



Haralson County Department of Planning, Zoning & Permits
4266 Ga Hwy 120 Buchanan, Ga 30113
770-646-2033
Building Official :Terry Floyd
Permit Clerk : Tabitha Chappell



To Apply for a Commercial Building Permit

- 1) Pick up your pack at Haralson County Planning, Zoning and Permits office located at
4266 Georgia Hwy 120 Buchanan, Ga 30113 Office 102
- 2)
 - A) While at the Haralson County Planning, Zoning, and Permit office, please fill out the Parcel Information Sheet
 - B) The Planning, Zoning and Permit office will then verify that there are no outstanding taxes due on the property in question. (This information is necessary before the following steps can begin)
 - C) Complete the Commercial Packet
 - o Property Address
 - o Property Owner's name(s), address, phone number and work number
 - o Contractor's name, address, phone number (Electrical, Plumbing, and HVAC as well).
 - o Contractor's state license and occupational tax license
 - o Five (5) complete set of plans
 - D) On the back of the parcel information sheet, you will see instructions explaining how the sketch on this sheet is to be completed.
 - E) Complete the Plan Review Sheet and the Erosion Control Affidavit for Commercial Construction. Applicants must comply with the corridor design standards located in the Haralson County Zoning Ordinance (which can be found at municode.com)
 - F) Have your contractor fill out and sign the Contractor's Affidavit(s) with a notarized signature. Our staff will notarize this document for you at no additional charge. (Sub Contractors must have a file with the Planning, Zoning and Permit office as well. We will need the following documents: Contractor's State License and Occupational Tax Certificate.)
- 3)
 - A) Return the completed Commercial Building Application Packet to the Haralson County Planning, Zoning and Permit office located at 4266 Georgia Hwy 120 Buchanan, Ga 30113 office 102

The completed application will contain:

- o Parcel Information Sheet
 - o Plan Review Sheet with One Complete Set of Construction Plans
 - o Sub-Contractor's Affidavit(s) with notarized signatures
 - o Erosion Control Affidavit
 - o Five (5) sets of Plans
- B) Submit the completed Septic Tank Application to the Environmental Health Department Located at 133 Buchanan Bypass Buchanan, Ga 30113. Fees for the Septic Tank Inspection are due and payable at the time of the Application.

After all forms have been reviewed by the Planning, Zoning and Permits department and the Septic Tank application has been approved and Septic Tank Permit has been received from Environmental Health, you will be notified that the review process has been completed and all of your permits are ready to be issued. All permitting fees will be due when you pick up your permits. These fees can be paid in Cash Or Check ONLY. A Certificate of Occupancy (CO) will be issued after the final inspection has been completed. Please refrain from moving a business into your commercial building until the CO is issued.



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Date Received: _____ Received By: _____

Parcel Information & Application for Zoning Compliance Certificate

This sheet must be filled out by Permit Personnel Only

Department Official: _____

Land Lot: _____

Parcel: _____

Map: _____

District: _____

Current Property Owner: _____

Property Owner as of January 1st: _____

Applicant (if different from owner): _____

Property Owner's Telephone Number: _____

Project Address: _____

Subdivision _____

Lot #: _____

Acreage: _____

Parcel Split From: _____

Current Zoning Classification: _____

Is this property located in a Flood Plain: _____ if yes, what panel: _____

Required Setback Front: _____

Taxes paid: _____



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Certificate of Zoning Compliance – Checklist

- Owner(s) & Agent (if applicable)
- Legal Description or Adequate Description of Property
- Complete Inventory of Existing Structures (nothing uses & non-conforming structures)
- Complete inventory of Proposed Structures
- Complete inventory of Existing Uses and/or Activities

Signature of Planning Administrator or Designee: _____

Date: _____

Side: _____

Rear: _____

Sketch of Property

Please Circle: Conventional Construction Accessory Building or Additions

Other _____



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- **Show the dimensions of the lot and setbacks from the house and other structures to property lines.**
- Provide a sketch of proposed building location, driveway, septic tank location and all additional structures.
- Note any wells, trash pit locations, streams or lakes on property.
- The four (4) corners of the house must be clearly staked before the initial site review can be done
- Show the Northerly Direction with a North Arrow

Provide a complete listing of all existing structures that are now on the property:

Describe the type of structure that you plan to build: _____

Is this a Multiple Road Frontage Lot: _____

Plan Review for Commercial Buildings

Haralson County – Department of Planning, Zoning and Permits

Applicant: Please fill out the top portion of the Plan Review Sheet

Owner: _____ Phone: _____

Builder: _____ Phone: _____



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Subdivision: _____ Map: _____ Parcel: _____

