Conventional Home Application Packet

City of Bremen
232 Tallapoosa Street
Department of Community Development
Bremen, GA 30110 (770) 537-2331

To Apply for a Conventional Home Permit

STEP 1: Pick up the Development Package from the Department of Community Development (City Hall, 232 Tallapoosa Street, Bremen, GA 30110)

STEP 2:

A) While in the Department of Community Development, have the Parcel Information Sheet filled out.

B) Verify that no outstanding taxes are due on the property in question. (This information is necessary before the following steps can begin.)

C) Complete the Conventional Home Application Packet.

- ☐ Property address
- ☐ Property owner's names, address, phone number and work number
- ☐ Contractor's name, address and phone number (Electrical, Plumbing, and HVAC) and original signatures of all contractors
- ☐ Contractor's state license and Occupational Tax License
- ☐ One complete set of house plans, stamped with an architectural seal

D) On the back of the Parcel Information Sheet you will see instructions explaining how the sketch on this sheet is to be completed.

E) Complete the Plan Review Sheet and the Erosion Control Affidavit for Single-Family Residential Construction. Applicants must comply with the Conventional Home design standards located in the City of Bremen Zoning Ordinance.

F) Have your contractors fill out and sign the Contractor's Affidavit(s) with a notarized signature. Administrative staff will notarize, the documents for you at no additional charge. (Sub Contractors must have on file with the Department of Community Development the following documents: Contractors State license and Occupational Tax Certificate).

STEP 3:

A) Return the completed Conventional Home Development Package to the Building Department. City Hall, Room 103 or Room 108

The completed application will contain:

- ☐ Parcel Information Sheet
- ☐ Plan Review Sheet with one complete set of house plans
- ☐ Sub-contractor's Affidavit(s) with notarized signatures
- ☐ Erosion Control Affidavit

B) Submit the completed Septic Tank application to the Environmental Health Department located in Buchanan. Fees for the septic tank inspection are due and payable at the time the application is submitted.

After the forms have been reviewed by Community Development and the Septic Tank application approval has been received from Environmental Health, you will be telephoned and notified that the review process has been completed, and all of your permits have been issued. All permitting fees will be payable when you pick up your permits. A Certificate of Occupancy (CO) will be issued after the final inspection has been completed. Please refrain from moving into your home until this time.

Date Received:_____ Received By:_____

Parcel Information Sheet & Application for Zoning Compliance Certificate

This Sheet must be filled out by permit personnel only. Department Official: _____

Parcel #: _____

Current Property Owner: _____

Property Owner as of January 1st: _____

Applicant (if different from owner): _____

Property Owner's Telephone Number: _____

Project Address: _____

Subdivision: _____ Lot #: _____

Acreage: _____ Parcel Split From: _____

Current Zoning Classification: _____

Is this property located in a floodplain: _____ If yes what panel: _____

Required Setbacks Front: _____ Taxes Paid: _____
Side: _____
Rear: _____

CERTIFICATE OF ZONING COMPLIANCE — CHECKLIST

- ❑ Owner(s) & Agent (if applicable)
- ❑ Legal Description or Adequate Description of Property
- ❑ Complete Inventory of Existing Structures (noting uses & non-conforming structures)
- ❑ Complete inventory of Proposed Structures
- ❑ Complete Inventory of Existing Uses and/or Activities
- ❑ Applicant's Certification

