



CHEROKEE COUNTY

BUILDING DEVELOPMENT SERVICES

1130 Bluffs Parkway, Canton, GA 30114
Phone: (770)-721-7810

www.cherokeecountyga.gov

Building & Development Services Department

- **All applications have been updated.** Visit website to get the most recent versions: Residential, Electrical Temporary Power, Pools, etc.
- **Home Location Plans (HLP)** at building permit will be required as of 1/1/2019. **Drawn by a design professional.**
- **Form Board Surveys** before 1st concrete pour and must be approved before scheduling of **footing inspection or acceptance of engineer report letter. Required on all 2019 and later permits.** This survey will replace the **setback inspection.**
- **Time slots for inspections** – The Building Inspectors are now placing a window of time on all inspections viewable on the CityView Portal for your convenience in the comment section of the scheduled inspection by 8:30 AM.
AM-between 8 AM and 11:30 AM
MID- between 10 AM and 2 PM
PM – between 12 PM and 3 PM
EDGE - between 2 PM and 4 PM (with high volume MAY BE PUSHED TO THE NEXT DAY)
- **Plumbing Inspections in FREEZING WEATHER CONDITIONS:**
After Plumbing has been tested, water may be released. We will not be requiring a water test during extreme low temperatures where test water will freeze and damage piping. This will also apply to under slab and rough inspections. All finals will require water to be on with water heater operational. (DECEMBER-FEBRUARY, **ONLY**)
- **Model Home Permits** will need to be dropped off with the Development Service Center to be verified before issuance. Please **allow 5 business days** for them to be completed. Submitting 2nd foundation survey after final plat showing corrected address and layout is required.
- **Permit Limits** - In the event you have **more than 3 permits** that need to be processed, you may be asked to leave these and we will contact you once they are ready to be paid and issued. .
- Cherokee County will be providing training on the **Residential Building Codes**. These will be **free** to Builders. We will be giving our interpretations on the building codes.
Please check with the DSC for Dates and Times.

The Cityview portal on the Cherokee County website is the most convenient way to view all you permit information.

Thank you Paul Laney - CBO
Director of Building and Development Services.

Cherokee County – Where Metro Meets the Mountains



RESIDENTIAL BUILDING PERMIT APPLICATION

Residential Building Permit Application Guideline

Building Department
1130 Bluffs Parkway, Canton, Ga. 30114
Phone: 770-721-7810

Submittal Date _____

A complete Residential application shall include the following:

- ☐ A complete permit application.
- ☐ Accessory Structures requires supplemental application. See DSC Team for form.
- ☐ If Engineer conducting all inspections? (Engineer Affidavit, State License & Copy of Insurance)
- ☐ Driveway permit approval (If Applicable)
- ☐ All subcontractor Affidavits (Inspections will not be performed until all affidavits are in)
- ☐ A site plan, survey, scaled drawing or house location plan (HLP), not more than two years old and no larger than 8.5"x11", prepared by a design professional (an architect, engineer, landscape architect, or land surveyor). Incomplete or illegible plans will not be accepted. Refer to the attached site plan drawing checklist for additional information.
- ☐ Approval for the Environmental Health Department (If Septic Tank).
- ☐ Water Department proof of meter and/or sewer fees. (If Applicable)
- ☐ State Contractor's License (If Applicable)
- ☐ Driver's License
- ☐ Business License
- ☐ Authorized Permit Form (If Applicant is not the State License Holder)
- ☐ Home Owner Affidavit (If Homeowner Acting as General Contractor)
- ☐ Payment of All fees (Including Impact Fee If Applicable)

APPLICANT'S AFFIDAVIT

Application is hereby made to obtain a permit to do the work and installation 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 the standards and all laws regulating construction in Cherokee County, GA. I understand that a separate permit may be required for Electrical, Plumbing, Heating 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 in Cherokee County and the State of Georgia.

