction Type:	Occupancy:

Administrative Fee:	Plan Review Fee:	Permit Fee:	CC Fee:	Total Fee:
$ _____	$ _____	$ _____	$ _____	$ _____

Franklin County 141 Athens St. / P.O. Box 159 Carnesville, GA 30521	**Electrical Permit Application**

☐ **Residential** ☐ **Commercial** ☐ **Alteration/Repair**	**Date: _____ /_____ /_____** **Permit No. _____** **Estimated Cost of Construction (Labor and Materials): $_____**

JOB SITE ADDRESS:	**PROJECT NAME:**	**Parcel #:**

Property Use:	Zoning Class.:

Job Description: _____

_____

Property Owner	Name:		
	Address:	State: Zip:	Phone: Email:
Trade Contractor	Name:	State License No.:	
	Address:	State: Zip:	Phone: Email:

SERVICE INFORMATION	**CHECK IF APPLICABLE**
VOLTAGE: _____ PHASE: _____ AMPS: _____	[ ] TEMPORARY POWER POLE
CONDUCTOR TYPE: _____	[ ] POWER POLE
CONDUCTOR SIZE: _____	[ ] CHANGE OF SERVICE
METHOD OF ENTERING BUILDING	[ ] CHANGE PANEL BOX
[ ] ABOVE GROUND [ ] UNDERGROUND	[ ] OTHER (EXPLAIN) _____

SERVICE PROVIDER: _____ **NUMBER OF CIRCUITS**: _____

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Inspector for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the Minimum Building Codes.

Signature of Licensed Cardholder: Date:

FOR OFFICE USE ONLY	Accepted by:
Construction Type:	Occupancy:

Administrative Fee:	Plan Review Fee:	Permit Fee:	CC Fee:	Total Fee:
$ _____	$ _____	$ _____	$ _____	$ _____

Franklin County 141 Athens St. / P.O. Box 159 Carnesville, GA 30521	**HVAC/Fuel Gas Permit Application**

☐ **Residential** ☐ **Commercial** ☐ **Alteration/Repair**	**Date: _____ /_____ /_____** **Permit No. _____** **Estimated Cost of Construction (Labor and Materials): $_____**

JOB SITE ADDRESS:	**PROJECT NAME:**	**Parcel #:**

Property Use:	Zoning Class.:

Job Description: _____

_____

Property Owner	Name:		
	Address:	State: Zip:	Phone: Email:
Trade Contractor	Name:	State License No.:	
	Address:	State: Zip:	Phone: Email:

[ ] Total Electric [ ] Total Gas [ ] Both Gas and Electric	**[ ] Natural Gas [ ] L.P.G**
Number of Tons: _____ Number of BTUs: _____	[ ] FURNACE MBTU _____
Heating and/or Cooling Units: _____	[ ] FIREPLACE MBTU _____
Supply and Return Drops: _____ Exhaust Fans: _____	[ ] OVEN/RANGE MBTU _____
Grease/Vent Hood: _____ Other: _____	[ ] DRYER MBTU _____
	[ ] WATER HEATER MBTU _____

SERVICE PROVIDER: _____

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Inspector for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the Minimum Building Codes.

Signature of Licensed Cardholder:	Date:

FOR OFFICE USE ONLY	Accepted by:
Construction Type:	Occupancy:

Administrative Fee:	Plan Review Fee:	Permit Fee:	CC Fee:	Total Fee:
$ _____	$ _____	$ _____	$ _____	$ _____

Inspection Procedures

No construction is to begin until permit is posted. Permit should be posted in a weather protective box located adjacent to the construction exit at the street. Post permit in a manner that is accessible and will allow inspectors to sign and leave comments. **Do not post permit on trees or fences.** Before scheduling the first inspection the following measures should be in place:

- construction entrance/exit consisting of a 50'x20' geo-tech mat and gravel
- erosion control measure per tertiary plan (if applicable)
- jobsite address and lot number **clearly marked** at the street
- toilet facility for workers **(do not place on storm water basin lids)**
- front and side lot lines marked by string and intermediate stakes (for setback verification)

Call for inspection when 100% ready for inspection. Inspections will be given within two business days of the day the request is received. Inspections should be requested through the Office by calling 706-384-2483. Inspectors will **not** take inspection requests. Requested inspections that are not ready at the time the inspector arrives on site will result in a failed inspection and a **$50 re-inspection fee** will be applied. Appointments will be made at the discretion of the inspector. Inspectors will **not** handle keys or combination locks. A locked structure or inaccessible jobsite will be considered not ready for inspection. The following must be provided for the inspection to be scheduled:

- permit number
- type of inspection
- jobsite address
- contractor's name and contact number

Job site should be maintained free of construction debris and trash. On-site refuse containers are required. Inspectors will **not** perform any permit related inspection before verifying that the job site is in compliance. Jobsites that are in gross non-compliance will be cited. A **$50.00 re-inspection fee** will be assessed to the contractor and the inspection must be rescheduled once the jobsite is in compliance. **Roll-off dumpsters** and any other job site trash container **shall be kept off** of the roadway or street at all times.

