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## Department of Community Development

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# PERMIT LICENSING REQUIREMENTS

## What's Required

**Permits** will only be issued to a State licensed contractor, specialty contractor or homeowner.

**Homeowners** shall complete a "Homeowners Affidavit" provided by the office of Community Development, the form shall be completed and signed in front of a witness and must be notarized. It is recommended that if you are not trained, skilled or experienced in the work being performed you hire a qualified and licensed contractor. A homeowner may not hire an unlicensed person to perform work required to be permitted by a State Licensed Contractor or for the work being permitted by the homeowner. The homeowner must reside in the residence.

**Residential Contractors** may only permit one- & two-family dwellings or townhouses up to three stories in height and their accessory structures.

**Residential – Light Commercial Contractors** may permit all residential structures as well as multi-family and multi-use light commercial structures which are less than four stories in height and less than 25,000 square feet in area and pre-engineered buildings up to 50,000 square feet which do not constitute a hazard type occupancy.

**General Contractors** may permit projects that are unlimited unless their individual license is restricted as a sub-classification by financial limitations. See Georgia State License regulations if you have questions.

**In order to obtain a permit if you are a State Licensed Contractor**, a copy of your State License shall be provided. Community Development will not look up license verifications. If the person requesting a permit is not the actual license holder, an affidavit will have to be provided authorizing that person to obtain permits on his/her behalf (each request for permit will require a separate affidavit). A copy of your license and/or affidavit, photo ID of license holder and person requesting the permit, occupational tax certificate from any jurisdiction in Georgia will be required.

**Trade Contractors** required to be licensed by the State will also have to provide the information stated above to obtain a trade permit. Separate permits are not issued for the trade contractors on a master permit for residential and commercial work.

**Specialty Contractors** may only permit work that is less than \$2500.00 in value and non-structural. Specialty Trade Contractors will need to be performing their trade work under a licensed and permitted contractor. A copy of an Occupational Tax Certificate from any jurisdiction in Georgia shall be provided to obtain a permit. (Specialty Contractors may not contract other trade work unless it is within the scope of their trade)