APPLICANT'S NAME OWNER AGENT CONTRACTOR TENANT

DATE: _____

OWNER/APPLICANT SIGNATURE : _____ DATE: _____

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



1130 Bluffs Parkway
Canton, GA 30114
P 770-721-7810

www.cherokeecountyga.gov
dsc@cherokeecountyga.gov

ISSUANCE OF A BUILDING
PERMIT IS A STATEMENT
TO MEET REQUIREMENTS
OF STATE LAWS

RESIDENTIAL BUILDING PERMIT APPLICATION											
PROJECT	New Construction		Addition		Renovation		Accessory		Engineer Entire Project	Permit #	
	Street Address									Lot#	
	Subdivision			Bldg/Apt#		City			Zip		
CONSTRUCTION INFORMATION	Application Type			Occupancy Type			Construction Type				
	Zoning		Variance#		Front Setback		Rear Setback		Side Setback		
	Map		Parcel		Flood Plain		Septic Permit #				
	Serving Utility Company					Sewer		Well			
	REQUIRED DATA FOR 1- AND 2- FAMILY DWELLING										
	# Stories		# Bedrooms		# Bathrooms		SQUARE FOOTAGE		R-3 (heated/finished)		
	Description of work					Unfinished Basement		U (garage/utility)			
						Covered Porch		Deck			
						Renovation		Finished basement and/or attic			
	Slab		Crawl		Electrical		Mechanical		Plumbing		Gas
CONTACT INFORMATION	Property Owner								Phone #		
	Address										
	Email										
	General Contractor								Phone #		
	Company Name										
	Address										
	Email										
	Applicant								Phone #		
	Address										
	Email										
AUTHORIZED SIGNATURES	The undersigned, upon oath, states that the above information is true and correct, that the structure will comply with all Building Codes as adopted by Cherokee County, understands that the permit issued is only for construction as stated and that the occupancy of the structure is not permissible until all requirements are met and a Certificate of Occupancy has been issued by Cherokee County.										
	APPLICANT'S NAME _____										
	APPLICANT'S SIGNATURE _____						DATE _____				
	OWNER'S NAME _____										
	OWNER'S SIGNATURE _____						DATE _____				

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE OF 1 FOOT IN 64,500± FEET, AN ANGULAR ERROR OF .03 SECONDS PER ANGLE POINT AND WAS ADJUSTED USING THE LEAST SQUARES METHOD. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND FOUND TO BE ACCURATE TO 1 FOOT IN 100,000+ FEET. AN ELECTRONIC TOTAL STATION AND A 100' CHAIN WERE USED TO GATHER THE INFORMATION USED IN THE PREPARATION OF THIS PLAT. NO N.G.S. MONUMENT WAS FOUND WITHIN 500 FEET OF THIS PROPERTY. THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON. THIS PLAT DOES NOT EXTEND TO ANY UNNAMED PERSON, PERSONS, OR ENTITY WITHOUT EXPRESS RECERTIFICATION BY THE SURVEYOR NAMING SAID PERSON, PERSONS OR ENTITY. THESE DOCUMENTS, AS INSTRUMENTS OF SERVICE REMAIN THE PROPERTY OF A SURVEYING FIRM, INC. AND NO PART THEREOF MAY BE USED , COPIED OR REPRODUCED IN ANY FORM WITHOUT WRITTEN PERMISSION. COPYRIGHT ©2018 SURVEYING FIRM, INC. *** ALL MATTERS PERTAINING TO TITLE ARE EXCEPTED ***

BOUNDARY BY A SURVEYOR
PER PB ###, PG ###,
CLERK OF SUPERIOR COURT,
CHEROKEE COUNTY.

NO MINIMUM FFE REQ'D
PER PB ###, PG ###

ZONED: R15
FRONT YARD SETBACK: 15'
SIDE YARD SETBACK: 7.5'
REAR YARD SEBACK: 15'

EXAMPLE

Before 1st Inspection

- Title as Foundation Survey
- Physical address
- Setback measurements at all corners.
- All easements / Buffers
- Stamped & Signed by Registered Land Surveyor.

HOUSE LOCATION PLAN

LOT 42
203 ANY ROAD
CANTON, GA.

