

PLAN SUBMITTAL SHEET

Commercial & Residential Jobs:

Two (2) sets of plans are required to be submitted which needs to include all changes to the building, including framing, electrical, plumbing and HVAC.

Plans are reviewed. If changes are needed, a report will be submitted to you showing the changes that need to be made. If the plans are code compliant then the Building Inspector will sign them and give a copy back to you to give to the contractor when they come for a permit.

The main contractor comes in with all their State Licensing information and business license. They need to fill out an application. When the permit is completed they will be called to come pick up and pay for the permit.

After the main permit is issued, the sub-contractors comes in with all their State Licensing information and gets the necessary permits for the work to be done which could include electrical, plumbing and HVAC. They need to fill out an application. When the permit is completed they will be called to come pick up and pay for the permit.

NOTE: Work should not be started before permits are issued for the project. If work is started before getting a permit, a penalty will be charged to the main permit or to the sub-contractor who begins their work before acquiring a permit.

The contractor that is licensed to do the work must submit the application, sign the permit, obtain the permit and pay for the permit.

If you have any questions regarding your plans or what needs to be permitted you may call Baldwin's Building Inspector, Joe Davidson at (678) 617-5905.



CITY OF BALDWIN
BUILDING PERMIT APPLICATION

THIS APPLICATION WILL NOT BE ACCEPTED UNLESS ACCOMPANIED BY ALL REQUESTED INFORMATION!

Office Use
Do Not Write in this Space
Date Submitted
*Plan Review Fee \$
*Site Plan Review \$
*Grading Permit \$
Building Permit \$
Total Permit Fee: \$
Permit #
* if applicable

*Applicant Name:
*Mailing Address:
*Phone / Contact #:
Email Address:
*Property Owner:
*Mailing Address:
*Phone / Contact #:
Email Address:

Location of Property

*Physical Address:
*Zoning Classification: Map & Parcel #:

RESTAURANTS / GREASE TRAPS / SEPTIC TANKS MUST HAVE DOCUMENTED APPROVAL FROM THE HABERSHAM COUNTY HEALTH DEPARTMENT

Project Description
Please check all that apply, complete & read all applicable information
Plans MUST be submitted with application

*Project Type:
New Construction
Mobile Home/Office
Addition
Remodel
Accessory Structure
Grease Trap
Out Building
Deck
Demolition
Pool (Must have Affidavit)
Retaining Wall
Other (Please Explain on Back)

New Square Footage: Added Square Footage:
Existing Square Footage: Cost of Project: \$
Remodeled Square Footage:

*DESCRIPTION OF WORK TO BE DONE:

1 New Construction: Three (3) sets of COMPLETE plans (Building, Electrical, H.V.A.C., Plumbing, Site Plan) shall be submitted:
* RESIDENTIAL STRUCTURES: Provide information required by the Current Edition of the Residential Building Code, City Building Inspector and Code of Ordinances of the City of Baldwin.
* COMMERCIAL & MULTI-FAMILY STRUCTURES: Shall submit plans (Building, Electrical, H.V.A.C., Plumbing, Site Plan) developed by a Registered Design Professional, as applicable, licensed through the State of Georgia and information required by the City Building Inspector and Code of Ordinances of the City of Baldwin.
2 Accessory Structures: A "Tie-Down" drawing is required. In addition, a Site Plan showing existing structures and the new structure indicating the new structure's distance from property lines & existing structures.
3 Grease Trap: An "underground" grease trap diagram is required pursuant to City of Baldwin Code of Ordinances.
4 Septic Tank: Must have approval from Habersham County Health Department. 5 Retaining Wall: A retaining wall over 4 feet high must be designed by an Engineer.
6 Additions/Remodels: Two (2) sets of Complete plans with enough detail to show that the project complies with current Building Codes. In addition, a site plan showing the addition's distance from property lines & existing structures.
Is a septic tank located on the above listed property? Yes No

Contractor Information

ALL CONTRACTORS MUST HAVE A CURRENT YEAR REGULATORY PERMIT FILED WITH THE CITY OF BALDWIN

Name Phone State License # & Expiration Date
General:
Electrical:
Plumbing:
HVAC:
Grading:

If a permit is issued, I agree to conform to all ordinance and codes regulating the same. By my signature below, I certify that the application and attached information provided by me is true and correct.
Applicant Signature: Date:

Soil Erosion & Sedimentation Control

It cannot be stressed enough how important it is that Soil Erosion and Sedimentation Control activities be monitored and maintained during construction, no matter how big or small the job may be. Please take time to review the attached Soil Erosion and Sedimentation Control Plan Review Checklist to familiarize yourself with certain Best Management Practices (BMPs). BMPs are structural measures and vegetative practices that reduce erosion of soil and the resulting sedimentation. The law mandates that all BMPs stand up to a 25-year rainfall event (6" of rain in 2 hours) or the land-disturber is subject to severe civil, as well as criminal, penalties.

