



CITY OF CORNELIA
BUILDING PERMIT APPLICATION

Do Not Write in this Space
Date Submitted: _____
Building Permit: \$ _____

Applicant Name: _____
Mailing Address: _____
Phone / Contact #: _____
Email Address: _____

Location of Property

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

Project Description

Please check all that apply, complete & read all applicable information.

- | | | |
|---|--|--------------------------------------|
| <input type="checkbox"/> New Construction | <input type="checkbox"/> Addition | <input type="checkbox"/> Fence |
| <input type="checkbox"/> Remodel | <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Grease Trap |
| <input type="checkbox"/> Septic Tank | <input type="checkbox"/> Deck | <input type="checkbox"/> Demolition |
| <input type="checkbox"/> Pool (Must have Affidavit) | <input type="checkbox"/> Retaining Wall | <input type="checkbox"/> Other |

Description of work to be done; _____

Square Footage: _____ Cost of Project: \$ _____

New Construction: One (1) sets of COMPLETE digital plans (Building, Electrical, H.V.A.C., Plumbing, Site Plan) shall be submitted:
Residential Structure: IRC 2018 Site plans detailed building plans shall be submitted with all applications.
Commercial Projects Shall submit COMPLETE plans (Building, Electrical, H.V.A.C., Plumbing, Site Plan) Stamped by a Registered Design Professional. Shall be submitted with all applications.
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.
Grease Trap: An "underground" grease trap diagram is required pursuant to City Ordinances.
Retaining Wall: A retaining wall over 4 feet high must be designed by Engineer.

Contractor Information

ALL CONTRACTORS MUST HAVE A CURRENT YEAR REGULATORY PERMIT FILED WITH THE CITY OF CORNELIA
Name **Phone** **Cornelia Regulatory #** **State License**

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: _____