Best Management Practices are to be maintained at all times. Inspectors will **not** perform any permit related inspection before verifying that the job site is in compliance with section the County Ordinances and in accordance with the Georgia Erosion and Sedimentation Act of 1975 as amended though 2016. Jobsites that are in gross non-compliance will be reported to the Evinonmental Protection Division. A **$50.00 re-inspection fee** will be assessed to the contractor and the inspection must be rescheduled once the jobsite is in compliance.

Third party inspections. Franklin County inspectors **will** perform all required inspections. Inspections are **guaranteed** to be performed the next business day following the inspection request provided the 4pm cutoff is made. The use of an approved third party engineer is allowed in lieu of the county inspection **only** with permission from the Building Official. Any work performed without inspection

is subject to removal and/or a monetary penalty. Inspectors may require the use of an engineer's report at his/her discretion to perform the appropriate inspection.

Procedure for obtaining Certificate of Occupancy/Completion. When structure is **100% complete** a Final inspection should be requested. All applicable fees and outstanding re-inspection fees should be paid. No dwelling may be inhabited prior to receiving the Certificate of Occupancy and be free of any furniture or personal property during the inspection. Required landscaping and soil stabilization methods should be in place before requesting inspection. Temporary occupancy will **not be issued** for **any residential single or multi-family dwelling.** Franklin County will not guarantee issuance of a Certificate of Occupancy when inspection is performed on a "closing" date.

Required Inspections

Residential/Single Family

Foundation –Prior to pouring concrete. All footings for any foundation are required to be a minimum of 12 inches below undisturbed grade. Footing depth will be measured from bottom of form boards or grade to bottom of footing. Reinforcing steel should be supported on chairs or tied to steel stakes and runs tied together throughout. **Floating steel into the concrete as it is poured is prohibited.** Footings should be clean and free of water and debris. Front, rear and side setbacks will be verified during this inspection***. It is the owner's responsibility to identify the proposed building location & necessary property line locations to certify that the construction meets all required building setbacks & zoning conditions.***

Foundation Wall Steel – Prior to pouring concrete. Basement walls and retaining walls greater than 4 feet in height will be inspected for reinforcing steel grid pattern and position within the wall forms. Inspection should be called in before all forms are completely installed.

Under-Slab Plumbing – Plumbing drain and waste lines should be properly joined together in open trenches to verify the required degree of fall from beginning of line to exit of structure. Lines through the footing should be sleeved in a pipe 2 times its diameter. The entire system should be filled with water. A test stack of 10 feet from bottom of joint to top of stack will provide the required amount of pressure to the system. Each small stack on the system will be checked for water content. Supply water lines should be coded for hot/cold and sleeved where penetration through the slab occurs. Air will only be allowed to test system when temperatures are forecast to be 32 degrees and below.

Slab Cover – Prior to pouring concrete. All plumbing trenches have been backfilled and graded over. A basement slab will require gravel throughout. Required vapor barrier should be in place and sealed tightly around all plumbing penetrations. Welded wire mesh used for slab reinforcement should be supported throughout the slab on chairs, top hats or concrete pavers. Hooking and lifting the mesh during the concrete pour is prohibited.

Framing Rough – Dwelling is dried in. **No MEPs may be installed prior to this inspection.** All framing, fire-blocking, sheathing, draft-stopping, bracing and fasteners are in place. Fall prevention barriers should be in place for multi-story structures. Structure should be accessible and free of construction debris. **Roof covering is allowed to be installed.**

Moisture Barrier - Building wrap, membranes, flashings, and any other required moisture barrier systems is done **prior** to the installation of exterior finishing materials. Windows and exterior doors should be installed.

MEP Rough – Mechanical, electrical, and plumbing systems should be completely installed and inspected **prior** to covering or concealment before fixtures or appliances are installed. HVAC systems should be made accessible for inspection. Structure should be accessible and free of construction debris.

Note: Moisture barrier and MEP rough inspection may be called in together.

Insulation – Exterior wall plates and wall joints at corners and tees should be sealed to prevent air infiltration. All penetrations through bottom and top plates, whether interior or exterior, should be sealed. Required insulation in exterior walls, attic knee walls, vaulted and basement ceilings should be installed. **Stocking drywall before insulation inspection is prohibited.**

Permanent Power - Allows for the testing of all electrical and mechanical systems and equipment **prior** to final inspection. All circuit breakers and devices shall be installed. Dwelling shall be able to be secured/locked. Panel and service entrance covers should be removed. Inspectors are not responsible for the removal or replacement of covers.

Final Inspection – The building is 100% complete and ready for immediate occupancy. A separate final site inspection is required to verify compliance with landscaping, site stabilization and drainage requirements.