AS AN ISSUING AUTHORITY, THE GEORGIA SOIL & WATER CONSERVATION COMMISSION AND THE GEORGIA E.P.D. MANDATES THAT THE CITY OF BALDWIN ISSUE CITATIONS TO THOSE WHO VIOLATE ANY LAW CONCERNING GEORGIA'S SOIL EROSION & SEDIMENTATION CONTROL LAW.

★ The most common violations contractors are cited for are:

- Mud, dirt, sands etc. escaping onto the roadway coming from one's construction site. (Poorly maintained construction entrances usually cause this violation. Even if the violation is caused by a sub-contractor, the permit applicant is held responsible for the violation.)
- Silt escaping silt fences. (Poorly maintained silt fences usually cause this violation.)
- Silt escaping and entering onto adjacent property or into a waterway. (The failure to properly install a silt fence usually causes this violation.)

★ **PLEASE REMEMBER:**

Best Management Practices (BMPs) is defined as a collection of structural practices and vegetative measures which, when properly designed, installed and maintained, will provide effective erosion and sedimentation control for all rainfall events up to and including a

25-year, 24 hour rainfall event.

2015 Fee Schedule

Alcohol	Wine Tasting \$25.00/Event; Charitable Events \$50.00/Event; Catering Event \$50.00/Event; Pouring Permit \$30.00 Per Employee every three years; Pouring Malt Beverages \$1000.00 Pouring Wine \$1000.00 Pouring Distilled Spirits \$1000.00; Farm Winery License \$2000.00; Wholesale Dealer in City \$2000.00; Wholesale Dealer Outside City \$100.00; Malt or Wine Package up to 10,000SQ.FT. \$750.00; Malt or Wine Package 10,001-20,000SQ.FT. \$1600.00; Malt or Wine Package 20,001SQ.FT. or More \$3200.00; Malt and Wine Package up to \$10,000SQ.FT. \$1200.00; Malt and Wine Package 10,001-20,000SQ.FT. \$2400.00; Malt and Wine Package 20,001SQ. FT. or More \$4800.00; Administrative Fee \$250.00 per License Application; Inspection Fee \$35.00(New Locations Only)
Amplifying Device	\$25.00 Must Apply Atleast 2wks prior to needing the permit.
Annexation	\$775.00 per Parcel
Building Permits	\$.20 Per SQ. FT. Enclosed area with \$50.00 Minimum; \$.15 per SQ. FT. Open area with \$50.00 Minimum. Building Permit Fees Double if the Permit is not issued before work is started!
Certificate of Occupancy	\$50.00
Deannexation	\$50.00
Fence	\$50.00 (Only applies to fencing 6ft. or taller
Message Therapy	\$100.00 New Application; \$50.00 Renewal; \$25.00 Background Ck. Per owner; \$50.00 License Fee per owner; Message Therapy Employees \$25.00 Background Ck & \$50.00 License Fee.
Mobile Home	\$150.00 Base permit with \$.12 per SQ. FT.; \$25.00 Inspection Fee; \$50.00 Certificate of Occupancy
Occupational Tax	1-4 Employees \$75.00; 5-8 Employees \$100.00; 9-12 Employees \$150.00; 13-50 Employees \$225.00; 51-100 \$325.00; 101+ Employees \$400.00; Professional Services \$225.00; 1/2 Price after July 1st
Pawn Shop	\$530.00 Investigation and Regulatory Fee; \$50.00 Employee Permit
Plan Review Fee	1/2 of the Building Permit Fee
Re- Inspection Fee	1st time not ready \$50.00; 2nd time not ready \$100.00
Sign Permit	\$50.00 / Permit or \$3.00 per SQ. FT. per face with an additional \$25.00 if it includes electrical or lighting
Site Inspection Fee	\$50.00
Special Use Permit Rezoning or Variance	\$1,000.00
Sub Permit	Electrical \$.10 per SQ. FT. PR \$50.00 Whichever is Greater; Mechanical \$.10 per SQ. FT. or \$50.00 Whichever is Greater; Plumbing \$.10 per SQ. FT. or \$50.00 Whichever is Greater; Gas Permit \$.10 per SQ. FT. or \$50.00 Whichever is Greater
Temporary Certificate of Occupancy Fee (Commercial Only 30day Maximum)	\$100.00
Swimming Pool Permit	\$50.00 for Residential; \$75.00 for Commercial
Water Meter	Broken Lid \$25.00; Broken Box \$25.00; Cut Locks \$50.00
Water Service	Return Check \$30.00; Reconnect Fee \$50.00 + Full amt of Water Bill; New Service \$100.00
Yard Sale Permit	\$0