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Department of Community Development

CITY OF PERRY PERMITTING REQUIREMENTS
Effective January 2, 2018

Residential Plan Submittal Minimum Requirements

To obtain a building permit for construction of a new structure, addition, accessory building or substantial improvement for a residential use in the City of Perry, the following information shall be shown or provided in detail on a plan drawn to scale with dimensions:

- **Cover sheet** with contact information for contractor and/or owner, (name, phone number(s), e-mail, lot/parcel number, address, zoning, cost of construction, etc.)
- **Site plan (see example)** to include, lot dimensions, setback information, utility locations, easements, tree or special landscape location/requirements, driveway locations and area of construction. *If grading is required to correct storm water runoff, indicate how this is to be done and obtain approval before grading begins. E&S measures may be required*
- **Building plans to include:**
 - **Foundation plan**, slab on grade and crawl space (pier locations)
 - **Elevations** to include window and door locations (indicate hazard glazing if required), exterior finishes, guard and/or hand rails if over 30" above grade
 - **Wall Section**, indicate insulation R-value and air barrier locations
 - **Roof plan** to include, dimensional lumber sizes if stick built or truss plan, (truss plan needs to be on site at time of framing inspection)
 - **Floor plan** to include, room sizes with designation, doors sizes with swing direction, window sizes, stair location, attached or detached garages and future or unfinished areas
 - If a **pool** is to be constructed, indicate location on site plan. Show fence to include gate location(s) and if the structure is to be part of the barrier, indicate on the floor plan which doors and/or windows will be alarmed. (permit required)

Residential plans are not required to be stamped by an Architect or Engineer unless the structure is over three (3) stories in height or has mixed uses not considered as residential or has unique construction designs or site conditions not standard to residential uses.

All plan submittals shall be legible, a minimum scale of 1/8" = 1' or larger, architectural style and be specific to your project. These requirements are minimum standards and may not be all inclusive. Work must comply with all State and local laws, codes and ordinances.

Minimum Requirements for Commercial Plan Submittal & Review (Architectural)

To obtain a building permit for construction a minimum of two (2) sets of plans is required for a new structure, addition, accessory building, substantial improvement or alteration for a commercial use in the City of Perry, the following information shall be shown or provided in detail on a plan drawn to scale with dimensions. (Architectural style drawn to a minimum scale of 1/8" = 1")

- A cover page with project name and narrative, zoning designation, code references, title block for design and construction professionals, location (key) or site map, index of drawings, occupancy and construction type with code analysis to include allowable height and area calculations and means of egress.
- All Educational, Institutional and Assembly Occupancies as well as any project 5000 Sq. ft. or larger are required to be designed and sealed by a State of Georgia Architect and/or Engineer. Stamped drawings may be required for other projects if determined by the Chief Building Official or Fire Marshal that the plans are not in compliance with the mandated codes or have unique or special conditions.
- Pre-engineered buildings used as part of a building project require a stamp by the manufacture's Engineer and all supporting documentation such as loading and reaction designs are required to be submitted along with any other information necessary to show compliance. Foundation drawings must include a pier or bolt plan as part of the pre-engineered building.
- Shop drawings will be required as a separate submittal for sprinkler work, and signs to obtain a permit. Layout and/or renderings may be included in the architectural plans, but permits will not be issued for these particulars without shop drawings.
- Plans at a minimum shall include electrical, plumbing, HVAC, and gas riser diagrams and ADA details, but may require a detailed layout on an individual plan if scope of work is not minor to the total project.
- A fire and life safety plan to include exit and emergency lighting, egress requirements, travel distances, fire ratings and fire protection systems.

- Floor plan, wall section, structural details, elevations, hardware, window and door schedules and travel distance.
- Footing and foundation plan to include rebar size & locations, depth and width of footings and slabs.
- Energy code information (Com-Check) to include insulation details for walls & ceilings and lighting compliance.
- Electrical, plumbing, HVAC & gas plans need to provide detailed information of fixture type, location and sizing.

These are minimum requirements that in most cases will provide ample information for determining compliance with the State mandated codes and local ordinances. Additional information may be required in some cases if submittals provided are not of sufficient clarity to determine compliance.

Pre-submittal conference with the Chief Building Official and/or Fire Marshal is suggested if plans are not designed by a professional Architect and/or Engineer or if you are unsure of a particular requirement.

All commercial plans will be reviewed in the order they are received. Average review time is three (3) weeks depending on the work load, completeness of the submittal and size of the project. Large projects may take longer. Most plans will be noted and approved if minor code corrections are found, however, plans may be rejected and will be required to be revised and resubmitted if excessive or missing information is found. If this is the case review time will start over once plans are returned.

An electronic submittal of “as-builts” is required for all new or substantially disturbed site areas.

