

# Liberty County Building and Licensing Department

## Building Application

In order to obtain a permit for Repair, Renovation, or Alteration you must have the following information:

Owner/Applicant: \_\_\_\_\_

Property Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Contact Name & Telephone #: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

Contractor: General: \_\_\_\_\_

Electrician: \_\_\_\_\_

Plumber: \_\_\_\_\_

HVAC: \_\_\_\_\_

Map & Parcel #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Zoning: \_\_\_\_\_ Flood Zone: \_\_\_\_\_

Estimated Cost: \_\_\_\_\_ Electric Company: \_\_\_\_\_

Class of Work:  Alteration  Renovation  Repair

Description of work to be done: \_\_\_\_\_

**Repair or Replace Roof**

From: \_\_\_\_\_ To: \_\_\_\_\_

**Repair or Replace Siding on Exterior of Structure**

From: \_\_\_\_\_ To: \_\_\_\_\_

**Convert Garage Into Heated Space**

Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Square Feet: \_\_\_\_\_

Interior Walls: Existing: \_\_\_\_\_ To: \_\_\_\_\_

**Other:**

\_\_\_\_\_  
\_\_\_\_\_

<b>FOR OFFICE USE ONLY</b>
<b>Director Approval:</b> _____
<b>Date:</b> _____
<b>Inspector Approval:</b> _____
<b>Date:</b> _____

**Please attach the following:**

- Zoning Approval Letter
- Affidavit Form
- Contract Showing Cost of Job
- Environmental Health Departments Approval Letter
- Plot Plan
- Two complete sets of plans, including a footing and wall detail
- Copy of State and Business License for Contractor, Electrician, Plumber, and HVAC Contractors
- Copy of Concrete Contractors Business License

# List of Subcontractors to work on this job

General Contractor: \_\_\_\_\_

Contact #: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

Contact #: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_

Contact #: \_\_\_\_\_

Heating & Air Contractor: \_\_\_\_\_

Contact #: \_\_\_\_\_

Framer: \_\_\_\_\_

Concrete Contractor: \_\_\_\_\_

Insulation Contractor: \_\_\_\_\_

# Affidavit Form

Driveway Culverts are handled by the Liberty County Road Department. Please call 912-884-3310 to have one installed. \_\_\_\_\_ Initial

Property lines must be marked before any inspections can be made. Please pull strings. \_\_\_\_\_ Initial

All Commercial Establishments must have a bulk refuse waste container. \_\_\_\_\_ Initial

All Contractors and Private Home Builders must have an on-site bulk refuse container for collection and disposal of construction/demolition waste. \_\_\_\_\_ Initial

Burning or Burying of any construction/Demolition material is a violation of State Law. \_\_\_\_\_ Initial

**Please call for inspections. Allow at least 24 hours advance notice.** \_\_\_\_\_ Initial

The issuance of this permit authorizes improvements of the real property designated herein which improvements may subject such property to mechanic's and materialmen's liens pursuant to Part 3 of Article 8 of Chapter 14 of Title 44 of the Official Code of Georgia Annotated. In order to protect such property and to avoid encumbrances thereon, the owner or any person with an interest in such property should consider contacting an attorney or purchasing a consumer's guide to the lein laws which may be available at building supply home centers. \_\_\_\_\_ Initial

You are responsible for approvals from any subdivision Property Owner's Association for covenant requirements prior to actual construction. \_\_\_\_\_ Initial

I have been explained and understand the regulations pursuant to the State of Georgia Water Quality Control Act, Title 12 Chapter 5- that **NO CONSTRUCTION** may occur within 25 feet of the marsh, 50 feet on waters designated as "trout streams", as delineated by the Georgia Department of Natural Resources. **These setbacks are considered permanent buffers** and shall remain in its natural and undisturbed state. \_\_\_\_\_ Initial

I am aware that this project may be in violation of Federal Wetland Regulations and that I am responsible for contacting the Savannah District Office of the U.S. Army Corp of Engineers (USACE) at 912-652-5279 for a delineation of wetlands on my property before beginning this project. \_\_\_\_\_ Initial

## For Houses Being Built In Flood Zone Areas

The regulation to build at or above the required flood elevation has been explained to me. I understand that areas below the required elevation may only be used for the parking of vehicles, building access (staircase or floodproofed elevators) and limited storage for equipment necessary for lawn or building maintenance. I understand that to enclose beneath the required elevation, there are strict requirements pertaining to hydrostatic vents or breakaway walls depending on the flood zone in which the building is located and that there can be no partitioning of rooms. I further understand that should I violate any of these regulations I may be required to remove the enclosure, that my insurance carrier may be notified and that further remedy may be sought through the courts. \_\_\_\_\_ Initial

An elevation certificate is required upon completion of the slab/floor before continuing up with the walls. \_\_\_\_\_ Initial

I hereby certify that I have read and examined this permit application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. This permit becomes null and void if work or construction authorized is not commenced within (6) six months or if construction is suspended or abandoned for a period of (1) one year at anytime after work is commenced.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

