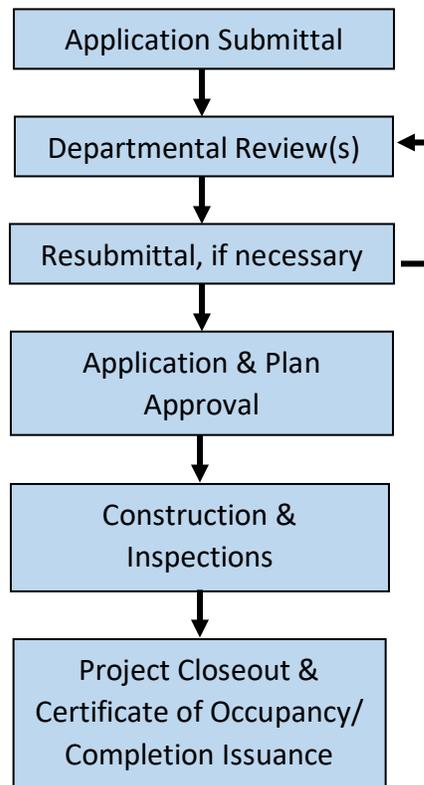


Residential Building Permit

Application Packet for:

- Single-Family Residential Interior & Exterior Renovations
 - Single-Family Residential Accessory Structures
 - Single-Family Residential Additions
 - New Single-Family Homes



The Following Information is Included in this Packet:

- A. Instructions for Obtaining a Residential Building Permit
- B. Residential Building Permit Application
- C. Single-Family Residential Building Permit Plan Checklist
- D. Instructions for creating an Accela ACA account and submitting the application online.
- E. Required inspections checklist



INSTRUCTIONS FOR OBTAINING A RESIDENTIAL BUILDING PERMIT

Use this permit for:

- Interior & Exterior Residential Renovations
- Residential Additions
- Townhomes & Single-Family Buildings
- Manufactured Homes

All construction must comply with zoning and building requirements. The County's Code of Ordinances may be viewed online through Municode at: https://library.municode.com/ga/hall_county

- A. **Submittals** can be made through our online portal, <https://aca-prod.accela.com/HALLCO/Default.aspx>, or in-person by visiting our office at 2875 Browns Bridge Road Gainesville, GA 30504, third floor.
- B. **Submission of the plans** as required for the construction of all new buildings, additions or remodeling involving structural changes. All plans should be clearly drawn to scale (feet/inches). For interior remodel, site plans are not required unless requested by the Department, but applicants must clearly indicate the scope of work within the structure.
- C. **Planning Approval.** Once you have submitted your application, it will be sent to Planning and Zoning for approval. Should the department need additional information, they will reach out either by phone or email. Please be sure to check your spam folder during this time.
- D. **Environmental Health.** After Planning and Zoning has signed off, your application will be sent to Environmental Health for review. They may reach out to you regarding your septic or well permit (if applicable), after you have submitted your building permit application. To help prevent any delays, please submit a copy of your [septic permit application](#) and [well permit application](#) along with your building permit application. These applications can also be obtained by visiting the Environmental Health Department on the 3rd floor of the Hall County Government building.
- E. **Building Approval.** This is the final step in the permitting process. The permitting staff will review your application and verify that all necessary documents are present. If any documents are missing, they will reach out to you via email regarding your missing documents. Please review the permit checklists for a list of all applicable documents. Once the project is approved and all documents have been accepted, the County will send a notification that your permit is ready to be issued.
- F. **Fees.** A list of New Construction Impact Fees can be found through Hall County's Municode, https://library.municode.com/ga/hall_county/codes/code_of_ordinances?nodeId=PTIOFCO_TIT3REFI_CH3.100DEIM_FE_3.100.390VI. For a list of Building Inspection Fees, see the attached fee schedule.