Small Tenant Space Interior Upfit

Provide two (2) sets of plans to the City of Perry Community Development for review. Small tenant space plans less than 1500 square feet may be hand drawn on 8 ½” X 11” paper. The following items must be identified on the plans:

- Project name and address with suite number (if applicable).
- Dimensions for the overall space and dimensions for each room, or drawn to scale.
- Each room/space is identified and labeled.
- Location of doors, windows, fixtures, furniture, shelving, and work spaces.
- Emergency lighting, exit sign locations, and fire extinguishers.
- On separate sheet show overall floor plan, showing tenant separation walls. Indicate what type of occupancy (or what business) is on either side of your space.
- Fire rated barriers and/or firewalls.
- Fire alarm, sprinkler system, and kitchen hood system work will require separate plans to be submitted by subcontractor.
- Plans must be legible.
- Plan review fee in accordance with the fee schedule.

** The above mentioned items are the minimum plan requirements. The contractor is responsible for providing all details on the drawings. For additional information call (478)988-2759 for Fire Marshal and (478)988-2720 for Community Development.*

1. Once the Building/Fire Marshal's Office approves your plans, you will be contacted by Community Development to pick up your permit. A building permit is required for the work proposed and can only be issued to a licensed general contractor.
2. Request field inspections from the Community Development Department. (478)988-2720.
3. Once all required inspections have passed and an Occupational Tax Certificate has been obtained, you may contact the Community Development Department at (478)988-2720 to request your Certificate of Occupancy.

Licensing Requirements

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 home owner **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 home owner.*

Residential Contractors may only permit one & two family dwellings or townhouses up to 3 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 4 stories in height and less than 25,000 square feet in area and pre-engineered building 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 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 at time of permit request. 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 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 and project documents 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.

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)

Requirements for Onsite Permit Posting

All permits and other documentation required to be maintained on a City of Perry construction site shall adhere to the following:

- Placement of any and all documents shall be in a JR DOC-BOX provided by the Office of Community Development or may be purchased from an authorized supplier. Only JR DOC-BOX or approved equal will be allowed.
- JR DOC-BOX shall be secured to a durable weather proof flat surface at least equal to the size and shape of the box itself and be attached to a pressure treated 4" X 4" post.
- The post shall be securely installed a minimum of 2' into the ground to prevent falling and shall be maintained plumb and level throughout the project.
- A minimum height of 4' to the bottom of the box and a maximum height of 6' to the bottom of the box shall be maintained.
- The DOC-BOX shall face the street and be placed in close proximity to the water meters or in an area of the lot where it will not be damaged during the construction phase, but must be reasonably centered on the lot or at the construction entrance if project is not visible from the street.
- Each lot/project shall be provided with its own document storage container. The JR DOC-BOX is reusable and should be protected as necessary to prevent damage.
- Contractor name and contact information shall be provided in or on the box in a legible manner. Additionally, the lot number and address shall be provided so as to be visible from the street. Keep in mind these containers are reusable so permanent markings/writing on them may limit their use. *Area above or below the DOC-BOX would be perforable.*
- A sketch is provided as an example but any reasonable alternative would be acceptable. (see attached)

The requirements for installation are for new construction or major remodel projects. Minor additions, alterations or repairs to existing residential or commercial projects may attach the DOC BOX to the exterior of the structure. Providing however, the document box is accessible and viewable from the street.

If any of the requirements above cannot be met because of some site condition(s) please discuss an alternative approval with the Building Inspector before installation, removal or relocation.

FIELD INSPECTION PROCEDURES

Inspections DO NOT have a specified time. The inspection may be scheduled for morning or afternoon. Inspections received prior to 8:00am will be done between 8:00am and Noon that same business day. Inspections received after Noon will be scheduled the following business morning. Inspections must be received by Noon in order to be scheduled for that afternoon. No inspections will be conducted the day the permit is issued. The only exceptions are electrical and sewer permits on existing structures due to damage or obstructions. Please have the site ready prior to scheduling an inspection. Sites not ready when the Inspector arrives will be noted as a failed inspection and re-inspection fee will be charged. A re-inspection fee will be charged on the third visit for the same inspection request. This fee must be paid before the third inspection is made.

Requested inspections **WILL NOT** be conducted if required silt fence and construction driveway are not in place, and property maintained, and if adjacent streets are not clear of dirt, mud, and other debris related to construction project. Construction sites found to be in violation of these requirements must pay a re-inspection fee before rescheduling a re-inspection. If violation is not corrected when re-inspection is conducted or found to be in violation at any subsequent inspection for the same builder/contractor, further action, including but not limited to issuance of a “Stop Work Order” will be taken to ensure compliance.

The following inspections are required:

- 1). **Footing/Site:** At the time of the footing/site inspection is conducted the following should be in place. Construction exit and sediment barriers. Sanitary facilities for the workers should be on site.
- 2). **Sub slab systems:** Inspection requires a 10’ head test
- 3). **Slab/before slab is poured:** Poly and rebar to be in place before inspection and proof of termite treatment.
- 4). **Rough-in framing:** All trades should be roughed-in at this point.
- 5). **Insulation:** before any sheathing applied. Please do not cover any walls or ceilings prior to this inspection.
- 6). **Building Sewer:** The City of Perry requires a cleanout at building and where connection is made to City. You must add additional cleanouts if over 100’ feet

between cleanouts. Two-way cleanout and check valves are not required, but may be installed if desired. It is strongly encouraged tracing wire be installed.

