

APPLICATION INTAKE

In Person: 9:00 am – 4:00 pm

By Email: buildingpermits@roswellgov.com



Date: ___ / ___ / ___

Application No.:

Taken by: _____

**RESIDENTIAL: POOL / ADDITION / DECK / RETAINING WALL
 COMBINED BUILDING & LAND DISTURBANCE PERMIT APPLICATION**

 Choose **ONE**: Pool Addition Deck Retaining Wall

 Trades to add: Electrical Plumbing Mechanical

All applicable sub-contractor affidavits must be submitted before issuance of permits
PROJECT DESCRIPTION

Job Site Address:

Suite:

Project Description: _____

Total Project Cost (Required for application submittal): \$ _____
Please ensure that the total cost provided reflects the true cost of the project. If a valuation appears low, the Chief Building Official (CBO) may ask for more details or apply the latest International Code Council (ICC) Valuation Table, as appropriate.

Total Parcel Area (Acres) _____ Disturbed (Acres) _____ New or Replaced Impervious Area (Square feet) _____

CONTACTS
**Property
Owner**

Name:

Address:

City:

State:

Zip:

Contractor

Name:

License No:

Company:

License No:

**Exemption
Claimed
(attach
affidavit)**

Address:

City:

State:

Zip:

Phone:

E-mail:

**Plan
Review
Contact**

Name:

Phone:

E-mail:

Applicant

Name:

Phone:

E-mail:

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 herein is true and correct. I further certify that all construction will comply with the building codes in effect at the time of permit issuance. I understand that this application will expire after six months if no activity takes place.

Signature of Applicant

Date



RESIDENTIAL: COMBINED POOL/ ADDITION/DECK/ RETAINING WALL PERMIT CHECKLIST

COMBINED BUILDING & LAND DISTURBANCE PERMIT APPLICATION CHECKLIST

Building Permit applications may be submitted the following ways:

- In person at City Hall between the hours of 9:00 am and 4:00 pm
- By emailing PDFs of the checklist items to buildingpermits@roswellgov.com

Checklist items required for application submittal:

- Completed & Signed Building Permit Application, including this checklist page
- Copy of Contractor's Current Business License, applicable State License, and Photo ID
The homeowner may apply as their own contractor, but must provide a notarized Homeowner Affidavit form, proof of ownership, and current photo ID.
- Authorized Agent Form (if applicant is submitting on behalf of the contractor), with copy of Agent's Photo ID
- Copy of Applicant's Photo ID (if applicant is someone other than contractor or authorized agent)
- Completed Subcontractor Affidavit for each Trade (mechanical, electrical, plumbing) to be added to this application, including a copy of subcontractor's business license, state license, and Photo ID.
- One (1) PDF file of the complete set of construction documents on a disk or flash drive, including:
 - Site plan, as applicable, of existing conditions indicating the proposed construction activities, dimensions of proposed improvements, dimensions from structures to property lines, area of land disturbance, and proposed erosion and sedimentation control measures.
 - Addition Building detail sheets, as applicable, with existing and proposed floor plan, foundation details, wall details, and roofing details.
 - Pool detail sheets, as applicable, with plan view, section view, consolidated notes and details. Provide proof of approval from Fulton County and/or City of Roswell for water & sanitary or septic connection.
 - Deck detail sheets, as applicable, with plan view, joist spacing, connection details, railing details, and stair details.
 - Retaining wall detail sheets, as applicable with section view, elevation view, foundation details, and drop off protection details. Provide retaining wall design calculations, as applicable. All retaining walls greater than 4-feet in height when measured from the bottom of foundation to top of wall shall be designed by a qualified engineer, and the Property Owner Indemnification and Engineer's Wall Design Certification shall be completed and submitted with the application.

Please refer to the City of Roswell Community Development Department website for additional information and to download applications and forms.