Notes to Contractors or Homeowner acting as Contractor:

- The street address and/or suite numbers must be clearly posted at all project locations.
- Construction dumpsters may not be placed in the street.
- The inspection card and an approved set of the plans must remain on the site at all times during construction.
- Permits are not transferable, nor are they refundable.
- A **Certificate of Occupancy** or **Certificate of Completion** may be obtained when all permits issued have approved final inspections and all required fees, bonds, site work, documentation, and landscaping reviews have been completed.
- **Permits expire if work is not begun within 180 days or substantially completed within two years of issuance**



Residential Building Permit Application

Job Address:			City:	State:	Zip:
Lot/Unit/Apt/Suite/Floor #s:		Number of residential units:	Purpose: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Alteration		
Project/Business Name:		Scope of work: <input type="checkbox"/> New <input type="checkbox"/> Interior <input type="checkbox"/> Exterior			
Building Type:		Description of work to be performed:			
<input type="checkbox"/> Single-family Detached Residential <input type="checkbox"/> Detached Accessory Structure <input type="checkbox"/> Addition(s) <input type="checkbox"/> Interior/ Exterior Remodel or Alteration		Does this project include a Demolition: <input type="checkbox"/> Yes <input type="checkbox"/> No			
Construction areas (check all that apply):					
<input type="checkbox"/> Total Structure area square feet _____		<input type="checkbox"/> Open area square feet _____			
<input type="checkbox"/> Heated area square feet _____		(e.g. deck, porch, pergola, etc.)			
<input type="checkbox"/> Unheated Basement square feet _____		<input type="checkbox"/> Unheated Garage square feet _____			
Number of Stories Above Grade: _____		Number of Bedrooms: _____		Number of Bathrooms: _____	
Structure Dimensions: _____		Type of Foundation: _____		Estimated Cost of Construction: \$ _____	
Sewer: <input type="checkbox"/> Braselton <input type="checkbox"/> Buford <input type="checkbox"/> EPD <input type="checkbox"/> Flowery Branch <input type="checkbox"/> Gainesville <input type="checkbox"/> Hall County <input type="checkbox"/> Lula <input type="checkbox"/> Oakwood <input type="checkbox"/> Private* OR <input type="checkbox"/> Septic System *Provide the private provider name, address, and phone number in the box below.					
*If on Private Sewer:					
Gas Company: <input type="checkbox"/> Atlanta Gas Light <input type="checkbox"/> City of Buford <input type="checkbox"/> Liberty Utilities <input type="checkbox"/> N/A <input type="checkbox"/> Other _____					
Power Company: <input type="checkbox"/> Georgia Power <input type="checkbox"/> Jackson EMC <input type="checkbox"/> Sawnee EMC <input type="checkbox"/> Habersham EMC <input type="checkbox"/> City of Buford <input type="checkbox"/> Other _____					
Water Company: <input type="checkbox"/> Community Water <input type="checkbox"/> Gainesville Department of Water Resources <input type="checkbox"/> Well <input type="checkbox"/> Other _____					
Property/Building Owner (of Job Address):			General Contractor Co. (If homeowner, provide Homeowner Affidavit Form):		
Name:			Company Name:		Contact Name:
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Tel #:	Mobile #:		Tel #:	Mobile #:	
E-Mail:			E-Mail:		
Primary Contact Name:		Primary Contact Phone:		Primary Contact Email:	
Contractor's Business License #:		State License #:		<input type="checkbox"/> Qualifying Agent <input type="checkbox"/> Licensed Individual	
Qualifications Held: <input type="checkbox"/> Residential Basic Contractor <input type="checkbox"/> Residential Light Commercial <input type="checkbox"/> General Contractor					
Sub-contracted work for this job: *(Please provide Subcontractor's Affidavit(s), along with their Business, State and Driver's Licenses)*					
<input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Low Voltage <input type="checkbox"/> Other _____					

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided is true and correct. I further certify that all construction will comply with the current County and State Building Codes. This permit is void if no construction activity commences within six months of issuance date or an extension is granted per County Code.

I further agree that I shall be responsible from the date of this permit, or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether from basic services or additional services, to person or property. I agree to exonerate, indemnify and save harmless the county from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the building permit issued as a result of this application. I also agree to allow all inspections and right of entry.

****Note: Only the Property Owner, Architect or General Contractor should sign this application as an applicant. EXCEPTION: If a tenant is applying to move into a commercial space, then the tenant should sign as the applicant.**

Signature of Applicant: _____ Date: _____

Signature of Property Owner: _____ Date: _____

NEW SINGLE-FAMILY BUILDING PERMIT SUBMITTAL CHECKLIST

Initial Submittal:

- Completed Building Permit Application
- To-Scale Site Plan – see example below
- Recorded Plat & Deed
 - The recorded Plat and Deed can be obtained from Deeds and Records at 116 Spring St, Gainesville Ga.
- [Property Owner Authorization](#) (If you are not the homeowner) OR a [Homeowner Affidavit](#)
- [Authorized Permit Agent Form](#)
- [Subcontractor Affidavits](#) (required for plumber, electrician, mechanical)
- Copy of a valid Georgia State License and Georgia Business License for ALL contractors
- Floor Plan – if applicable for Proposed Work
- Copy of the water meter receipt
- [New Construction Homeowner Affidavit](#) and [Plumbing, Electrical, Mechanical Homeowner Affidavit](#).
 - If you are the homeowner, you may fill out the homeowner's affidavit instead of providing a General Contractor or Subcontractor Affidavits.
 - i. ****Homeowner Affidavit Disclaimer:** The homeowner must reside in the completed structure and currently own the property. The homeowner must not sell the house within the next two years after completion, they must hire state licensed professionals, and they must adhere to the applicable codes and inspections. The homeowner affidavit can only be used one permit per year.
- For Level 3 Soil Analysis and Application for New Construction, Completed [Septic Tank Permit Application](#) or visit [Environmental Health](#)

Documents Required Prior to Issuance of Certificate of Occupancy:

- [30 Day Power Affidavit](#)
- [30 Day Gas Affidavit](#) (if applicable)
- [Energy Affidavit](#)
- [Insulation Affidavit](#)
- Blower Door Duct test
- Termite Letter
- Letter of Waterproofing (Basements)

TRADE APPLICATIONS (STAND-ALONE) SUBMITTAL CHECKLIST

Initial Submittal:

- Completed Utility Application
- A valid copy of the tradesman's state and local business license OR a [Homeowner's Affidavit](#)
- Permit Fee Page – [Electrical](#), [Plumbing](#), [Mechanical](#)

- *If on septic and adding a bedroom or bathroom, Completed [Septic Tank Permit Application](#) or visit [Environmental Health](#) for requirements

TRADE APPLICATIONS (Sub-Contracted) SUBMITTAL CHECKLIST

Initial Submittal:

- Completed Utility Application
- A valid copy of the tradesman's state and local business license OR a [Homeowner's Affidavit](#)
- [Subcontractor Affidavit](#)
- Permit Fee Page (If applicable) – [Electrical](#), [Plumbing](#), [Mechanical](#)

- *If on septic and adding a bedroom or bathroom, Completed [Septic Tank Permit Application](#) or visit [Environmental Health](#) for requirements



HALL COUNTY BUILDING INSPECTIONS

2875 Browns Bridge Rd 3rd Floor
Gainesville, Ga 30504
770.297.2650

<https://aca-prod.accela.com/HALLCO/Default.aspx>

DATE _____

NOTICE: This form must be completed and submitted to the Building Permit Section before a permit can be issued and MUST BE IN OFFICE AT LEAST 24 HOURS PRIOR TO REQUESTING AN INSPECTION.

BUILDING PERMIT NUMBER: _____

SUBDIVISION _____ LOT _____ BLOCK _____

JOB SITE ADDRESS _____

GENERAL CONTRACTOR _____

This is to certify that I am responsible for the (PLEASE CHECK ONE) _____ Electrical _____ Plumbing _____ HVAC

YOU WILL NEED TO ATTACH A COPY OF YOUR BUSINESS LICENSE AND STATE CARD.

Please check one below for the type of license you hold and are using for this job:

- Electrical Contractor Class I (Restricted to Single-Phase, not exceeding 200 amps)
- Electrical Contractor Class II (Unrestricted)
- Master Plumber Class I (Restricted to S/F, 1 level Duplex and Commercial up to 10,000 sq. ft.)
- Master Plumber Class II (Unrestricted)
- Conditioned Air Contractor Class I (Restricted to 60,000 BTU Cooling and 175,000 BTU Heating)
- Conditioned Air Contractor Class II (Unrestricted)

In the event of any change in my status on this installation, I understand that I will be held responsible for this job until Hall County Building Inspections has been notified, in writing, of any change.

