City of Dallas, Georgia

129 E. Memorial Drive, Dallas, GA 30132
Office (770) 443-8110 / Fax (770) 443-8107

BUILDING PERMIT OFFICE

Commercial Tenant-Finish

BUILDING PERMIT #: _____

Applicant's name: _____
Check if Owner ( ) Contractor ( ) or Tenant ( ).

Location of Property for which application is being applied for: _____

_____

Property Owner Name / Address: _____

_____

Type of Application: New Construction ( ); Addition ( ); Repair ( );

Valuation or Cost of Construction: _____ Size _____ Sq. Ft.

Type of Building or Structure _____ Proposed Use _____

Contractor Information: Business Name _____

Business Address: _____

Business Telephone: _____ Business License # _____ Exp. Date _____

State License # _____ Type License _____ Exp. Date _____

Name of Professional Engineer/Architect if required under O.C.G.A. 43-15-24 (copy attached):

Master Commercial-Tenant Finish Minimum Permit fee $100.00 per unit / suite

I do hereby certify and attest that the information contained in this application is correct and accurate to the best of my knowledge and that if any portion of this application is changed, modified or amended, then I will contact the City of Dallas Permit Office and correct that portion.

_____ _____
Applicant Signature Date

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INSPECTION PROCEDURES
CALL THE CITY OF DALLAS @ (770) 443-8110

All permits are required to obtain inspections at the time (1) prior to the pouring of footings or concrete slabs; (2) prior to any covering of the framing; (3) After insulation has been installed and all penetrations are sealed (Blown attic insulation will be inspected on final) & (4) a final after all items are completed. All construction must comply with the Minimum Construction Codes as adopted by the State of Georgia and all City of Dallas Ordinances, Procedures and Regulations.

- ☐ Building Permit must be posted on the lot before calling for an inspection. If your home is not visible from the road, post the Building Permit at the beginning of your driveway.
- ☐ If the lot is in a Subdivision, lot numbers must be placed on all lots.
- ☐ The General Contractor/Builder must call the City of Dallas for a Footing, Plumbing in Slab (If Applicable), a Rough Inspection (Includes: Framing, Plumbing, Electrical and HVAC at the same time), an Insulation inspection and a Final Inspection.
- ☐ For Doublewides: Manufactured homes/doublewides must comply with section §5-1808(b)(3) of the City of Dallas Zoning Ordinance.

WHEN CALLING TO SCHEDULE AN INSPECTION (770-443-8110)

(If you schedule an inspection and the work is not complete, there will be a **$25.00** fee for the first re-inspection. There will be a **$50.00** fee for the second re-inspection and a **$100.00** fee for the third re-inspection.)

- ☐ Give name listed on permit
- ☐ Give permit number
- ☐ Give address and location
- ☐ Give type of inspection requested
- ☐ Give name of person requesting the inspection
- ☐ Give the date inspection is wanted

If possible, inspections will be made the next work day following the request. Inspections for next day should be called in before 3:00 p.m...

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COMMERCIAL BUILDING PERMIT FEES

Valuation From:		Valuation To:		Permit Fee
$0.00		$5,000.00		$50.00
$5,000.01		$50,000.00		$100.00
$50,000.01		$100,000.00		$175.00
$100,000.01		$200,000.00		$300.00
$200,000.01		$300,000.00		$450.00
$300,000.01		$400,000.00		$600.00
$400,000.01		$500,000.00		$750.00
$500,000.01		$1,000,000.00		$1,000.00
$1,000,000.01		$2,000,000.00		$1,500.00
$2,000,000.01		$5,000,000.00		$5,000.00
$5,000,000.01		$10,000,000.00		$10,000.00
over $10,000,000.00				$10,000.00

Master Commercial-Tenant Finish Minimum Permit fee $100.00 per unit / suite

Official Code of Georgia
Section 43 - Chapter 15

43-15-24. Construction of structures jeopardizing health, safety, or welfare: record of building permits.

