

City of Bremen

Checklist for Building Permits and Sub Permits

Applicants Name_____

Address:_____

Phone Number:_____

- 1.) Site Plan - Plat showing location of structure
- 2.) Get an address
- 3.) House Plans
- 4.) Certificate from Health Department/ Perk Test
- 5.) Zoning Compliance Certificate
- 6.) Check Flood Plain
- 7.) Water and Sewer Availabilty
- 8.) Sketch of work plan for the permit being issued.

Subcontractors must show proof of Occupational License and State Contractor's License.

Date Submitted to the City of Bremen: / /

Received by:_____

Documents Necessary for Obtaining a Building Permit

Lot Number _____ Parcel No# _____

Address _____

Plat of Property w/dimensions w/existing Buildings on plat and/or Proposed location of Buildings and additions

On plat call City Planner to obtain set back Requirements

Plat can be hand drawn if a plat is not available.

Perk Test shall be performed if not on city sewer and all Septic tanks and leech fields shall meet the current County Health Department regulations.

Property Owner's name, address and phone number.

Builder's name, address, phone and Occupational license.

Floor plan of Building and/or additions with dimensions for calculating permit.

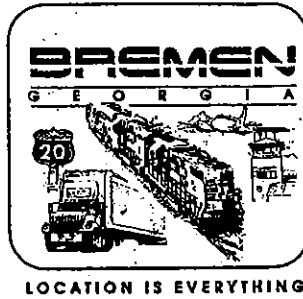
Water and Sewer Taps shall be paid provided that water and sewer is available in the area before a Building Permit is issued. For conformation of Water and Sewer service and capacity contact the City Engineer.

Electrical, Plumbing and Heating and Air Permits shall be obtained as separate Permits in addition to the Building Permit. Contractors shall have a current copies Occupational and State License on file with the City of Bremen' Planning Office.

Land Disturbing Permits and/or Grading permits shall be required for all parcels 1.2 Acres or larger. Contact City of Bremen Planner.

Required improvements, Yard and Setback Requirements, buffer zone, and drive culvert information can be obtained at City Hall from the City Planner, upon request.

To obtain required Inspection schedule for any construction project call City of Bremen Codes at 770-537-2331 ext.#31. Inspections are performed the same day if you call before 8:00AM. All requests for inspections will be performed on the following day for call received after 8:00 AM.



August 10, 2001

TO ALL DEVELOPERS AND CONTRACTORS:

When planning a development, you are required to have a soil analysis on each lot in the subdivision. This report must be submitted at the time you present your pre-subdivision plans to the zoning board for approval. The soil analysis can be performed in phases, using a street or cul-de-sac for each phases. When you do this, the pre plan will have to be approved with each phase. This will allow you to adjust lot sizes if necessary before final approval.

If you have any questions, please contact the Haralson County Environmental Health Department at 770-646-8193.

A copy of the rules and regulations for ON-SITE SEWAGE MANAGEMENT SYSTEMS is included in your packet.

SUBDIVISION REQUIREMENTS

NAME OF PROPOSED DEVELOPMENT: _____

DATE IN: _____ **DATE OUT:** _____

_____ **PRE-LIMINARY** _____ **FINAL**

_____ **APPROVED** _____ **DISAPPROVED** _____ **APPROVED AS NOTED**

ITEMS NEEDED FOR APPROVAL:

_____ **DEVELOPMENT SITE SURVEY PLAN**

_____ **NAME OF SUBDIVISION AND ROADS**

_____ **IDENTIFY LOTS BY NUMBER OR LETTER**

_____ **SHOW SQUARE FOOTAGE OF LOT**

_____ **LOT DIMENSIONS**

_____ **TOPOGRAPHIC MAP (4' contours)**

_____ **ANY STRUCTURES ON THE PROPERTY OR WITHIN 100 FEET OF PROPERTY (i.e. wells, right-of-ways, easements, streams, lakes, existing sewage systems, 100 year flood elevations).**