SIGNATURE (ORIGINAL) _____

PLEASE **PRINT** NAME: _____

BUSINESS LICENSE NUMBER _____ COUNTY _____ EXPIRES ____/____/____

STATE LICENSE NUMBER (PLEASE INCLUDE ALL LETTERS) _____ EXPIRES ____/____/____

COMPANY NAME _____

COMPANY STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

COMPANY MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____

BUSINESS PHONE: () _____ CELL # _____

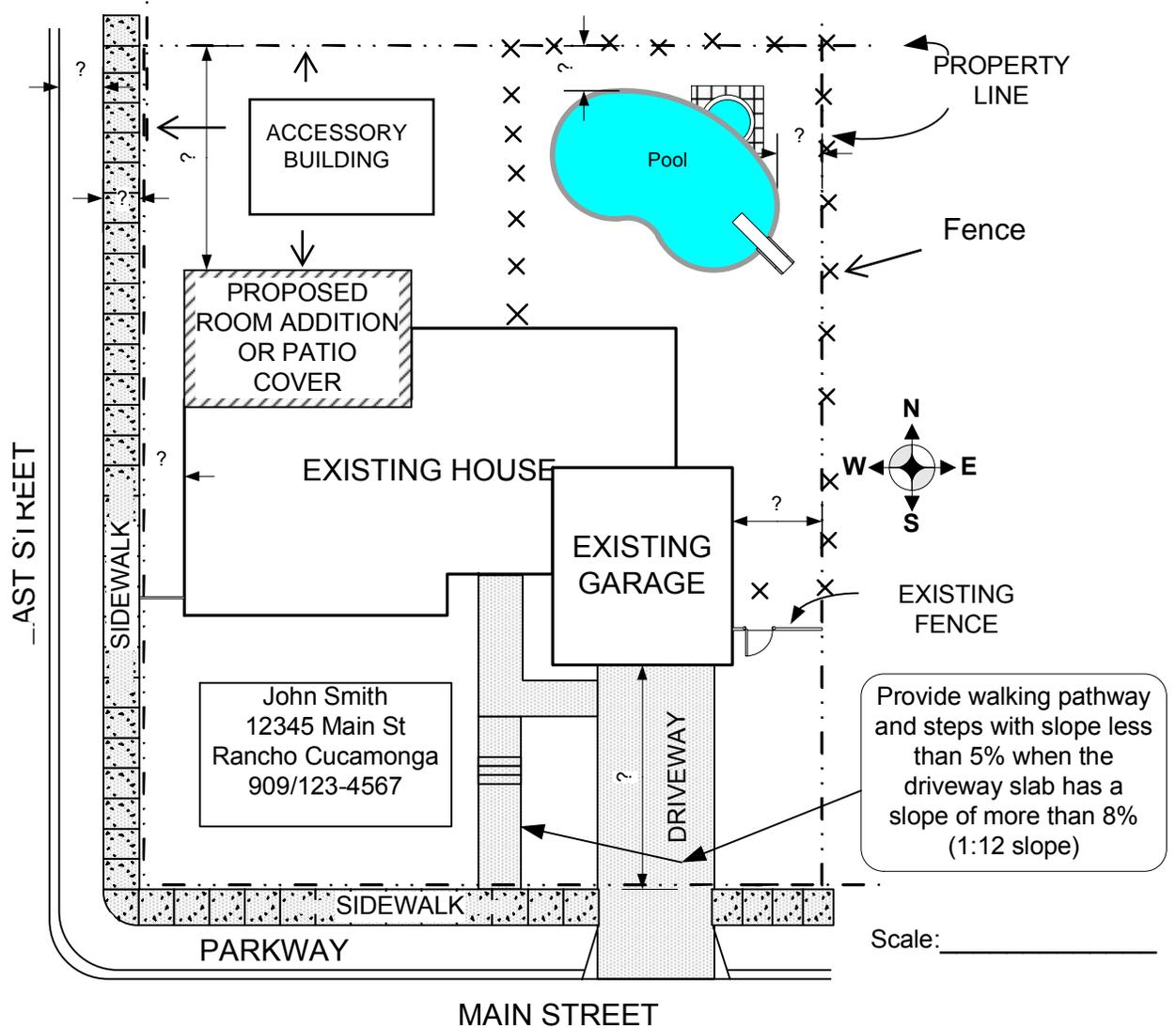
EMAIL ADDRESS: _____

SUB-CONTRACTOR AFFIDAVIT



SAMPLE SITE PLAN

(Not to be used for actual drawings)



Provide and observe the following:

1. Minimum 8 1/2" x 11" sheet size.(Fill sheet with site plan, Do not use edge of paper for property lines)
2. Show north arrow.
3. Show all dimensions and locations for property lines & setbacks. (Include lot size)
4. Show all streets, alleys, sidewalks, etc... with dimensions.
5. Show all buildings, carports, pools, walls, patio covers, fences, slopes, etc.
6. Clearly show all proposed and existing construction with complete dimensions.
7. Indicate the owners name, address, phone number, Parcel Number, and legal description of the lot.
8. Plans are to be drawn neatly and must be legible (NO GRAPH PAPER).
9. Indicate location of pedestrian walkway from the house to the public right-of-way. (See note above)

Note: All dimensions shown on this sample plan are for reference only. Your site plan must show the actual dimensions for the lot located at the address referenced. Be sure to include all setback dimensions.