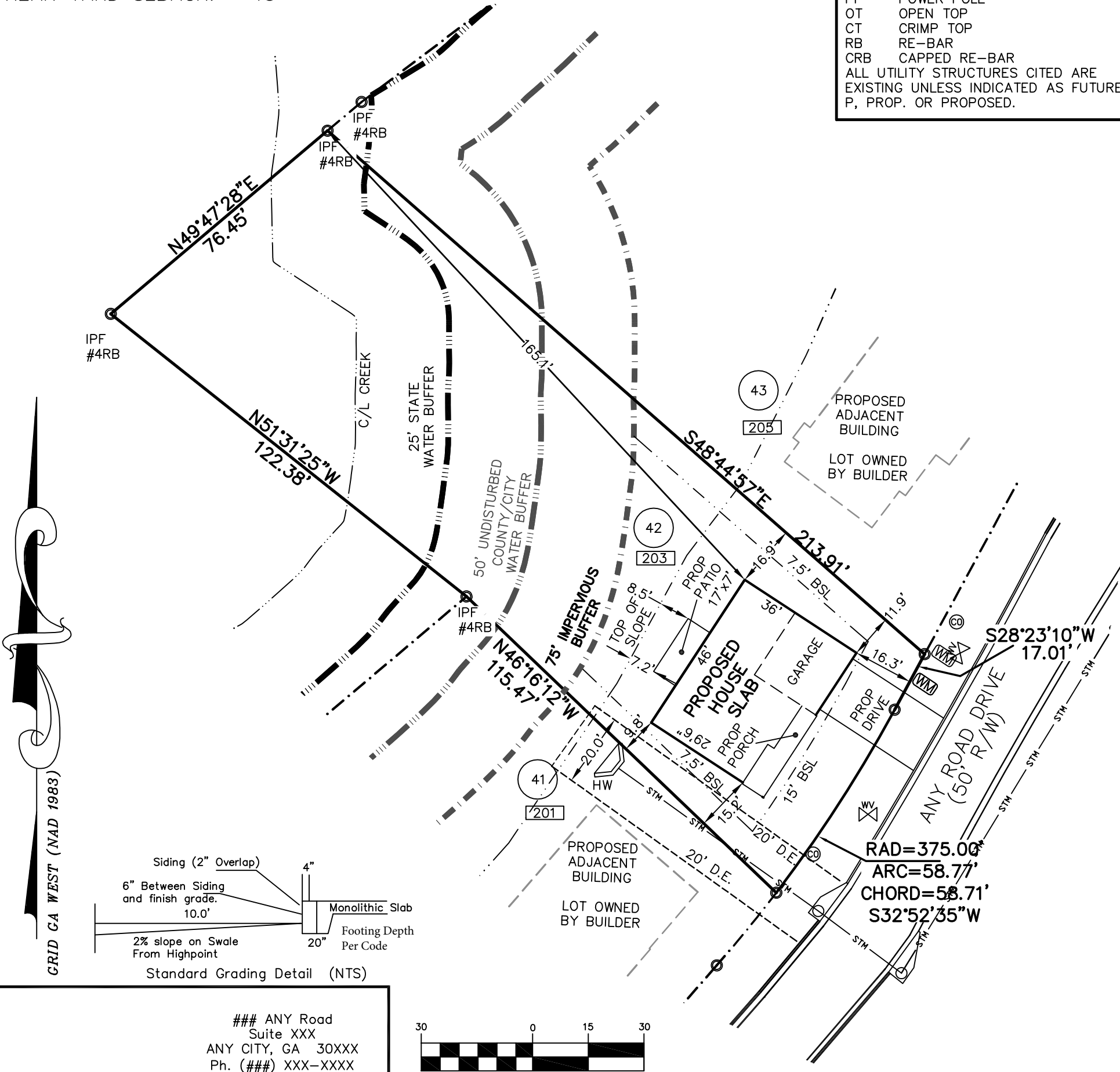
16,404 Sq Ft
0.376 Ac.

PIN: XX-XXXX-XXXX
TIN: XXXXXX-XXX

LEGEND

CMP	CORRUGATED METAL PIPE
DE	DRAINAGE EASEMENT
SSE	SANITARY SEWER EASEMENT
BSL	BUILDING SETBACK LINE
IPF	IRON PIN FOUND
IPS	IRON PIN SET
CB	CATCH BASIN
DI	DROP INLET
YI	YARD INLET
JB	JUNCTION BOX
HW	HEAD WALL
POB	POINT OF BEGINNING
MH	MAN HOLE
⊙	CLEAN OUT
R/W	RIGHT-OF-WAY
PP	POWER POLE
OT	OPEN TOP
CT	CRIMP TOP
RB	RE-BAR
CRB	CAPPED RE-BAR

ALL UTILITY STRUCTURES CITED ARE EXISTING UNLESS INDICATED AS FUTURE, P, PROP. OR PROPOSED.



ANY Road
Suite XXX
ANY CITY, GA 30XXX
Ph. (###) XXX-XXXX
Fax (###) XXX-XXXX
www.website.com

30 0 15 30
(IN FEET)
1 inch = 30 ft.

