



## Planning & Economic Development Department **BUILDING PERMIT APPLICATION**

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

### **Building Permit Application Procedures and Guidelines**

*No person, firm, or corporation shall erect, construct, enlarge, alter, repair, move, improve, convert or demolish any building or structure with the city, or cause the same to be done, without first obtaining a permit. Only general maintenance work is permitted without a building permit, as addressed in the [Property Maintenance Affidavit Form](#).*

#### **Application**

1. The following items must be submitted with the Building Permit Application for renovations projects:
  - a. **(\*NEW) Four (4) complete set of plans**
    - Plans to include architectural, structural, HVAC/mechanical, plumbing, electrical, sprinkler, alarm, sign (s) and other applicable trades. In accordance with the International Building Code (IBC) 2012 edition, with Georgia amendments and NFPA 101 Life Safety Codes 2012 Edition, plans must bear the seal of a Georgia Registration Architect or Engineer.
    - Separate submittal for sign (s) and fire sprinkler installation is required.
  - b. **Digital version of plan on compact disc (PDF or AutoCAD)**
  - c. **Building Renovation & Redevelopment Plan Review Checklist**
  - d. **Letter of Authorization from property owner to submit for a Building Permit**
2. For redevelopment construction, civil and construction plans must include a: site plan, topography, parking diagram, storm water control, method of site soil and erosion control during construction, landscape design detailing type/size shrubbery, trees, plants, etc.
  - a. Six (6) copies of site plans are to be submitted to the Planning & Economic Development Department for review and approval by the Public Works Director, etc.

#### **Plan Review, Permit Issuance, and Inspections**

1. Once plans and the Building Permit application is submitted with plan review fees, plans will be submitted to the Building Official, Fire Marshal and Planning & Economic Development Department for review.
2. Fees for all plan reviews are identified in the Fee Schedule.
3. Allow 1 ½ weeks for the plan review process.
4. Once plans have been reviewed and approved, a permit will be issued by the Planning & Economic Development Department. If plans are not approved during the review process, the contractor or company will be notified to make any necessary changes.
5. With the issuance of a building permit, the general contractor agrees to assume responsibility of the following:
  - a. To ascertain that all required permits are obtained.
  - b. To ascertain that all sub-contractors have a current Occupational License from a municipality or county within the State of Georgia.
  - c. To assure compliance with all applicable City of Morrow Ordinances and Regulations.
  - d. To contact the Planning & Economic Development Department to schedule an inspection with the City Fire Marshal upon completion of approximately 60 percent, and 80 percent of the project.



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6. The Certificate of Occupancy will be issued upon the approval of the following:
  - a. Final inspections of all structural, electrical, HVAC/mechanical, plumbing, and low-voltage work will be conducted by the Building Official; Fire Marshal; and Public Works inspector(s).
  - b. Certification that all sub-contractors have an Occupational License and proper permits.
  - c. Certification of approval from all other applicable agencies, i.e. Environmental Health Department, D.O.T, Water Authority, etc.

**Note: A Certificate of Occupancy must be obtained prior to occupying any premises.**

### General Information

- Separate permits are required for grading, electrical, plumbing, HVAC/mechanical, and low-voltage.
- **\*Exception:** The Planning & Economic Development Department has created a one-permit system for all new single-family homes built in the City. Refer to the Subcontractor's Affidavit on the on-line Permits web page.
- A homeowner is exempt from obtaining a building permit for remodeling and/or improving his or her dwelling or property as long as the cost of the construction materials do not exceed \$1000, and the work is begun and completed solely by the homeowner. \*\*\*This exemption applies only to nonstructural changes and does not apply to any activity which changes the square footage of a structure.
- Permit fees are due at the time of application. Such fees shall be established in accordance with a schedule approved by the mayor and council, as may be revised from time to time.
- Permits are valid for six (6) months from the date of issuance; provided that if the work is not completed within the initial permit term, but has been diligently pursued, the permit may be extended, without additional charge, for successive three-month terms, so long as the work continues to be diligently prosecuted.
- No person shall engage in electrical, plumbing, HVAC/mechanical, or low-voltage contracting on any work within the City unless licensed by the State of Georgia. Where a state license is required, every applicant for a permit shall furnish proof, at the time of application, that he or the person contracted to do the work holds a valid state license in good standing.
- Prior to permit issuance, in addition to the information requested on the permit application, the building official may require tests, plans and specifications, plats and other written documentation from engineers, architects, land surveyors, and other professionals to ensure that full compliance with all permitting requirements of the state minimum standard codes and applicable laws have been met.
- No permit shall be issued for any building or structure which does not have access to public water and sewer unless plans for a well and/or septic tank has been approved by the Clayton County Environmental Health Department.