**RESIDENTIAL EROSION CONTROL
INSTALLATION & MAINTENANCE
AFFIDAVIT**

HALL COUNTY EROSION CONTROL
2875 Browns Bridge Rd. / P.O. Box 1435, Gainesville, GA 30503
Phone: 770-531-6809 | Email: permits@hallcounty.org

This affidavit must be submitted at the time of building permit application for houses, modular homes, attached and detached garages, and residential additions to existing buildings. If a Contractor is performing the work and not the Property Owner the GEORGIA SOIL and WATER CONSERVATION COMMISSION (GSWCC) certification number and a copy of the card will be required. This is commonly known as the Blue Card.

Property Address: _____

Parcel: _____

Current Property Owner Name: _____

Telephone: _____

Mailing Address: _____

Email: _____

City, State, Zip: _____

Fax: _____

Contractor Name: _____

Telephone: _____

Mailing Address: _____

Email: _____

City, State, Zip: _____

Fax: _____

24 Hour Contact Name: _____

24 Hour Contact Tel: _____

Mailing Address: _____

Email: _____

City, State, Zip: _____

Fax: _____

My signature hereon signifies that I am the person responsible for compliance with the Soil Erosion and Sedimentation Control Ordinance. I acknowledge that County inspection staff may issue Stop Work Orders and may issue summons to appear in Court for violations of erosion and sediment control requirements. If contacted by any Hall County inspector or code enforcement officer regarding an E&S issue or failure of the measures in place, I must make necessary repairs, stabilization, and cleanup within 24 hours of the notice and contact the department for a re-inspection. During that time no other work can be performed. I acknowledge that Best Management Practices (BMP's) must be used to control soil erosion on my job site which includes, at a minimum, all of the following:

- Installation and daily maintenance of silt barriers (i.e. silt fences, etc.) in those low areas where water exits the job site;
- Installation and daily maintenance of a stone (1 1/2 " - 3 1/2 " diameter stone) driveway construction entrance to minimize the tracking of mud into the street;
- Removal of mud from the street or adjacent property immediately following any such occurrence without washing the mud into the storm drainage system;
- Conduct no land disturbing activities within 75 feet of the banks of streams, lakes, wetlands, etc. (i.e. "blue line water");
- Beginning with a request for any type of slab inspection, or any inspection thereafter, or within 21 days of land disturbance, whichever is earlier, temporary vegetation and/or mulch on all disturbed areas shall be provided and maintained daily.

Signature

Title

Printed Name

Date



Scheduling an inspection using the Accela Citizen Access Portal

<https://aca-prod.accela.com/HALLCO/Default.aspx>

DO NOT SIGN IN WITH A USER NAME AND PASSWORD!

For assistance please call 770-531-6809



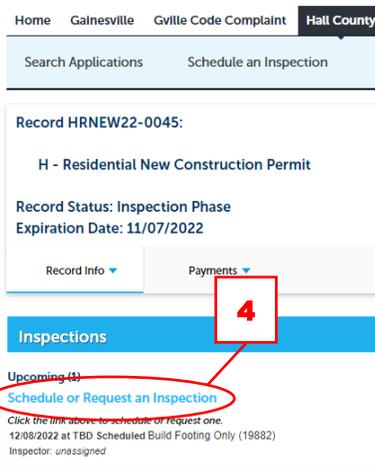
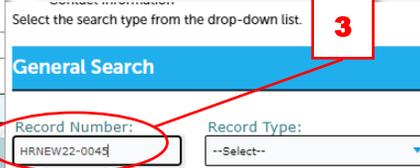
Inspections should be scheduled using the Citizen Access Portal for permits issued after December 12, 2022 and beginning with the following characters:

Residential Permits - HRNEW, HRADD, HRELE, HRMEC, HRPLB, HRLDP

Commercial Permits - HCNEW, HCADD, HCELE, HCMEC, HCPLB, HSGN

Steps to schedule an inspection.