Signature of Planning Administrator or Designee: _____

Date: _____

Plan Review for Conventional Homes

City of Bremen – Department of Community Development

Applicant: Please fill out the top portion of the Plan Review Sheet

Owner: _____ Phone #: _____

Builder: _____ Phone #: _____

Subdivision: _____ Map: _____ Parcel #: _____

Address: _____ Lot #: _____

City: _____ State: _____ Zip: _____

Name or Number of Plans: _____

Power Company Provider: _____

Administrative Use Only

❑ Approved ❑ Approved as noted ❑ Not Approved

Plans reviewed for Code Compliance by: _____

Heated Space: _____ Sq. Ft. Valuation: _____

Basement Area: _____ Sq. Ft. Valuation: _____

Garage Area: _____ Sq. Ft. Valuation: _____

Porch Area: _____ Sq. Ft. Valuation: _____

Other Areas: _____ Sq. Ft. Valuation: _____

Total Square Footage: _____ Total Value: _____

Building Permit Fee: $ _____

Plan Review Fee: $ _____

Sub Total: $ _____

Electrical Permit Fee: $ _____

Plumbing Permit Fee: $ _____

Heating & Air Permit Fee: $ _____

Sub Total: $ _____

TOTAL: $ _____

Date Completed: _____

Sub-Contractor Affidavit for Building Permit

Notice: This form must be **completed**, **signed** (with original signatures in ink) and **submitted** before any permits will be issued.

Project Address: _____

Owners Name: _____ Phone #: _____

Contractors Name: _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____ Cell #: _____

Signature: _____ O.T. Lic #: _____

Electrical/Company Name: _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____ Cell #: _____

Master's Name: _____ State Card #: _____

Signature: _____ O.T. Lic #: _____

HVAC/Company Name: _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____ Cell #: _____

Master's Name: _____ State Card #: _____

Signature: _____ O.T. Lic #: _____

Plumbing Company Name: _____

Address: _____ Phone #: _____

City: _____ State: _____ Zip: _____ Cell #: _____

Master's Name: _____ State Card #: _____

Signature: _____ O.T. Lic #: _____

Note: A new affidavit must be filed if any change in subcontractors are made during construction.

Said building will be constructed to meet the requirements of the 2012 International Building Code, 2012 International Residential Code, 2012 International Fire Code, 2012 International Plumbing Code, 2012 International Mechanical Code, 2012 International Fuel Gas Code, 2014 National Electrical Code, 2009 International Energy Conservation Code, including Georgia Code Amendments or Supplements added to the above codes.

Sketch of Property

Please check: ❑ Conventional Construction ❑ Accessory Building or Additions

❑ Other:_____

- **Show the dimensions of the lot and setbacks from the house and other structures to property lines**
- Provide a sketch of proposed building location, driveway, septic tank location and all additional structures
- Note any well's, trash pit locations, streams or lakes on property
- The four (4) corners of the house must be clearly staked along with required setbacks before the initial site review can be done
- Show the Northerly Direction with a North Arrow

Provide a complete listing of all existing structures that are now on the property:

_____

Describe the type of structure that you plan to build:_____

Is this a Multiple Road Frontage Lot: _____

Total Square Footage of Porch/Patio/Deck: _____

Electrical Worksheet

Contractor: _____

Size of Load: KW: _____ Amp: _____ Volts: _____ Phase: _____

Meter Service:

Size Conductors: _____ Size Switch: _____

in use: _____ # Spares: _____

Receptacles – 110v: _____ 220v: _____

Lighting Outlets: _____ Range: _____

Water Heater: _____ Air Conditioning: _____

All Other Outlets: _____

_____

_____

HVAC Worksheet

Contractor: _____

Heating (BTU): _____

Cooling (Tons:) _____

# of Outlets: _____ Returns: _____

Fans (type & motor size): _____

Other: _____

_____

Plumbing Worksheet

Contractor: _____

Septic: _____ Sewer: _____ Other: _____

If Septic Tank: Size of Tank: _____ Gals. Total Field: _____ Ft

Fixtures:

Water Closets: _____ Lavoratories: _____ Bath Tubs: _____

Showers: _____ Sinks: _____ Laundry: _____

Washing Machines: _____ Floor Drains: _____ Fountains: _____

Urinals: _____ Water Heater: _____

Other: _____

_____

City of Bremen
Department of Community Development
232 Tallapoosa Street Bremen, GA 30110 (770) 537-2331

State of Georgia

AFFIDAVIT FOR: _____
(Applicant/Contractor)

_____, personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted a _____ (Building, Electrical, HVAC or Plumbing Permit) under the Ordinances of City of Bremen :

The information contained within the application attached hereto and filed in the Department of Community Development consists of facts within my personal knowledge that 1 know are true and correct, and will be relied upon by officials of City of Bremen *in making a decision whether to issue this application/license/permit.*

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This ____ day of _____., _____.