(a) It shall be unlawful for this state or any of its political subdivisions such as a county, municipality, or school district, or agencies thereof, or for any private or commercial entity to engage in, the construction of any work or structures involving professional engineering which by the nature of their function or existence could adversely affect or jeopardize the health, safety, or welfare of the public unless the plans and specifications have been prepared under the direct supervision or review of and bear the seal of, and the construction is executed under the direct supervision of or review by, a registered professional engineer or architect.
(b) Nothing in this Code section shall be held to apply to any construction, including alterations, of which the completed cost is less than $100,000.00 or which is used exclusively for private or noncommercial purposes, or to private residences, or to noncommercial farm buildings, or to residence buildings not exceeding two stories in height, excluding basements.
(c) Any county, municipality, or other governing body in this state that issues building permits is required to maintain a permanent record of the permit application and issuance thereon, which record shall indicate the name of the professional engineer or architect, if any, that has sealed the plans, specifications, plats, or reports pursuant to which said building permit is issued, said record to include details on the size, type of building or structure, use for said building or structure, and estimated cost of construction.

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Commercial Permit Requirements

(MUST BE COMPLETED BEFORE PERMIT WILL BE ISSUED)

DATE: _____

APPLICANT'S NAME: _____ TELEPHONE: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

CONTRACTOR'S NAME: _____ TELEPHONE: _____

ADDRESS: _____ CITY, STATE, ZIP: _____

Lots on a State Highway require a State DOT Permit (State DOT 770-646-5522) prior to the issuance of a permit. Lots on a county road require a Paulding County DOT Permit prior to the issuance of a permit.

TO BE COMPLETED BY CITY OF DALLAS STAFF

NEW ADDRESS: _____ LAND LOT NO. _____
MAP NO. _____
_____ GROUP NO. _____
PARCEL NO. _____

DEPARTMENT APPROVALS: (Signatures Required to Issue Permit)

1)_____ Community Development
Plat & Zoning Requirements,
Minimum setbacks, Proper Zoning, Lot Size
Driveway Permit for State or County Roads
Verify or Assign Address
Copy of NOI (Notice of Intent)

3)_____ Tax Department
Property Taxes Current / Paid

2)_____ Water & Sewer Department
Fees paid for Water & Sewer Tap(s)

4) _____State Environment Health
Permit required for Septic Tank / Well
Sewer required in City of Dallas (if available)

Describe Use of Proposed Construction: _____

_____

Zoning District: _____ **Lot Size:** _____

Minimum Setbacks: Front: _____ **Rear:** _____ **Sides:** _____

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Soil Erosion & Sediment Control Policies

1. The Permit Holder is responsible for compliance with the City of Dallas ordinances and State of Georgia laws concerning soil erosion and sedimentation control. The Permit Holder is responsible for the proper installation and maintenance of the following measures, at a minimum:

a. Silt fence at the downhill edge of all areas to be disturbed, installed with at least 6 inches of silt fence buried to prevent siltation under the fence;

b. Hay bale reinforcement of the silt fence where the slope is steep;

c. **A GRAVEL ENTRANCE, MANDATORY DURING CONSTRUCTION,** to keep soil and mud from being tracked from vehicles onto the street;

2. A seventy five (75) foot buffer is required along all flowing creeks and streams. Fifty (50) foot of the buffer is non-disturbed and twenty five (25) foot of no impervious. This undisturbed buffer shall be protected at all times.

3. The Permit Holder must maintain the soil erosion control measures during all phases of construction, and may not remove the silt fence until the lot has been sodded or seeded for grass and covered with 2 1/2 tons per acre with straw mulch. If the soil erosion control measures are not maintained on site, the Permit Holder will be subject to penalties up to and including fines and/or stop work orders. The Permit Holder is responsible for all soil erosion and sedimentation control activities and violations, regardless of whether he has contracted this work to another. The City will not conduct building inspections on sites that are not consistent with the provisions of this application.

4. There shall be no burial or burning of wood waste, trees, stumps, or construction debris allowed, except in compliance with the rules of the Georgia Department of Natural Resources Environmental Protection Division.

5. These erosion control devices must be cleaned and maintained until the disturbed areas are stabilized with permanent vegetation. Failure to properly maintain or install these devices will result in the issuance of violation notices. Failure to comply with the terms of the notice will result in the withholding of all inspections and possible legal action by the City of Dallas.

6. A copy of the NOI (Notice of Intent) must be furnished to the permit office before a building permit will be issued. Any changes in the NOI must also be furnished to the permit office in a reasonable amount of time.

I have read and understand the above soil erosion and sediment control policies of the City of Dallas, Georgia.

_____ _____

Signature of Applicant Date