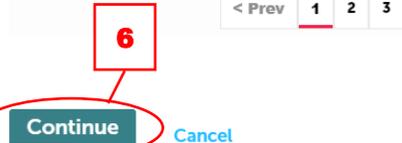
1	Select the Jurisdiction . DO NOT SIGN IN WITH A USER NAME AND PASSWORD!	6	Click Continue
2	Choose "Schedule an Inspection"	7	Choose the Inspection Date (<i>next working day is only option</i>)
3	Enter Permit Number <i>it is not necessary to enter any additional information besides Permit Number or Record Number. Click Search. (if this was for a previous inspection with a "Partial" status by an inspector, please go to 3a otherwise go to step 4)</i>	8	Choose "All Day"
3a	An inspection given the status of <i>Partial</i> by an inspector will add that corresponding inspection as a Pending inspection. This will appear under the section titled Upcoming . Choose Actions next to that pending inspection and Schedule . Go to step 7.	9	Click Continue (confirm <u>location</u> , <u>contact</u> , & <u>inspection</u>) to Finish
4	Choose "Schedule or Request an Inspection" <i>it may be necessary to rotate some phones to landscape view (horizontal) to see this link.</i>	10	Inspection successfully scheduled
5	Choose the inspection		



Schedule/Request an Inspection

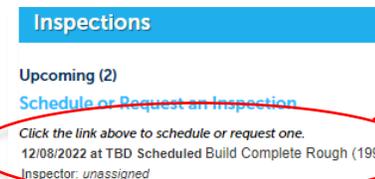
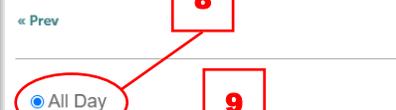
Available Inspection Types (65)

- Show optional inspections
- Appr: Hall Co Sewer Clean Out (optional)
- Appr: Hall Co Sewer Tie In (optional)
- Appr: Hall Sewer Tracer Wire (optional)
- Approval: Env Health (optional)
- Approval: Dept Water Res (optional)
- Bld Com: Rough Garage (optional)
- Bonding (optional)
- Build Ceiling Cover (optional)
- Build Column Pad (optional)
- Build Complete Rough (optional)



Schedule/Request an Inspection

To continue, select an appointment date and time the calendar below:





Scheduling an inspection using Accela Citizen Access on mobile devices

<https://aca-prod.accela.com/HALLCO/Default.aspx>

DO NOT SIGN IN WITH A USER NAME AND PASSWORD!

For assistance please call 770-531-6809



Inspections should be scheduled using the Citizen Access Portal for permits issued after December 12, 2022. Permit numbers will begin with the following characters:

Residential Permits - HRNEW, HRADD, HRELE, HRMEC, HRPLB, HRLDP

Commercial Permits - HCNEW, HCADD, HCELE, HCMEC, HCPLB, HSGN

1. Click the three dots, select Hall County.
DO NOT SIGN IN WITH A USER NAME AND PASSWORD!
2. Select **Schedule an Inspection**
3. Enter the permit number, click the search button. *(if this was for a previous inspection with a "Partial" status by an inspector, please go to 3a otherwise go to step 4)*
 - a. An inspection given the status of *Partial* by an inspector will add that corresponding inspection as a **Pending** inspection. This will appear under the section titled **Upcoming**. Choose **Actions** next to that pending inspection and **Schedule**. Go to step 6.
4. Choose **Schedule or Request an Inspection**
5. Choose the appropriate inspection.
(You may need to turn your phone sideways to see the Next button.)
6. Choose the Inspection Time from the **Calendar & Time** *(next working day, All Day are the only choices)*
7. Verify the location and contact, click **Continue**
8. Add any comments about your inspection if needed, click **Finish**.
9. You should see the scheduled inspection on the record.

The screenshots show the following steps:

- Step 1:** Selecting Hall County from a dropdown menu.
- Step 2:** Clicking the 'Schedule an Inspection' button in the Hall County menu.
- Step 3:** Entering the permit number (HCNEW23-0074) in the search field and clicking 'Search'.
- Step 3a:** Selecting 'Schedule' from the 'Actions' menu for a pending inspection.
- Step 4:** Choosing 'Schedule or Request an Inspection' from the 'Upcoming' section.
- Step 5:** Selecting the appropriate inspection type from a list of available options.
- Step 6:** Selecting 'All Day' from the 'Available Times for Morning' calendar.
- Step 7:** Verifying the location and contact information and clicking 'Continue'.
- Step 8:** Clicking 'Finish' to complete the scheduling process.
- Step 9:** Viewing the final record page for the scheduled inspection.