7). **Permanent Power:** All lights, appliances or terminations need to be completed. Two ground rods are required. **Please remember this is not the final inspection.** If the dwelling is occupied before the Certificate of Occupancy/Completion inspection power to future projects may be withheld until completely finished at which time a power inspection will be made and then a Certificate of Occupancy/Completion inspection.

8). **Utility/Right-of-Way Inspections:** The City of Perry Lead Engineering Technician will inspect that sidewalks are clean and clear and are in an acceptable standard, hydrant valves are at proper grade, manholes for sewer and stormwater lids are to be accessible, storm inlets are to be on grade and clear of debris, valves are to be on grade and clear of debris, collars are to be in place, and all easements, curbs and streets are to be clear and clean of any dirt/debris.

9). **Final Inspection - Certificate of Occupancy/Completion:** Building should be complete and all required landscaping installed. All water boxes and sewer cleanouts set to grade. All required certifications should be on file in the City of Perry Community Development Department; septic tank inspection from Houston or Peach Counties, energy certificate filled out completely and a copy on site and provided to the Community Development Department. Food service permits if required from the Houston County Health Department and Fire Marshall approvals if required.

To request an inspection phone 478.988.2720, if message is left, **please state permit number, lot location and address and type of inspection. A (24) hour notice is required to schedule the inspection.**

10). **Certificate of Occupancy/Completion Issuance:** Will be issued within (48) hours of passing all final inspections.

Construction Debris

All scrap materials, waste and trash shall be placed in an approved dumpster and removed from property once dumpster is full.

Water Service

The City of Perry will install a 1" gate valve with all 1" meter sets. This valve will then become the property of the owner. Prior to the meter being activated, an on and off fee shall be paid by the contractor or an account established by the owner. The City will install all meters up to 2" in size. The customer will install the cutoff and back-flow preventer on any service larger than 1". On 1½" and larger meter sets, back-flow preventer must be in place before water service is activated. The use of water from an un-metered source is considered to be theft of services from the City. The Permit

holder will be held liable and ticketed in these instances. Water services with an existing meter should not be used until confirmation of payment of the off and on fee. Call 478.988.2754 to confirm.

The City of Perry **will not** be responsible for any damaged meter boxes or meters at an active construction site. The permit holder will be charged replacement costs for any damaged items until the account has transferred into a permanent status. Current charges are applied for the relocation of a residential meter. Commercial meters are relocated at actual cost.

A separate irrigation meter is required for all irrigation systems.

Back-flow Device

The City of Perry is requiring back-flow protection as mandated by the State of Georgia Clean Water Act. The City will provide the back-flow for water taps of one inch or less. Sizes larger than one inch are required to have a back-flow or RPZ back-flow as required. The City of Perry Lead Engineering Technician will make the determination of need for the RPZ and will perform a final inspection of the meter set and back-flow before the water will be cut on.

Thermal Expansion Device

The City of Perry by complying with the Clean Water Act with the installation of back-flow preventers has created a closed system at all new water services. Therefore, in order for the piping system on the customer side of the meter to be protected from expansion and contraction, a thermal expansion device is required to be installed.

Sewer Taps

The City will be responsible for sewer connections for one and two family dwellings. The customer is responsible for all commercial taps, installation and tie to City main. These taps are required to be inspected prior to cover up by the City of Perry Lead Engineering Technician. A notice of (24) hours is required prior to installation; contact 478.988.2720 to schedule inspection.

All manhole connections shall be made by core drilling the wall and installing the proper neoprene boot.

It is the responsibility of the permit applicant to repair any pavement cut. These cuts are to be patched in accordance with city specifications.

Water and Sewer Taps Requiring Access onto State D.O.T. Right of Way:

Sewer taps requiring access onto Georgia Department of Transportation (GA DOT) right of way requires prior approval of the Georgia D.O.T. District Utilities Engineer. The GA DOT phone number is 478.988.7151. The necessary drawings and permit application information shall be prepared by the customer's engineer (for commercial

installations) and forwarded to the City of Perry Lead Engineering Technician. The application will be signed and mailed to the GA DOT. The City of Perry will prepare the necessary drawings and permit application for residential installations.

Natural Gas:

Natural gas at new construction **will not** be turned on unless minimum standards of construction are met. Specifically this refers to the quality of the piping connection between the City of Perry meter and the customers piping. The City gas crew will install the meter plumb, level and square to the building. The plumber will make the final connection to the building piping using the necessary fittings to assure that the meter remains in this alignment. If the plumber finds the meter not to be properly aligned prior to connection to the building, contact should be made with City Hall at 478.988.2744 and the gas crew will correct the meter alignment problem. Under **no circumstances** should the plumber connect the house piping to a meter that is not properly aligned. The intent is for the meter installation to have a neat and professionally installed appearance.