_____ **SOIL SURVEY PREPARED BY A CERTIFIED SOIL SCIENTIST**

_____ **PUBLIC WATER AVAILABILITY**

City of Bremen Land Subdivision Application

Article 6. The Preliminary and Final Plat

Section 6.1 Preliminary and Final Plat Fee

At the time of filing an application for preliminary plat approval, a fee shall be paid to the city. The preliminary plat fee shall be \$400.00 with an additional \$10.00 for each lot in said subdivision. A \$100.00 fee shall be imposed for any re-submittal and a fee of \$15.00 per lot shall be required. A fee of \$15.00 per lot shall be paid to the city for final plat approval, plus any legal and advertising fees the city may incur associated with the filing of the final plat.

Date: _____

Applicant's Name: _____

Company Name: _____

Address: _____

Phone Number: _____ cell: _____

Site Address: _____

Number of Lots: _____ Tax Code: _____

Subdivision Name: _____

Preliminary Application: _____ Final Application: _____

Subdivision Regulations Fee: _____

All Fees will be paid one week prior to the Planning and Zoning Board meeting that is held on the last Monday of each month.

Date of Planning and Zoning Board: _____

Owners Signature: _____

BASIC INSPECTION CHECKLIST

(Other inspections may be required)

Before requesting any inspections make sure the following have been completed:

- Construction drive installed
- Erosion control measures in place
- Permit posted on jobsite
- Address posted at street.

Footing and Slab

- Footing – trenches dug/forms erected
- Grade established
- Bulkheads installed
- Slab – underground
- After all plumbing, electrical, mechanical, in place – before backfill
- Slab – back filled and compacted
- Gravel – when required
- Poly barrier in place
- Grade established
- Termite treatment

Foundation Walls

- Block – completed with vent locations open, piers, anchors installed, waterproof/dampproof, drain installed, before backfill
- Poured in place concrete – Same as block walls, except, any wall containing reinforcing steel or excess fill height shall also require certification from an Structural Engineer.

Framing and Rough-In

- Framing, blocking and bracing complete
- Exterior windows and doors in place
- Electrical, Plumbing, Mechanical installation that will be concealed complete
- Exterior wall insulation –
 - Batts- complete
 - Blown in – requires separate inspection
- Fireplace – Pre-fab – installation complete
 - Masonry – separate inspection after damper and firs flue liner in place

Temp Electrical

A 30-day electrical may be allowed provided the electrical system complete and the sewage disposal system connected. **NO OCCUPANCY WILL BE ALLOWED.**

Final and Certificate of Occupancy

Structures complete and ready for occupancy with no violations. Inspections required by other agencies must be approved before issuance of Certificate of Occupancy.

REQUESTS FOR INSPECTIONS MUST INCLUDE THE FOLLOWING:

Name, Address, Type of Inspection, Project Number, and Building Permit Number
ALL INSPECTION REQUESTS MUST BE MADE PRIOR TO 8:00 AM TO GET ON
THE INSPECTION LIST FOR THAT DAY! Inspectors may be available to answer calls
daily from 8:00 – 8:30 am and from 4:00 – 5:30pm 770-537-2331.

NOTICE

City of Bremen Codes Enforcement is now able to take calls for inspection twenty-four hours a day. To be able to better serve you we need the following information when you call in.

- A. Name permit is in.**
- B. Address of building site.**
- C. Building permit number for job.**
- D. Type of Inspection.**

As long as the call is received by 8:00 AM the inspection will be done that day. Calls for footings, service changes, slabs will be called to the inspection after 8:00 AM. All other calls that come in after 8:00 AM will be put on the next day's list to inspect.

If for some reason you need to talk to your inspector you will need to call and make an appointment, and the inspector will confirm the appointment.

The number to call for inspections day or night is (770) 537-2331 ext. 31. No other number will get through for an inspection.