Address: _____ Lot #: _____

City: _____ State: _____ Zip: _____

Project Name: _____

Architect: _____ Project Cost: _____

Power Company Provider: _____

Administrative Use Only

Approved

Approved as Noted

Not Approved

Total Square Footage: _____ Total Value: _____

Building Permit Fee: \$ _____

L.D.A. Fee: \$ _____

Plan Review Fee: \$ _____

Remodel Fee: \$ _____

Subtotal: \$ _____

Addition Fee: \$ _____

Electrical Permit Fee: \$ _____

Plumbing Permit Fee: \$ _____

Heating & Air Permit Fee: \$ _____

Sewer Tap Fee: \$ _____

Size: _____

Water Tap Fee: \$ _____

Size: _____

Total: \$ _____

Date Received: _____

Sub-Contractor Affidavit for Building

NOTICE: This form must be completed, signed (with original signature in BLUE ink) and submitted along with a copy of the state license for each trade before permits will be issued. A new affidavit must be filled out if any changes in subcontractors are made during construction. Said building will be constructed to meet requirements of the most recent edition of the construction codes as adopted and amended.

Project Address: _____



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Owner's Name: _____ Phone: _____

Contractor's Name: _____

Address: _____ Phone: _____

City/State/Zip: _____

Master's Name: _____ State Card #: _____ Expiration: _____

Signature: _____ **OTC License/Jurisdiction:** _____

Contractor's Name: _____

Address: _____ Phone: _____

City/State/Zip: _____

Master's Name: _____ State Card #: _____ Expiration: _____

Signature: _____ **OTC License/Jurisdiction:** _____

Contractor's Name: _____

Address: _____ Phone: _____

City/State/Zip: _____

Master's Name: _____ State Card #: _____ Expiration: _____

Signature: _____ **OTC License/Jurisdiction:** _____

Contractor's Name: _____

Address: _____ Phone: _____

City/State/Zip: _____

Master's Name: _____ State Card #: _____ Expiration: _____

Signature: _____ **OTC License/Jurisdiction:** _____

Electrical Worksheet

Contractor: _____

Size of Load: KW: _____ Amp: _____ Volts: _____ Phase: _____

Meter Service: _____



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Size Conductors: _____ Size Switch: _____

in Use: _____ # Spares: _____

Receptacles – 110v: _____ 220v: _____

Water Heater: _____ Air Conditioning: _____

All Other outlets:

HVAC Worksheet

Contractor: _____

Heating (BTU): _____

Cooling (Tons): _____

of Outlets: _____ Returns: _____

Fans (type & motor size): _____

Other: _____

Plumbing Worksheet

Contractor: _____

Septic: _____ Sewer: _____ Other: _____

If Sept Tank : Size of Tank: _____ Gals: _____ Total Field : _____ ft

Fixtures:

Water Closets: _____ Lavatories: _____ Bath Tubs: _____

Showers: _____ Sinks: _____ Laundry: _____

Washing Machines: _____ Floor Drains: _____ Fountains: _____

Urinals: _____ Water Heater: _____

Other: _____

Affidavit for: _____

(Applicant/Contractor)



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_____, personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and have been duly sworn, sets forth the following statements for the purpose of being granted a _____
(Building, Electrical, HVAC or Plumbing Permit) under the ordinances of Haralson County.

The information contained within the application attached hereto and filed in the Haralson County Department of Planning, Zoning and Permits consists of facts within my personal knowledge that one know are true and correct, and will be relied upon by officials of Haralson County in making a decision whether to issue the application/license/permit.

FURTHER AFFIANT SAYETH NOT

I declare under penalty of false swearing that the above is true and correct.

This _____ day of _____, _____.

Affiant (Signature)

Sworn to and subscribed before

Address:

me this _____ day of

_____, _____.

Notary Public

Phone: _____

My Commission Expires:

State License: _____

OTC#: _____

Field of Work: _____

New Address Form



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Please display 4" reflective numbers on both sides of your mailbox or on a 4"x4" post at the point of your driveway intersects with the roadway within 10 days of assignment. This is necessary for E911 emergency vehicles.

Date: _____ Parcel #: _____ Acreage: _____

Number of improvements (including mobile homes): _____

Is this a division of a larger tract? _____ What Parcel? _____

Haralson County Permit office has assigned the following address:

_____, Ga _____

Please inform the Post office and the Phone Company of this address..

Applicant: _____

If not applicant, who owns this property: _____

Comments: _____

Previous address (if being changed): _____

If driveway location changes, please notify our office immediately 770-646-2033

Applicant phone number : _____

Parcel Number: _____

Soil Erosion Control Affidavit

This affidavit must be submitted at time of Land Disturbing Permit application.