_____
AFFIANT (signature)

Sworn to and subscribed before me this ____ day of _____., _____.

_____
Notary Public

My Commission Expires:

Address:
_____
_____
_____
Phone:_____
State License: _____
OTC #:_____
Field of Work: _____

SOIL EROSION CONTROL AFFIDAVIT

City of Bremen
232 Tallapoosa Street
Department of Community Development
Bremen, GA 30110 (770) 537-2331

This affidavit must be submitted at time of Land Disturbing Permit application.

Construction Site Name: _____

Construction Site Address: _____

Property Owner: _____ Phone: _____

Address (Owner): _____

Authorized Representative / Applicant: _____

Phone: _____

24 Hour Contact Person: _____ Phone: _____

My signature hereto signifies that I am the person responsible for compliance with the Soil Erosion and Sedimentation Control Ordinance. I hereby acknowledge that Best Management Practices (BMP's), per the Manual for Erosion and Sediment Control in Georgia, must be used to control soil erosion on my job site which includes (but, not limited to) at a minimum the following:

1. **Proper installation and regular maintenance** of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exits the job site:
2. **Proper installation and regular maintenance** of a gravel construction entrance with geotextile under-liner to keep soil and mud from being tracked from vehicles onto the roadways:
3. Removal of mud from the roadway or adjacent property immediately following any such occurrence:
4. Maintenance and removal of sediment from detention ponds, sediment basins, sediment traps, etc.,
5. **Conduct no land disturbing activities within 25 feet** of the banks of streams, lakes wetland, etc. (i.e. **"State waters**") (within 50 feet of any trout stream):
6. Cut-fill operations must be kept to a minimum:
7. Land disturbing activities must be limited to and contained within the site of the approved plans.
8. Disturbed soil shall be stabilized as quickly as practicable **(within 14 days):**
9. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development (Blankets or Matting are required on all slopes of 3 feet horizontal to 1 foot vertical (3:1) or steeper):
10. Cuts and fills may not endanger adjoining property"
11. Fills may not encroach upon natural watercourses or constructed channels in a manner so as to adversely affect other property owners:
12. Mud or silt (sediment) may not enter a stream, river, lake or other state water.

Note:

1) **Best Management Practices (BMP's)**: A collection of structural measures and vegetative practices which, when properly designed, installed and maintained, will provide effective erosion and sedimentation control for all rainfall events up to and including a 25 year, 24-hour rainfall event.
2) **State Waters**: Any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the State which are not entirely confined and retained completely upon the property of a single individual, partnership, or corporation.

Any person violating any provisions of the Erosion and Sedimentation Ordinance, permitting conditions, or stop work order shall be liable for monetary penalty not to exceed **$2,500 with a minimum of $1,000 per day for each violation**, by a sentence of imprisonment not exceeding 60 days in jail or both fine and jail or work alternative. **Each day the violation or failure or refusal to comply shall constitute a separate violation.**

Property owners, developers, and contractors should be advised that while the Erosion and Sedimentation Act and Local Ordinance provides for fines of up to $2,500 per day per violation, the GA Water Quality Control Act provides for fines of up to $50,000 per day per violation. Lots are sold **Please note that the ORIGINAL LAND DISTURBING ACTIVITY PERMIT holder is responsible for all land disturbing activity on the property – even if the lots are sold**. Some liability may be alleviated if the original LDA Permit holder writes into his agreements of sale specific wording which ties all future development to the approved LDA Plan and Permit, including references to State Law and City of Bremen Ordinances.

NOTE: Effective August 1, 2000 a new EPD NPDES PERMIT for storm water discharges form construction site activities (GAR100000) requires a permit be applied for and issued for all tracts or greater than 5 acres (not just disturbed area or each phase) and is retroactive to all ongoing construction which began prior to that date. The Law requires inspections and monitoring by the Design Professional.

I hereby further acknowledge that The City of Bremen Department of Development inspection staff may refuse to make development inspections, may issue stop work orders, and may issue summons to Magistrate Court for failure to comply with erosion control requirements.

