

BUILDING PERMIT PROCEDURES

- **Required.** No person, firm or corporation shall erect, construct, enlarge, alter, repair, move, improve, convert or demolish any building or structure within the Town, or cause the same to be done, without first obtaining a permit for such building or structure from the Town. Separate permits are required for grading, electrical, plumbing, mechanical, and low-voltage electrical work.
- **Fees.** Permit fees shall be in accordance with the following table below:

1. New single-family residential dwelling under roof plus porch/deck and detached garage	\$400.00 plus 0.10 per sq. ft. over 1500 sq. feet
2. New Multi-family residential dwelling under roof plus porch/deck and detached garage	\$500.00 plus 0.10 per sq. ft. over 1600 sq. ft.
3. Addition and/or remodeling of residential building	\$200.00 plus \$75.00 if it includes plumbing and/or wiring.
4. Approved storage building in Residential I and II	\$100.00 plus \$75.00 if it includes plumbing and/or wiring.
5. Agriculture building in Agricultural and Planned Commercial Farm Development Districts	\$100.00 plus \$75.00 if it includes plumbing and/or wiring.
6. Commercial Building	\$500.00 plus 0.10 per sq. ft. over 1000 sq. ft.
7. Addition and/or remodeling of Commercial Building	\$400.00 plus \$75.00 if it includes plumbing and/or wiring
8. Mobile homes or Manufactured Homes moved to property	\$150.00
9. Churches, Schools, Day Care, Public Clubs	0.05 per sq. ft.
10. Swimming Pool	\$250.00
11. Temporary Power Pole Inspection	\$75.00
12. Any request that requires building inspector make a visit	\$75.00

- **Term.** Permits shall generally be good for six months from 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.
- **Revocation for suspension or abandonment.** If work authorized by a permit is suspended or abandoned, after the initial term, for a period of 30 days, without good cause shown to the Town Clerk or his or her designated representative, the permit may be revoked upon written

notification to the permit holder. Revocations of permits for abandonment are not appealable to the Town Council.

- **State licensing** required persons engaging in electrical, plumbing, mechanical, low-voltage or utility contracting on any work within the Town are required to possess a license issued by the state construction licensing industry board as a condition for performing the work; provided, however, the owner of a single-family dwelling performing work (other than utility contracting) within a dwelling occupied by him as his personal residence, shall be exempt from state licensing. Where a state license is required, every applicant for a permit shall furnish proof, at time of application, that he or the person contracted to do the work holds a valid state license in good standing. Failure to meet this requirement may be grounds for revocation of the permit.
- **Written documentation; payment of fee required for issuance.**

Prior to issuance of any permit, in addition to the information requested on the permit the following minimum information will be provided:

- **A copy of a previously recorded site plan (plat or survey) of the property showing: (See attached Sight Plan Example)**
- **A copy of the septic tank permit issued by the Hall County Environmental Health Department.** If a septic system is already on the property, an approval letter from Environmental Health will be required. The letter must not be over one year old.
- **Proof of water** – One of these must be submitted.
 1. A paid water meter must be submitted if served by City or County water systems.
 2. A well permit issued by Environmental Health Department.
 3. In the event of a private community water system, a copy of an approval letter to tie into the water system must be submitted at the time of permitting.
- If access to the property is from a State route, then a permit from Georgia Department of Transportation must be obtained and if it is from a county route a permit from Hall County must be obtained.
- For commercial properties, a certificate from the Hall County Fire Marshall must be presented.
- No permits shall issue on any project where the structure to be built or improved thereon is a “special hazard structure” or the use to be conducted therein is a “special hazard use”, without first obtaining the approval of building plans by the state fire marshal’s office. Where a project is subject to permitting under the state soil erosion and sedimentation control law, no permit shall issue for any land-disturbance activity unless approved plans are received from the district soil

conservation office and all required stabilization facilities are in place, and ready for inspection. All buildings and structures intended for human occupancy shall have a safe source of drinking water and sanitary disposal; no permit shall issue for any building or structure which does not have access to public water and sewer unless plans for a well and/or septic tank have been approved by the county health department. All permits shall be conditioned upon the application and supporting data, which is deemed incorporated into and made a material part or term of the permission granted. No permit shall issue until all requisite fees have been paid in full.

Cessation of work

Upon notice from the Town Clerk or his or her designated representative, work on any building, structure, system or component therein, that is being done contrary to the provisions of the state minimum standard codes, or in a dangerous or unsafe manner, or in violation of any other applicable law, rule, or regulation, shall immediately cease. Such notice shall be given in writing, directed to the owner of the property and to the person doing the work, and shall state the conditions under which work may be resumed. Where an emergency situation exists, the Town Clerk or his or her designated representative shall not be required to give a written notice prior to stopping the work.

Revocation of permit for false statement or misrepresentation.

The Town Clerk or his or her designated representative may revoke a permit or approval issued under the provisions of this article in the event he or she finds there has been a false statement or misrepresentation as to any material fact in the application or plans on which the permit or approval was based. The Town Clerk or his or her designated representative may also revoke a permit upon determining that the construction, erection, alteration, repair, moving, or demolition of the building or structure for which the permit was issued is in violation of, or not in conformity with, the provisions of state minimum standard codes; provided, the work was stopped in accordance with section 150.13 and the permittee has not met the conditions for resuming the work after a reasonable period for compliance has been granted.

Inspections right of entry

Whenever necessary to make an inspection to enforce any of the provisions of the state minimum standard codes, or whenever the Town Clerk or his or her designated representative has probable cause to believe that there exists in any building or structure or upon any premises within the Town any condition or code violation which makes such building, structure, or premises, unsafe, dangerous or hazardous, the Town Clerk or his or her designated representative, may enter such building, structure, or premises, at all reasonable times to inspect the same or to perform any duty imposed by this article; provided, if such building, structure, or premises is occupied, he or she shall first present proper credentials and request entry from the building's owner or occupant. If such building, structure or premises is unoccupied, he shall first make a reasonable effort to locate the owner or person having charge or control of the building, structure or premises and request entry. If entry is refused, the Town Clerk or his or her designated representative may apply to the Judge of the Municipal Court of the Town or other court of appropriate jurisdiction for an administrative search warrant.

THE TOWN WILL ENFORCE CERTAIN STATE MANDATORY TECHNICAL CODES, INCLUDING:

- **THE INTERNATIONAL BUILDING CODE, CURRENT EDITION,**
- **THE NATIONAL FIRE CODE, CURRENT EDITION,**
- **THE INTERNATIONAL FUEL GAS CODE, CURRENT EDITION,**
- **THE INTERNATIONAL MECHANICAL CODE, CURRENT EDITION,**
- **THE INTERNATIONAL PLUMBING CODE, CURRENT EDITION,**
- **THE INTERNATIONAL FIRE CODE, CURRENT EDITION,**
- **THE INTERNATIONAL RESIDENTIAL CODE, CURRENT EDITION,**
- **THE INTERNATIONAL ENERGY CONSERVATION CODE, CURRENT EDITION;**