Construction Site Name: _____

Construction Site Address: _____



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Property Owner: _____ Phone: _____

Address (Owner): _____

Authorized Representative/Applicant: _____

Phone: _____

24 Hour Contact Person: _____ Phone: _____

My signature hereto signifies that I am the person responsible for compliance with the Soil Erosion and Sedimentation Control Ordinance. I hereby acknowledge that Best Management Practices (BMP's), per the Manual for Erosion and Sediment Control in Georgia, must be used to control erosion on my job site which includes (but not limited to) at a minimum the following:

- 1) Proper Installation and Regular Maintenance of silt barriers (i.e. silt fences, hay bales, etc) in those areas where water exists the job site
- 2) Proper Installation and Regular Maintenance of a gravel construction entrance with geotextile under-liner to keep soil and mud from being tracked from vehicles onto the roadways.
- 3) Removal of mud from the roadway or adjacent property immediately following any such occurrence
- 4) Maintenance and removal of sediment from detention ponds, sediment basins, sediment traps, etc.
- 5) Conduct no land disturbing activities within 25 feet of the banks of streams, lakes wetland, etc (i.e. "State Waters") (within 50 feet of any trout stream):
- 6) Cut-fill operations must be kept to a minimum
- 7) Land disturbing activities must be limited to and contained within the site of the approved plans
- 8) Disturbed soil shall be stabilized as quickly as practicable (within 14 days)
- 9) Temporary vegetation or mulching shall be employed to protect exposed critical areas during development (Blankets or Matting are required on all slopes of 3 feet horizontal to 1 foot vertical (3:1 or steeper)
- 10) Cuts and fills may not endanger adjoining property
- 11) Fills may not encroach upon natural watercourses or constructed channels in a manner so as to adversely affect other property owners.
- 12) Mud or Silt (sediment) may not enter a stream, river, lake or other state water.

NOTE:

- 1) Best Management Practices (BMP's): A collection of structural measures and vegetative practices 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.



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- 2) State Waters: Any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells and other bodies of surface or subsurface water, natural or artificial, lying within or form in a part of the boundaries of the State which are not entirely confined and retained completely upon the property of a single individual, partnership or corporation.

Any person violating any provisions of the Erosion and Sedimentation Ordinance, permitting conditions, or stop work order shall be liable for monetary penalty not to exceed **\$2500 with a minimum of \$1000 per day for each violation**, by a sentence of imprisonment not exceeding 60 days in jail or both fine and jail or work alternative. **Each day the violation or failure or refusal to comply shall constitute a separate violation.**

Property owners, developers, and contractors should be advised that while the Erosion and Sedimentation Act and Local Ordinance provides for fines of up to \$2500 per day per violation, the Ga Water Quality Control Act provides for fines of up to \$50000 per day per violation. Lots are sold. **Please note that the ORIGINAL LAND DISTURBING ACTIVITY PERMIT holder is responsible for all land disturbing activity on the property – even if the lots are sold.** Some liability may be alleviated if the original LDA Permit holder writes into his agreements of sale specific wording which ties all future development to the approved LDA Plan and Permit, including references to State Law and Haralson County Ordinances.

NOTE: Effective August 1, 2000 a new EPD NPDES PERMIT for storm water discharges from construction site activities (GAR100000) requires a permit be applied for and issued for all tracts or greater than 5 acres (not just disturbed area or each phase) and is retroactive to all ongoing construction which began prior to the date. The Law requires inspections and monitoring by the Design Professional.

I hereby further acknowledge that the Haralson County Planning, Zoning and Permit Department's Building Official and staff may refuse to make development inspections, may issue stop work orders, and may issue summons to Magistrate Court for failure to comply with erosion control requirements.

Signature: _____ **Date Signed:** _____

Notice: This form must be completed, signed, and submitted to the Planning, Zoning and Permit Department of Haralson County at the time a building permit is secured.

Date: _____ Commercial Building Permit #: _____

Subdivision: _____

Job Site Address: _____ Lot #: _____



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General Contractor/Builder: _____

The State of Georgia has adopted as State Law the 2014 edition of the Georgia State Energy Code for Buildings. This code regulates the design, erection, construction, alteration and renovation of buildings. The designer/builder shall comply with the standards of this code which are applicable.

This code contains requirements for energy conservation and became effective on January 1, 2014. Compliance with this code by designers and builders is mandatory.

I do certify that the above permitted structure shall be built in accordance with the 2014 Georgia State Energy Code for Buildings.

Signature: _____

Printed Name: _____

Georgia Occupational Tax Number: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Cell: _____

Sworn to and subscribed before me this _____ day of _____, _____.