Thank you, for your cooperation,

**Steve Muse
City of Bremen Codes Enforcement**

❖Building Inspections❖

1. **Requests for inspections:** All requests can be made by calling City of Bremen at (770) 537-2331. Any inspection requests received after 9:00 a.m. will be handled on the following work day.
2. **NOTE:** Only the person actually performing the work (building, electrical, plumbing, and HVAC) is authorized to obtain the permit. Homeowners may perform work on their own homes, however, a permit for that work must be obtained. **It is illegal for a homeowner to obtain a permit and allow another individual to perform the work.** Both parties are in violation and will be so charged.
3. **Posting of Permits:** Work requiring a permit shall not commence until the permit holder, or his agents, post the permit card in a conspicuous place on the front of the premises. The permit shall be protected from the weather, and located in such position by the permit holder, until the final inspection is given by the Building Inspector. A Certificate of Occupancy can be obtained from the Building Inspector upon final approval.
4. **Required Inspection:** The Building Inspector, upon notification from the permit holder/General Contractor, or his agent, shall make the following inspections (and such other inspections as may be necessary). The Inspector shall either approve that portion of the construction as completed or shall notify the permit holder, or his agent, of any violations to comply with this Code:
 - a. **Driveway Inspection:** The driveway must be properly connected to a public road and have a culvert installed. All culvert pipes must be corrugated metal or concrete and at least 20' long with a 15" minimum diameter. **PVC culvert pipe is not permitted.**
 - b. **Footings:** To be called in by the General Contractor before the concrete is poured:
 - 1) **Plumbing for slab:** After plumbing under slab has been roughed-in, prior to poly and wire placement or plumbing being covered.
 - 2) **Slab:** After wire and poly are in place, prior to concrete being poured.
 - c. **Foundation:** To be called in by the General Contractor after the building is framed, prior to any frame work.
 - d. **Frame:** To be called in by the General Contractor after the building is framed, prior to any mechanicals being started.
 - e. **Rough - In:** To be called in by the General Contractor after the electrical, plumbing, and HVAC is roughed-in and the insulation is in the exterior walls, prior to sheetrock being installed.
 - f. **Fireplace Inspection:** All masonry fireplaces are to be inspected prior to the hearth being built and as the chimney construction progresses above the fire-box (during the actual construction).
 - g. **Final:** To be called in by the General Contractor after the building is completed and ready for occupancy.

- h. **Re-Inspection Fees:** If the Notice of Inspection card indicates that an inspection is not approved and a re-inspection is required, a fee is required, a fee of \$25.00 MAY be required by the Codes Enforcement Office before another inspection is scheduled for the job.

5. **Written Approval:** Work shall **not** be done on any part of a building or structure beyond the point indicated in each successive inspection without first obtaining the written approval of the Building Inspector. Such written approval shall be given only after an inspection has been made of each successive step in the construction, as indicated by each of the fore-going inspections.

6. Codes in force in the City of Bremen are as follows:

- a. **Southern Standard** (building, plumbing, HVAC, housing, fire and gas codes): Copies of these codes may be obtained by contacting:

Southern Standard Building Code Congress International
900 Montclair Road
Birmingham, AL 35213-1206
(295) 591-1853

- b. **Electrical:** National Electric Code Handbook - available through the local supply houses or call:
1-800-344-3555

*** SEE THE FOLLOWING ELECTRICAL CODE AMMENDMENTS:**

1. #14 gauge wiring is **not** allowed anywhere in residential systems except for 3-way switch legs and isolated smoke alarm systems.
2. Dryer circuits **must** be #10-3 with ground **not** #10-2 with ground! (Copper). Range circuit **must** be on 4 wire system.
3. Aluminum is acceptable only as a service entrance. Aluminum wire is **not** acceptable beyond the panel box.
4. Furnace and/or A.C. circuits, including heat strips, **must** be of copper cable with a disconnect located at the unit.
5. All whirlpool (jacuzzi) and hot tubs are required to be placed on the GFCI protected breakers **only**.
6. A mast pipe and weatherhead is **required** for all electrical services - including mobile homes. Rigid, PVC or EMT conduit is acceptable.