



# City of Dallas, Georgia

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

## BUILDING PERMIT OFFICE

### MASTER BUILDING PERMIT APPLICATION Commercial Tenant Finish

Property Location: \_\_\_\_\_

*This Commercial Tenant Finish Permit is issued subject to the following conditions. The Permit Holder signifies his knowledge and acceptance of these conditions by his signature.*

*1. The Permit Holder is responsible for compliance with the City of Dallas ordinances and State of Georgia laws concerning construction codes for the permit holder and all subcontractors. The Permit Holder is responsible for the proper installation and construction of the following:*

- a. *Building Codes;*
- b. *Electrical Codes;*
- c. *Plumbing Codes;*
- d. *HVAC Codes and all other applicable codes and regulations regarding construction of this type facility.*

*The Permit Holder must maintain soil erosion control measures during all phases of construction, and may not remove the silt fence until the lot has been seeded for grass and covered with 2 1/2 tons per acre 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 whether he has contracted this work to another. The City will not conduct building inspections on lots that are not consistent with the provisions of this application.*

*2. The finished floor elevation of the lowest habitable floor shall be at least four (4) feet above (vertical elevation) the 100-year floodplain or headwaters of any drainage easement or waterway. Elevation certificate may be required if property is located in floodplain area.*

*3. No burial or burning of wood waste, trees, stumps, or construction 'debris is allowed except in compliance with the rules of the Georgia Department of Natural Resources Environmental Protection Division.*

**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.**

Permit Holder (Company/Individual Name): \_\_\_\_\_

**Master Commercial-Tenant Finish Permit fee is \$100.00 per unit / suite**

**OTHER APPLICABLE FEES THAT APPLY:**

<b>Minimum Electrical Fee - \$35.00</b>	<b>Minimum Plumbing Fee - \$35.00</b>	<b>Minimum HVAC fee - \$35.00</b>
---	---------------------------------------	-----------------------------------

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

# MASTER BUILDING PERMIT APPLICATION COMMERCIAL-TENANT FINISH

MASTER PERMIT # \_\_\_\_\_

**NOTICE: THIS FORM MUST BE COMPLETED, SIGNED AND SUBMITTED BEFORE A PERMIT MAY BE ISSUED OR WORK MAY COMMENCE:**

SUBDIVISION: \_\_\_\_\_ LOT#: \_\_\_\_\_ SQ. FT.: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE# \_\_\_\_\_

OWNERS ADDRESS: \_\_\_\_\_ # OF PRE-FAB FIREPLACES \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ VALUE OF HOUSE (RETAIL):\$ \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE# \_\_\_\_\_

(Attach Copy of license if not on file)

BLDR. LICENSEE'S NAME: \_\_\_\_\_ STATE CARD # \_\_\_\_\_ Exp. Date \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ BUSINESS LICENSE # \_\_\_\_\_

---

ELECTRICAL / COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

LICENSEE'S NAME: \_\_\_\_\_ STATE CARD # \_\_\_\_\_ Exp. Date \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ BUSINESS LICENSE # \_\_\_\_\_

---

PLUMBING / COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

LICENSEE'S NAME: \_\_\_\_\_ STATE CARD # \_\_\_\_\_ Exp. Date \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ BUSINESS LICENSE # \_\_\_\_\_

---

HVAC/ COMPANY NAME:

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

LICENSEE'S NAME: \_\_\_\_\_ STATE CARD # \_\_\_\_\_ Exp. Date \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ BUSINESS LICENSE# \_\_\_\_\_

**NOTE: A NEW AFFIDAVIT MUST BE FILED IF ANY CHANGE IN SUBCONTRACTORS IS MADE DURING CONSTRUCTION.**

## 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...**