**Note: Basic rules and regulations are presented in this document. For the City Ordinance building requirements/ guidelines for the City of Morrow, visit [www.municode.com](http://www.municode.com).**

**\*\*\*A Certificate of Completion may be issued for alterations, renovations, and/or general repair. Once you have received the final inspection from the Public Works Director, Building Inspector and/or Fire Marshal, contact Marti Tracy within the Planning & Economic Development Department at 678-902-0870 to receive a Certificate of Occupancy (C/O). C/Os will only be issued to tenants/businesses that have met all City requirements to occupy a business.**



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APPLICATION DATE: \_\_\_/\_\_\_/\_\_\_

PERMIT NO. \_\_\_\_\_

Property Information: RESIDENTIAL [ ] COMMERCIAL [ ] DEMO [ ]: IF NEW CONSTRUCTION IS IN A FLOOD PLAIN AREA CHECK HERE ( )

ADDRESS:	BUSINESS NAME/LOT NUMBER:
SERVICES OFFERED:	SQUARE FOOTAGE:
SCOPE OF WORK: (PURPOSE OF PERMIT)	

Owner Information:

NAME:	PHONE #:
EMAIL:	ADDRESS:

Contractor Information:

COMPANY NAME:	CONTACT PERSON:	CONTRACTOR'S LICENSE #:
ADDRESS:		PHONE #:
EMAIL ADDRESS:		ALTERNATE PHONE #:

Architect/Engineer Information:

BUSINESS NAME:	ADDRESS:
PHONE #:	E-MAIL ADDRESS:

Est. Construction Cost: \$ \_\_\_\_\_ (include labor and materials cost)

MINIMUM FEE IS \$80

\_\_\_\_\_ Initial: I hereby certify that the above proposed structure shall only be modified in accordance with the 2012 Georgia State Building Codes. This code regulates the design, erection, construction, alteration and renovation of buildings. Compliance is mandatory. I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be compiled with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

NOTICE: This permit becomes null and void if work authorized is not commenced with six (6) months or if work is suspended or abandoned for a period of six (6) months at any time after it's begun. Proper permits must be obtained before work is begun or fees shall be doubled.

**FOR OFFICE USE ONLY : (Processed and entered into the system)**

ZONING VERIFIED: \_\_\_\_\_ ACCEPTED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

APPLICATION/PERMIT FEE: \$ \_\_\_\_\_ PAYMENT METHOD:  CHECK  CHECK# \_\_\_\_\_  CREDIT/DEBIT CARD  MONEY ORDER

APPROVED/DENIED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



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### BUILDING PERMIT CHECKLIST: PLEASE REVIEW THIS CHECKLIST BEFORE SUBMITTING

<input type="checkbox"/> Zoning Verified by Planning & Economic Development Department	Planning & Economic Development will verify whether the proposed use/business meets zoning requirements
<input type="checkbox"/> <b>Site Development Review : (6 sets) if applicable</b> <input type="checkbox"/> Erosion & Sediment Control <input type="checkbox"/> Water <input type="checkbox"/> Sewer <input type="checkbox"/> Storm water <input type="checkbox"/> Clayton Co. Traffic Engineer <b>*For ground up construction, a site plan, topography, parking diagram, storm water control, method of site control during construction, landscape design detailing type/size shrubbery, trees, plants, etc.</b>  <input type="checkbox"/> <b>Site Plan Approval (New Construction ONLY) Construction within a Flood plain requires FEMA Elevation Certificate to be submitted to P &amp; ED Dept.</b>	
<input type="checkbox"/> <b>Renovation Construction Plan Requirements:</b> <input type="checkbox"/> Four (4) sets of plans  <input type="checkbox"/> One (1) CD containing a PDF/AutoCAD of the plans  <input type="checkbox"/> Plans to include architectural, mechanical, plumbing, electrical, sprinkler, alarm, and other applicable trades. Plans must bear the seal of a Georgia Registration Architect or Engineer.  <input type="checkbox"/> Must Submit Building Renovation & Redevelopment Plan Review Checklist	
<input type="checkbox"/> <b>Completed Application Form(s):</b> <input type="checkbox"/> Building Permit (Commercial, Residential or Demolition)  <input type="checkbox"/> <b>*Trade Permit (Electrical, Plumbing, HVAC/Mechanical, Low Voltage, Sprinkler)</b> *Separate permits are required for electrical, plumbing, heating, ventilation, air conditioning or prefab fireplaces and signs.	All applications can be found on-line: <a href="http://cityofmorrow.com/government-cityhall-permitsforms.asp">http://cityofmorrow.com/government-cityhall-permitsforms.asp</a>
<input type="checkbox"/> <b>Plan Review Process:</b> <input type="checkbox"/> Building Official <input type="checkbox"/> Fire Marshal Plan Review <input type="checkbox"/> Planning & Economic Development  <input type="checkbox"/> Plan review fee are based on fee schedule	<b>1 1/2 week process (if no changes are needed)</b>  <b>Contractor/Company will be notified if changes to the plans are required</b>
<input type="checkbox"/> <b>Approved Plans (Building, Zoning Officials and Fire Marshal)</b> <input type="checkbox"/> Permit Fee <input type="checkbox"/> Permit Issuance <input type="checkbox"/> <i>Construction Dumpsters Reserved through City of Morrow issued) _____</i>	<b>Must contact the Sanitation Office at (770) 960-3000</b>
<input type="checkbox"/> <b>Inspections:</b>  <input type="checkbox"/> <b>All necessary inspections to be completed</b> <b>*Requests for building inspections should be called into the Planning &amp; Economic Development Dept. at appropriate stages of construction. All Fire inspection should be scheduled through the Planning &amp; Economic Development Department.</b>	<b>For Inspections Call:</b>  <b>(770) 914-2377 [Building Inspections]</b>  <b>(678) 902-0924 [Fire Marshal Inspections]</b>
<input type="checkbox"/> <b>Certificate of Completion (Issued to contractor)</b>  <input type="checkbox"/> <b>Business License (for new business)</b>  <input type="checkbox"/> <b>Certificate of Occupancy (tenant only)</b>	<b>Certificates of Completion and Occupancy will be issued by the Planning &amp; Economic Development Department</b>