Signature:_____ **Date Signed:**_____

Affidavit:
1991 Georgia State Energy Code for Buildings

City of Bremen Department of Community Development
232 Tallapoosa Street Bremen, GA 30110 (770) 537-2331
http://www.bremenga.gov/building/

Notice: This form must be completed, signed, and submitted to the Building Permit Department at the time a building permit is secured from the City of Bremen, Georgia.

Date: _____ Building Permit Number: _____

Subdivision: _____

Job Site Address: _____ Lot Number: _____

General Contractor/Builder: _____

The State of Georgia has adopted as State Law the 1992 edition of the Georgia State Energy Code for Buildings. This code regulates the design, erection, construction, alteration and renovation of buildings. The designer/builder shall comply with the standards of this code which are applicable.

This code contains requirements for energy conservation and became effective on January 1, 1994. Compliance with this code by designers and builders is mandatory.

I do certify that the above permitted structure shall be built in accordance with the 1992 Georgia State Energy Code for Buildings.

Signature: _____

Please Print Name: _____

Georgia Occupational Tax Number: _____

Company Name: _____

Company Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Cell: _____

Sworn to and subscribed before me this ____ day of _____., _____.

_____ _____

Notary Public My Commission Expires:

CALL BEFORE YOU DIG IT'S THE LAW

- Contact the UPC (1-800-282-7411), 48 hours prior to excavating or blasting (7am to 4:30; excl. weekends and holiday). "WAIT TIME" begins the business day after the locate is received at UPC.

- Locate ticket is good for 21 calendar days beginning the day after the locate request is made. If excavation is not complete within 21 calendar days, a RESTAKE REQUEST must be called into the UPC no later than 48 hours prior to expiration of original ticket. Penalties can be ascertained for "repeat, unnecessary locate request- up to 3x the actual cost of the locates for each facility owner/operator notified.

- Excavation has been redefined to include, but not limited to, grading, trenching, digging, ditching, auguring, scraping, directional boring, and pile driving.

- Law allows for "design locate requests" within 10 working days, the facility owner or operator must respond by marking the facilities, provide best available description of any facilities in the area of proposed excavation or allow authorized person to inspect or copy the drawing/other records with the proposed area.

- All tickets must be positively responded to by facility owners or operators before 12-midnight on the day the 48 hours expires. If not, a "second chance" notice will be generated requesting immediate actions. Facility owners/operators will be given until 12 noon on the following business day to address ticket.

- If no obvious sign of unmarked facilities exist, and the "second chance" period has expired, excavation or blasting may begin, but with extreme precaution.

- Sub-contractors may be covered under a master contractor ticket if:
  1. Work is at the location specified, and
  2. Has a contract with the ticket holder
  3. Does the exact work specified on the ticket
  4. Otherwise complies with the law

- All utility facilities installed on or after 1/1/01, shall be installed in a manner which is locatable using a generally accepted electronic method.

- Effective 1/1/01 all facility owners/operators must maintain records on location and other characteristics, maintain in locatable manner, or remove abandoned facilities.

- Master contractors are responsible for maintaining the integrity of the marks or stakes during the life of ticket. "* Locate marks are considered accurate if within 24" (horizontally) of outside edge of facility.

- Depth cannot and will not be provided to the excavator. Excavator must pot-hole to determine depth after the facility has been marked.

- The excavator has a DUTY to observe the work area for visible signs of facilities (marked or unmarked) and make appropriate contact with UPC and/or facility owner to request additional marks or verification of facilities.

- Persons digging within the tolerance zone (width of utility facility plus 24" on either side of outside edge) shall exercise all precautions necessary to avoid damage including, but not limited to:
  1. Hand digging
  2. Pot-holing
  3. Soft digging
  4. Vacuum excavation methods.

- When paralleling or crossing facilities, it is recommended that excavator pothole at a minimum of 5 to 10 feet to ensure a clear path.

- If a damage occurs, excavator must halt excavation or blasting activity immediately and notify both the UPS and the affected utility.

- PSC will enforce the Georgia Utility Protection Act by imposing:
  1. Maximum fines of $10,000 per occurrence
  2. Revoking professional or occupational license, certificate or registration by the state examining board.

Utility Protection Center 1-800-282-7411 *AGL Resources Inc. - Damage Prevention Team*