Notary Public

My Commission Expires

CALL BEFORE YOU DIG, IT'S THE LAW

- ❖ Contact the UPC (1-800-232-7411), 48 hours prior to excavating or blasting (7am to 4:30pm; excluding weekends and holidays). "WAIT TIME" begins the business day after the locate is received at UPC
- ❖ Locate ticket is good for 21 calendar days beginning the day after the locate request is made. If excavation is not complete within 21 calendar days, a RESTAKE REQUEST must be called into the UPC no later than 48 hours prior to expiration of original ticket. Penalties can be ascertained for "repeat, unnecessary locate request up to 3x the actual cost of the locates for each facility owner/operator notified.



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- ❖ Excavation has been redefined to include, but not limited to, grading, trenching, digging, ditching, augering, scraping, directional boring, and pile diving.
- ❖ Law allows for “design locate requests” within 10 working days, the facility owner or operator must respond by making the facilities, provide best available description of any facilities in the area of proposed excavation or allow authorized person to inspect or copy the drawing/other records with the proposed area.
- ❖ All tickets must be positively responded to by facility owners or operators before 12-midnight on the day the 48 hours expires. If not, a “second chance” notice will be generated requesting immediate actions. Facility owners/operators will be given until 12 noon on the following business day to address ticket.
- ❖ If no obvious sign of unmarked facilities exist, and the “second chance” period has expired, excavation or blasting may begin, but with extreme precaution.
- ❖ Sub-contractors may be covered under a master contractor ticket if:
 - Work is at the location specified, and
 - Has a contract with the ticket holder
 - Does the exact work specified on the ticket
 - Otherwise complies with the law
- ❖ All utility facilities installed on or after 1/01/01 shall be installed in a manner which is locatable using a generally accepted electronic method.
- ❖ Effective 01/01/01 all facility owners/operators must maintain records on location and other characteristics, maintain in locatable manner, or remove abandoned facilities.
- ❖ Master contractors are responsible for maintaining the integrity of the marks or stakes during the life of ticket. “Locate marks are considered accurate if within 24” (horizontally) of outside edge of facility.
- ❖ Depth cannot and will not be provided to the excavator. Excavator must pot-hole to determine depth after the facility has been marked.
- ❖ The excavator has a DUTY to observe the work area for visible signs of facilities (marked or unmarked) and make appropriate contact with UPC and/or facility owner to request additional marks or verification of facilities.
- ❖ Persons digging within the tolerance zone (width of utility facility plus 24” on either side of outside edge) shall exercise all precautions necessary to avoid damage including, but not limited to:
 - Hand Digging
 - Pot-holing
 - Soft Digging
 - Vacuum Excavation Methods
- ❖ When paralleling or crossing facilities, it is recommended that excavator pothole at a minimum of 5 to 10 feet to ensure a clear path.
- ❖ If a damage occurs, excavator must halt excavation or blasting activity immediately and notify both the UPS and the affected utility.
- ❖ PSC will enforce the Georgia Utility Protection Act by imposing:
 - Maximum Fines of \$10,000 per occurrence
 - Revoking professional or occupational license, certificate or registration by the state examining board.

Utility Protection Center 1-800-282-7411 AGL Resources Inc. – Damage Prevention Team

Haralson County Permits

Commercial Fees

Electric (Up to 200 AMPS)

\$150.00 Plus Inspection



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Mechanical (Up to 5 Tons)	\$150.00 Plus Inspection
Plumbing (Up to 12 Fixtures)	\$150.00 Plus Inspection
Land Division Application	\$400.00 (Plus \$75.00 Per Lot above 5)
Rezoning 1 to 5 Acres	\$400.00 (Plus \$40.00 for each additional acre)
Variance/Appeal	\$400.00
Site Plan Review	\$400.00
Conditional/Special Use Application	\$400.00
Co-Location Application	\$400.00

Commercial Structures As Follows:

\$100-\$15,000 (Cost of Structure)	\$125.00 For the first \$2,000 plus \$6 .00 for each additional \$1,000 in cost.
\$15,001-\$99,000 (Cost of Structure)	\$200.00 for the first \$15,000 plus \$5.00 for each additional \$1,000 in cost.
\$99,001-\$499,000 (Cost of Structure)	\$510 for the first \$100,000 plus \$4.00 for each additional \$1,000 in cost.
\$499,001 and up (Cost of Structure)	\$1,710.00 for the first \$500,000 Plus \$3.00 for each additional \$1,000 in cost.

Each Structure will be charged a \$200.00 Inspection Fee

Operational Permits for Co-Location	\$2,000.00 Plus Each Location
Tower Building Permit	\$2,500 Plus
Tower Modification/Upgrades	\$2,000 Plus