



BUILDING DEPARTMENT
12453 Hwy 92 Ste 105
Woodstock, GA 30188
Phone: 770-592-6054
www.woodstockga.gov
woodstockbuilding@woodstockga.gov

RESIDENTIAL PLAN SUBMITTAL CHECKLIST

SUBMITTAL DATE: _____

ALL RESIDENTIAL BUILDING PERMIT APPLICATIONS MUST HAVE THE FOLLOWING SUPPORTING DOCUMENTATION FOR PLAN REVIEW

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 – 90 MPH
 - c. SEISMIC CATEGORY – B
 - d. LIVE LOADS / DEAD LOADS
2. FLOOR PLANS – LAYOUTS – 1ST, 2ND, 3RD, BASEMENT
3. ELECTRICAL PLANS – 1ST, 2ND, 3RD, 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)

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)

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



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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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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: _____

Application reviewed by: _____ Date: _____ Approved by: _____ Date: _____