> ***Please note****: Depending on the scope of work, other inspections may be required to ensure complete code compliance.*
>
> *Failure to request or skip over a required inspection may result in the removal of materials to expose completed work.*

SETBACK REQUIREMENTS BY DISTRICT

DISTRICT	MIN. TRACT SIZE (ac)	MIN. TRACT WIDTH @ R/W (ft)	MAX. BUILDING HEIGHT (ft)		MINIMUM BUILDING SETBACKS (ft) FRONT YARD	SIDE YARD	REAR YARD
AG	1.5	125	35	Residence	60	35	35
				Non-commercial Livestock	100	100	100
AI	1.5	125	35	Residence	100	35	35
				Non-commercial Livestock	100	100	100
				Broiler House*	200	200	200
				Layer House*	200	200	200
				Lagoon**	500	500	500
				Commercial Livestock***	500	500	500
				Poultry Structures/Stack Houses	200	200	200
AR	1.5	100	35	Residence	100	35	35
				Non-commercial Livestock	100	100	100
AB	1.5****	125	35	State Highway	80	25	25
				Collector Street	60	25	25
RS	1.5	80	35	Residence	35	10	15
RM	10	100	35	Townhouse Development	50	20	50
	10	100	35	Condominium Development		20	50
	10	100	35	Apartment/Duplex Development		20	50
	5	125		Manufactured Home Park	50	50	50
CC	1.5		35	State Highway	80	25	25
				All other collector streets	60	25	25
				When abutting residential district	80 or 60	55	55
CG	*****		35	State Highway	100	25	25
				All other collector streets	80	25	25
				When abutting residential district	100 or 80	55	55
CI	*****		35	Parkways/State Highways	100	25	25
				All other collector streets	80	25	25
				When abutting residential district	100 or 80	325	325

Front yard setbacks should meet zoning requirments for that district. Refer to Franklin County Zoning Regulations.

Accessory buildings shall meet front yard setbacks and be setback a minimum of 5' from side and rear property lines.

* If there is an inhabitable dwelling within 100' of a property line the setback must be 300' from the **property line** least 600' from an inhabitable dwelling. This does not include dwellings on the property on which the poultry house is being constructed.

* Poultry houses shall be constructed where the exhaust end is at least 1,000' (measured perpendicular from the exhaust end of the poultry house) from any building that is regularly used as a government building, school, hospital, church, or other place of worship, senior center, nursing home, retirement home, restaurant, or public community center, and 1,000' from the property line of any public park, public recreational area, or Corps of Engineers Lake Hartwell, provided, however, that this requirement may be waived by the owner of the property (or their authorized agents) on which such establishment is located. If more than one person owns or has any ownership interest of record of the property where such establishment is located, then the consent of all owners shall be required.

** Lagoons must be at least 150' from any stream.

*** Commercial livestock includes uses such as feed lots, dairy lots, hog lots, etc.

**** Where contiguous to a commercial district, the minimum lot size will be that necessary to meet Health Department requirements concerning water and sewage disposal.

***** Minimum required to satisfy setbacks and Health Department requirements.

******It is the owner's responsibility to identify the proposed building location & necessary property line locations to certify that the construction meets all required building setbacks & zoning conditions.******

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HOMEOWNER AFFIDAVIT

NOTICE: The State of Georgia has mandated that all residential contractors be licensed effective July 1, 2008. However, there is an exemption to this law that allows you, as the property owner to act as your own contractor without a license, provided the construction is intended for your own use or occupancy and you have not sold a building or structure and acted as contractor within the prior 24 months. In acting as your own contractor, you are responsible for the supervision and management of all work that is not performed by a licensed contractor. Furthermore, you are responsible for requesting inspections and being on site during inspections if deemed necessary by the inspector. All work must conform to all applicable laws, ordinances, building codes and zoning regulations. Please familiarize yourself with the appropriate codes and laws to insure that all work will be done properly. In the event that you should feel you are unable to comply with the requirements as stated, it will be necessary for you to hire a licensed contractor to complete the job in compliance with all building codes and ordinances in effect.

This form must be completed, signed, notarized and submitted to the Building Official before a permit will be issued. *All information requested on this form is mandatory:*

Jobsite Address: _____

Lot/Bldg/Ste: _____

Homeowner's Name: _____ **Phone: _____**

Description of Work:

_____

_____

This is to certify that I am responsible for the:

□ **Electrical** □ **Plumbing** □ **Mechanical** □ **Building** □ **Low Voltage** □ **Other**

I certify that I have a working knowledge of all construction codes and ordinances adopted by Franklin County relating to this project. In the event there is a change in my status on this project, I understand that I will be held responsible for all indicated work at this job until the Building Official has been notified, in writing, of any change. I understand that this permit may be revoked for false statements or misrepresentation as to the material fact in the permit application on which this permit was based. I further agree to indemnify Franklin County and its operator from any liability for damages and loss of property if the work performed has not been installed in accordance with the construction codes and ordinances.

SIGNATURE/ DATE: _____ /_____

Sworn to and subscribed before me,

this _____ day of _____, 20____.

_____
(Notary Public – Please notarize with official seal)