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**BUILDING RENOVATION & REDEVELOPMENT: PLAN REVIEW CHECKLIST**

**This form MUST be Completed and Submitted with Building Plans & Permit Application.  
Check All That Apply:**

- \_\_\_ Project Name \_\_\_\_\_
- \_\_\_ Project Address \_\_\_\_\_
- \_\_\_ **\*(NEW)** Letter from the Property Owner Authorizing the Applicant to submit for a Building Permit
- \_\_\_ **\*(NEW)** Four (4) Sets of Plans; One (1) digital copy of plans on CD
- \_\_\_ Date Plans Were Received by Planning & Economic Development \_\_\_\_\_
- \_\_\_ Sanitation-Waste Management Contact Signed by Sanitation Office \_\_\_\_\_
- \_\_\_ Seal and Signature of Engineer/Architect on each page
- \_\_\_ Revisions Table/Chart
- \_\_\_ Lighting/Electrical and Strobe Plan
- \_\_\_ Plumbing, HVAC/Mechanical Plan
- \_\_\_ Fire/Life Safety Plan (fire exits, egress, etc.)
- \_\_\_ Drawing Index/Table of Contents

**Items Required on Cover Sheet:**

- \_\_\_ Owner Name & Business Name, Business Address, Owner Contact, Phone Number, E-mail Address
- \_\_\_ 24-Hour Contact Name & Business Name, Business Address, Phone Number, E-mail Address
- \_\_\_ Architect Contact Name & Business, Business Address, Phone Number, E-mail Address
- \_\_\_ Property Address, North Arrow, Vicinity Map
- \_\_\_ Scope of Work
- \_\_\_ Address International Building, Mechanical, Plumbing (2012 with amendments), Electrical (2011) Codes



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**Additional Items (based on proposed use or type of renovation):**

- \_\_\_ Zoning of Property and Adjacent Properties
- \_\_\_ Approval letter from Clayton County Water Authority Grease Trap Inspection (for all restaurants)
- \_\_\_ Approval letter from Clayton County Environmental Health Department (for all restaurants)
- \_\_\_ Percentage Calculation of Each Building Material Type (per elevation)
- \_\_\_ Percentage of impervious surface on the lot
- \_\_\_ Dumpsters (building materials & gate materials, additional screening)
- \_\_\_ Site Plan (showing all proposed structures, parking, setbacks, lot width etc.)
- \_\_\_ HVAC, cooler, refrigeration, waste container equipment screening
- \_\_\_ EPD Review and Approval (if Land Disturbance Permit is needed)\* [Only needed if more than 1 acre]  

Owner/contractor contacts EPD/Soil and Water Conservation to provide a closure inspection for the existing Notice of Intent (NOI), which leads to an inspection by EPD/Soil and Water that upon inspection and approval, EPD/Soil and Water will provide a Notice of Termination (NOT). Upon receipt of NOT, Owner/Contractor should inform Planning & Economic Development and provide documentation of NOT from EPD/Soil and Water.]
- \_\_\_ Tree Protection/Landscape Plan
- \_\_\_ Clayton County Water Authority Approval/Denial; Date \_\_\_\_\_



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### Affidavit For A Building Permit (Residential ONLY)

ALL INFORMATION REQUESTED ON THIS FORM IS MANDATORY

**NOTICE:** The City of Morrow Planning & Economic Development Department will only issue a permit to either a licensed contractor or to the owner-occupant of a residential property. This form must be completed, signed, notarized and submitted to the Planning & Economic Development Department before a permit will be issued. If you are a tenant of a residential building, you must obtain a notarized letter from the property owner authorizing that you have consent to apply for a building permit and perform the work yourself.

Job Site Address: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ HOA?  Yes  No

Property Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Description of Work: \_\_\_\_\_

This affidavit certifies that I am responsible for the following work to be done at the above property job site address:

- Electrical       Mechanical/HVAC       Plumbing
- Building       Low Voltage       Other (Please Explain) \_\_\_\_\_

I certify that I have a working knowledge of all construction codes and ordinances adopted by the City of Morrow related 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 Planning & Economic Department 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 the City of Morrow 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: \_\_\_\_\_ / \_\_\_\_\_

Sworn to and subscribed before me.

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

NOTARY SIGNATURE: \_\_\_\_\_ / \_\_\_\_\_

(Notary Public- Please notarize with an official seal)