



BUILDING DEPARTMENT  
12453 Hwy 92  
Woodstock, GA 30188  
Phone: 770-592-6054  
www.woodstockga.gov  
woodstockbuilding@woodstockga.gov

## NEW HOME BUILDING PERMIT SUBMITTAL CHECKLIST

SUBMITTAL DATE: \_\_\_\_\_

### \*NEW HOME CONSTRUCTION ONLY\*

ALL RESIDENTIAL BUILDING PERMIT APPLICATIONS MUST HAVE THE FOLLOWING  
SUPPORTING DOCUMENTATION, INCLUDING SUB AFFIDAVITS

**\*TWO** SETS OF PLANS AND HOUSE LOCATION PLANS ARE REQUIRED FOR REVIEW\*

**\*\*THREE** SETS FOR A SINGLE FAMILY ATTACHED HOME OR IF THE HOME IS LOCATED IN  
DOWNTOWN DISTRICT\*\*

PLEASE ENSURE THE FOLLOWING INFORMATION IS INCLUDED IN YOUR PLANS.

#### PLAN REVIEW:

#### INITIAL BELOW

1. COVER SHEET:
  - a. CURRENT CODES WITH G.A. AMENDMENTS
  - b. WIND LOAD- Current wind load per current adopted code
  - i. C. SEISMIC CATEGORY-B
  - c. LIVE LOADS / DEAD LOADS
2. FLOOR PLANS - LAYOUTS – 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, BASEMENT
3. ELECTRICAL PLANS - 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup>, BASEMENT
4. ELEVATIONS - FRONT, REAR, SIDES
5. STRUCTURAL PLANS - FOUNDATIONS/ FRAMING DETAILS/ UL DETAILS IF APPLICABLE
6. TABULATION CHART - SQ. FOOTAGE FOR EACH LEVEL
  - a. (INCLUDE ALL DECKS/COVERED PORCHES)

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\_\_\_\_\_  
\_\_\_\_\_

#### H.L.P. REVIEW:

1. ALL SETBACKS-FRONT, REAR, SIDES - AS PER APPROVED PLAT
2. HOUSE PLACEMENT
3. DRAINAGE OFF LOT (SHOW ARROWS HOW WATER FLOWS AWAY FROM THE HOUSE)
4. PLAT BOOK AND PAGE NUMBER
5. SIGNED AND SEALED FROM A REGISTERED LAND SURVEYOR
6. TREES PER APPROVED TREE PLAN (NEW COMMUNITY)

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\_\_\_\_\_  
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**IF ANY ABOVE ITEM IS MARKED "N/A", AN EXPLANATION MUST BE INCLUDED**



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**NEW HOME  
BUILDING PERMIT  
APPLICATION**

SUBMITTAL DATE: \_\_\_\_\_

**PLEASE TYPE OR PRINT**

PERMIT No.: \_\_\_\_\_

**PROJECT INFORMATION:**

Project Name: \_\_\_\_\_ Subdivision/Business Name: \_\_\_\_\_ Lot/Suite #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: CHEROKEE

☐ RESIDENTIAL

☐ COMMERCIAL

☐ NEW

☐ ALTERATION

☐ ADDITION

☐ ACCESSORY STRUCTURE

☐ REPAIR

IF **NEW** SINGLE FAMILY HOME: ☐ DETACHED ☐ ATTACHED

**OWNER INFORMATION:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ Email: \_\_\_\_\_

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

**CONTRACTOR INFORMATION:**

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ LICENSEE NAME: \_\_\_\_\_ STATE LICENSE No.: \_\_\_\_\_

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

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

ALTERNATE CONTACT: NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**ARCHITECT/ENGINEER:**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**SUBCONTRACTOR INFORMATION (AFFIDAVITS FOR NEW SINGLE FAMILY HOMES ONLY):**

ELECTRICAL CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

PLUMBING CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

MECHANICAL CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

GAS CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

LOW VOLTAGE CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

**DESCRIPTION OF WORK:** \_\_\_\_\_

OCCUPANCY TYPE: \_\_\_\_\_ CONSTRUCTION TYPE: \_\_\_\_\_ SQ. FEET: \_\_\_\_\_ CONSTRUCTION VALUE: \$ \_\_\_\_\_



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**NEW HOME  
BUILDING PERMIT  
APPLICATION**

SUBMITTAL DATE: \_\_\_\_\_

**PLEASE SUBMIT THE FOLLOWING ITEMS WITH THIS COMPLETED APPLICATION**

**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED FOR REVIEW**

- ☐ 2 SETS OF BUILDING PLANS & SITE PLANS WHICH MUST INCLUDE A DETAILED SCOPE OF WORK.
- ☐ THE PLAN SUBMITTAL CHECKLIST
- ☐ COMPLETED FIRE DEPARTMENT REVIEW APPLICATION (FOR ALL COMMERCIAL PROJECTS, ATTACHED MULTIFAMILY HOMES AND ATTACHED SINGLE FAMILY HOMES)
- ☐ DRIVER'S LICENSE
- ☐ BUSINESS LICENSE
- ☐ PROOF OF PAYMENT FOR WATER METER (IF APPLICABLE)
- ☐ STATE CONTRACTOR'S LICENSE (IF APPLICABLE)
- ☐ AUTHORIZED PERMIT AGENT FORM (IF APPLICANT IS NOT THE STATE LICENSE HOLDER)
- ☐ OWNER BUILDER AFFIDAVIT (FOR HOMEOWNERS ACTING AS GENERAL CONTRACTOR)
- ☐ FOR ALL COMMERCIAL PROJECTS AN UPFRONT PLAN REVIEW FEE IS REQUIRED BASED ON THE CONSTRUCTION VALUE
  - FOR CONSTRUCTION VALUE OF \$5,000 OR LESS = \$25
  - FOR CONSTRUCTION VALUE OF \$5,000.01 - \$50,000 = \$100
  - FOR CONSTRUCTION VALUE OF \$50,000.01 - \$150,000 = \$200
  - FOR CONSTRUCTION VALUE OF \$150,000.01 OR MORE = \$300

**APPLICANT'S AFFIDAVIT**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Woodstock. I understand that a separate permit must be obtained for electrical, plumbing, heating, ventilation and air conditioning, pools, signs, etc.

I certify that all the foregoing information is accurate and all work will be done in compliance with all applicable laws and ordinances regulating construction and zoning.

**APPLICANTS NAME**

**SIGNATURE**

**OWNER** ☐

**AGENT** ☐

**CONTRACTOR** ☐

**TENANT** ☐

\_\_\_\_\_

\_\_\_\_\_

**OWNER SIGNATURE:** \_\_\_\_\_