JOB:

BUILDER;S NAME

DATE DATE

SCALE 1" = 30'

LAND LOT ###

DISTRICT

SECTION

CHEROKEE COUNTY, GEORGIA

SUBDIVISION ANY SUBDIVISION

PHASE: #

SECTIONS #

PB XXX PG XXX

LOT(S) ###

REVISION:

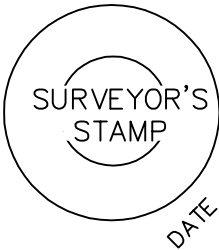
BY:

DATE:

I HAVE THIS DATE, EXAMINED THE "FIA OFFICIAL FLOOD HAZARD MAP" AND FOUND REFERENCED PARCEL (●) (IS NOT) IN AN AREA HAVING SPECIAL FLOOD HAZARDS.

MAP ID FEMA MAP # EFFECTIVE DATE : DATE

JOB #: XXXXX



Building Inspections Schedule

Cherokee County

To schedule an inspection please visit our [Cityview Portal](http://www.cherokeecountyga.gov) on our web page www.cherokeecountyga.gov. All inspections must be scheduled online. Specific instructions on how to schedule an inspection online are available on our portal FAQ section.

Depending on volume of requests, inspections requested prior to 5:00PM will be scheduled for the following business day. Please cancel inspections before 6:30AM to avoid any charges. We recommend appointing one person to coordinate and request inspections.

IMPORTANT TIPS: **Secure all animals at the inspection site.** An adult must be present when it is necessary for the inspector to gain access into occupied properties.

Post your permit card so that it is visible from the street.

Inspection results can be seen on the portal as soon as they happen !!!

REGISTER ON OUR CITYVIEW PORTAL TODAY!

List of inspections

- 1- EROSION CONTROL & SET-BACK INSPECTION: Install erosion control devices (BMPs), a **Foundation survey (form board)** is required on all properties **(Must be uploaded and approved before any concrete inspection, bracing, or rough can be scheduled)**.
- 2- TEMPORARY POLES: Pole should be set for power connection. **(Erosion Inspection must pass before T-pole will pass)**.
- 3- FOOTING/FOUNDATION: All trenches shall be excavated. Request an inspection prior to pouring foundation or a third party engineer letter will be required. **(Survey must be approved before inspection is scheduled or before engineer letter is accepted)**.
- 4- PLUMBING IN SLAB: Request an inspection when rough plumbing is complete, prior to preparing slab for concrete placement or a third party engineer letter will be required. **(This inspection must be approved before bracing inspection)**.
- 5- SLAB/CONCRETE FLOOR SYSTEMS: Request an inspection of gravel and vapor barrier and rebar grid prior to placing concrete or a third party engineer letter will be required. **(This inspection must be approved before bracing inspection)**. ****Foundation walls in excess of 7' backfill require an inspection. ****
- 6- BRACING INSPECTION: Verification of nail pattern is required before exterior siding is installed. **(All Foundation Inspections or Engineer Letters must be approved before this inspection can be scheduled)**.
- 7- DECK FOOTING: Deck posts must be secured and rest on poured footings. Request an inspection prior to placing concrete or a third party engineer letter will be required.



*** PRIOR TO ROUGH INSPECTION, ALL TRADE AFFIDAVITS AND ANY ENGINEER LETTERS REQUESTED BY THE INSPECTOR UP TO NOW MUST BE UPLOADED TO THE PORTAL AND APPROVED BY THE INSPECTOR. A ROUGH INSPECTION WILL NOT BE SCHEDULED WITHOUT COMPLETING THIS STEP. *ALL RE-INSPECTION FEES MUST BE PAID PRIOR TO SCHEDULING THE NEXT INSPECTION.**

8- ROUGH INSPECTION: Request inspection after roofing, framing, windows and doors installed, fire-blocking, bracing is in place and all roughed-in electrical, mechanical and plumbing are complete.

9- TEMP TO PERM CONSTRUCTION POWER (TCP): Performed in conjunction with rough inspection if scheduled.

10- INSULATION INSPECTION: Do NOT insulate prior to the rough inspection. This inspection is performed after all insulation is in place and prior to wall cover and ceiling cover.

***** ENERGY LETTER & ALL PAPERWORK REQUIRED BY INSPECTOR MUST BE UPLOADED TO THE PORTAL AND APPROVED BY INSPECTOR PRIOR TO SCHEDULING A FINAL INSPECTION. (ENERGY LETTER, ENG. LETTERS, AFFIDAVITS, FLOODPLAIN CERTIFICATES, ETC.)**

11-FINAL INSPECTION: This inspection is performed after the structure is complete and ready for occupancy. Energy Compliance Letter posted and uploaded to the portal. Final landscaping shall include soil stabilization with ground cover and positive drainage away from foundation.

TO OBTAIN A CERTIFICATE OF OCCUPANCY (CO) AFTER A SATISFACTORY FINAL INSPECTION, ALL PERMIT CONDITIONS MUST BE RESOLVED.

COMMERCIAL PROJECTS: Commercial projects may require special inspections by third parties, all results should be uploaded before a final inspection. Commercial C.O.s will require approval from Fire Marshal, Building Inspections, Engineering Department and Health Dept if applicable.

For additional information go to www.cherokeecountyga.gov





CHEROKEE COUNTY
COMMUNITY DEVELOPMENT AGENCY
1130 Bluffs Parkway - Canton, Georgia 30114
678-493-6074 - Fax 678-493-6088
www.cherokeecountyga.gov

May 25, 2018

To: All Persons Performing Land Disturbing Activities within unincorporated Cherokee County, Georgia

**From: Cherokee County Community Development Agency
Local Issuing Authority File: LIA-028-00**

Re: Mulch Berms and Brush Barriers

Cherokee County is a Local Issuing Authority (LIA), appointed by the Director of the Georgia Environmental Protection Division (EPD), for the purposes of the enforcing the Georgia Erosion and Sedimentation Act.

The LIA certification grants Cherokee County the authority to regulate land disturbing activities. Additionally, Cherokee County is responsible for ensuring land disturbing activities adhere to the requirements in the Official Code of Georgia, EPD regulations, the Georgia Soil and Water Conservation Commission *Manual for Erosion and Sediment Control in Georgia*, and the Cherokee County Code of Ordinances and Development Regulations.

Recently, Cherokee County received an interpretation from the Georgia Soil and Water Conservation Commission regarding the use of mulch berms and brush barriers (Sd1-BB).

Currently, brush barriers and/or mulch berms are being used on some sites in lieu of non-sensitive silt fence or other erosion control Best Management Practices (BMP's). All sites that are using this method for erosion control and have a current permit, and are in compliance with Cherokee County will be allowed to continue to use this method until the currently permitted work is complete as long as the site remains in compliance. Should the site become non-compliant, Cherokee County will require the installation of additional erosion control BMP's.

Cherokee County **WILL NOT** accept brush barriers and/or mulch berms in lieu of non-sensitive silt fence (or other structural BMP's) for any site permitted on or after **June 4, 2018**. Brush berms and/or mulch berms will still be allowed in conjunction with other structural BMP's as a secondary measure only.

If you have any questions, please feel free to contact the inspector assigned to your site.



STATE LICENSING BOARD FOR RESIDENTIAL AND GENERAL CONTRACTORS

237 Coliseum Drive, Macon, GA 31217

404-424-9966

www.sos.ga.gov/plb

Authorized Permit Agent Form (ONE FORM PER PERMIT)

This form may be used by a qualifying agent to designate an individual to obtain a permit on his/her behalf for a project for the qualifying company. The contractor should submit an original Authorized Permit Agent Form for each project for which he/she has designated an individual to pull permits. This designated individual shall further be identified as the authorized permit agent. This notarized form with an **ORIGINAL SIGNATURE** (no copies or faxes accepted), a copy of the contractor's license, a copy of the contractor's company license, and a copy of the driver's license of the authorized permit agent is to be given to the permit office in the city or county in which the project is located. **DO NOT SEND A COPY OF THIS FORM TO THE BOARD OFFICE UNLESS REQUESTED.**

License verification by permitting office should be completed by visiting <http://verify.sos.ga.gov/verification>

Name of Qualifying Agent:	
Contractor License # (Attach a copy of license.)	
Name of Licensed Company:	
Company License # (Attach a copy of license.)	
Name of Authorized Permit Agent: (Attach a copy of driver's license.)	

PROJECT (an original form is required for each project):

Company listed on contract:	
Property Owner's Name:	
Street Address:	
Apartment or Suite #	
City, State, Zip:	

I hereby designate the above listed Authorized Permit Agent to apply for and obtain the permit(s) for the project listed above. The undersigned, being licensed as a qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

Original Signature of Qualifying Agent (no copies or faxes accepted)

State of _____ County of _____

NOTARY SEAL

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____ DAY OF _____, 20 _____

NOTARY PUBLIC My Commission Expires: