



# City of Dallas, Georgia

200 Main Street, Dallas, GA 30132 ★ Office (678) 363-6175 / Fax (770) 443-2830

## BUILDING PERMIT OFFICE

### MASTER BUILDING PERMIT APPLICATION Commercial Tenant Finish

Property Location: \_\_\_\_\_

*This Commercial Tenant Finish Permit is issued subject to the following conditions. The Permit Holder signifies his knowledge and acceptance of these conditions by his signature.*

*1. The Permit Holder is responsible for compliance with the City of Dallas ordinances and State of Georgia laws concerning construction codes for the permit holder and all subcontractors. The Permit Holder is responsible for the proper installation and construction of the following:*

- a. *Building Codes;*
- b. *Electrical Codes;*
- c. *Plumbing Codes;*
- d. *HVAC Codes and all other applicable codes and regulations regarding construction of this type facility.*

*The Permit Holder must maintain soil erosion control measures during all phases of construction, and may not remove the silt fence until the lot has been seeded for grass and covered with 2 1/2 tons per acre straw mulch. If the soil erosion control measures are not maintained on site, the Permit Holder will be subject to penalties up to and including fines and/or stop work orders. The Permit Holder is responsible for all soil erosion and sedimentation control activities and violations, regardless whether he has contracted this work to another. The City will not conduct building inspections on lots that are not consistent with the provisions of this application.*

*2. The finished floor elevation of the lowest habitable floor shall be at least four (4) feet above (vertical elevation) the 100-year floodplain or headwaters of any drainage easement or waterway. Elevation certificate may be required if property is located in floodplain area.*

*3. No burial or burning of wood waste, trees, stumps, or construction debris is allowed except in compliance with the rules of the Georgia Department of Natural Resources Environmental Protection Division.*

**I do hereby certify and attest that the information contained in this application is correct and accurate to the best of my knowledge and that if any portion of this application is changed, modified or amended, then I will contact the City of Dallas Permit Office and correct that portion.**

Permit Holder (Company/Individual Name): \_\_\_\_\_

<b>Master Commercial-Tenant Finish Permit fee is \$100.00 per unit / suite</b>		
<b>OTHER APPLICABLE FEES THAT APPLY:</b>		
<b>Minimum Electrical Fee - \$35.00</b>	<b>Minimum Plumbing Fee - \$35.00</b>	<b>Minimum HVAC fee - \$35.00</b>

Signature: \_\_\_\_\_ Telephone #: \_\_\_\_\_



# MASTER COMMERCIAL-TENANT FINISH BUILDING PERMIT APPLICATION

MASTER PERMIT # \_\_\_\_\_

**NOTICE: THIS FORM MUST BE COMPLETED, SIGNED AND SUBMITTED BEFORE A PERMIT MAY BE ISSUED OR WORK MAY COMMENCE:**

SUBDIVISION: \_\_\_\_\_ LOT#: \_\_\_\_\_ SQ. FT: \_\_\_\_\_

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

OWNER'S NAME: \_\_\_\_\_ PHONE# \_\_\_\_\_

OWNERS ADDRESS: \_\_\_\_\_ # OF PRE-FAB FIREPLACES \_\_\_\_\_

CONTRACTOR NAME: \_\_\_\_\_ VALUE OF IMPROVEMENTS: \$ \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

*(Attach Copy of license if not on file)*

BLDR. LICENSEE'S NAME: \_\_\_\_\_ STATE CARD # \_\_\_\_\_ Exp. Date \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ BUSINESS LICENSE # \_\_\_\_\_

ELECTRICAL / COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

LICENSEE'S NAME: \_\_\_\_\_ STATE CARD # \_\_\_\_\_ Exp. Date \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ BUSINESS LICENSE # \_\_\_\_\_

PLUMBING / COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

LICENSEE'S NAME: \_\_\_\_\_ STATE CARD # \_\_\_\_\_ Exp. Date \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ BUSINESS LICENSE # \_\_\_\_\_

HVAC/ COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE # \_\_\_\_\_

LICENSEE'S NAME: \_\_\_\_\_ STATE CARD # \_\_\_\_\_ Exp. Date \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ BUSINESS LICENSE# \_\_\_\_\_

**NOTE: A NEW AFFIDAVIT MUST BE FILED IF ANY CHANGE IN SUBCONTRACTORS IS MADE DURING CONSTRUCTION.**

## INSPECTION PROCEDURES CALL THE CITY OF DALLAS @ (678) 363-6175

All permits are required to obtain inspections at the time (1) prior to the pouring of footings or concrete slabs; (2) prior to any covering of the framing; (3) After insulation has been installed and all penetrations are sealed (Blown attic insulation will be inspected on final) & (4) a final after all items are completed. All construction must comply with the Minimum Construction Codes as adopted by the State of Georgia and all City of Dallas Ordinances, Procedures and Regulations.

- Building Permit must be posted on the lot before calling for an inspection. If your home is not visible from the road, post the Building Permit at the beginning of your driveway.
- If the lot is in a Subdivision, lot numbers must be placed on all lots.
- The General Contractor/Builder must call the City of Dallas for a Footing, Plumbing in Slab (If Applicable), a Rough Inspection (Includes: Framing, Plumbing, Electrical and HVAC at the same time), an Insulation inspection and a Final Inspection.
- For Doublewides: Manufactured homes/doublewides must comply with section §5-1808(b)(3) of the City of Dallas Zoning Ordinance.

### WHEN CALLING TO SCHEDULE AN INSPECTION @ (678) 363-6175

(If you schedule an inspection and the work is not complete, there will be a **\$25.00** fee for the first re-inspection. There will be a **\$50.00** fee for the second re-inspection and a **\$100.00** fee for the third re-inspection.)

- Give name listed on permit
- Give permit number
- Give address and location
- Give type of inspection requested
- Give name of person requesting the inspection
- Give the date inspection is wanted

If possible, inspections will be made the next work day following the request. Inspections for next day should be called in before 3:00 p.m...



# City of Dallas, Georgia

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## Commercial Permit Requirements

(MUST BE COMPLETED BEFORE PERMIT WILL BE ISSUED)

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

APPLICANT'S NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY, STATE, ZIP: \_\_\_\_\_

Lots on a State Highway require a State DOT Permit (State DOT 770-646-5522) prior to the issuance of a permit. Lots on a county road require a Paulding County DOT Permit (Paulding Co. DOT 770-445-4759) prior to the issuance of a permit.

### TO BE COMPLETED BY CITY OF DALLAS STAFF

ADDRESS: \_\_\_\_\_ LAND LOT NO. \_\_\_\_\_

DISTRICT \_\_\_\_\_

CITY, ST ZIP: \_\_\_\_\_ SECTION \_\_\_\_\_

PARCEL NO. \_\_\_\_\_

LOT NO. \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_ PIN NO. \_\_\_\_\_

### DEPARTMENT APPROVALS: (Signatures Required to Issue Permit)

1) \_\_\_\_\_ Community Development  
Plat & Zoning Requirements,  
Minimum setbacks, Proper Zoning, Lot Size  
Driveway Permit for State or County Roads  
Verify or Assign Address  
Copy of NOI (Notice of Intent)

3) \_\_\_\_\_ Tax Department  
Property Taxes Current / Paid

2) \_\_\_\_\_ Water & Sewer Department  
Fees paid for Water & Sewer Tap(s)

4) \_\_\_\_\_ State Environment Health  
Permit required for Septic Tank / Well  
Sewer required in City of Dallas (if available)

Describe Use of Proposed Construction: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Lot Size: \_\_\_\_\_

Minimum Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Sides: \_\_\_\_\_

## Soil Erosion & Sediment Control Policies

1. The Permit Holder is responsible for compliance with the City of Dallas ordinances and State of Georgia laws concerning soil erosion and sedimentation control. The Permit Holder is responsible for the proper installation and maintenance of the following measures, at a minimum:
  - a. Silt fence at the downhill edge of all areas to be disturbed, installed with at least 6 inches of silt fence buried to prevent siltation under the fence;
  - b. Hay bale reinforcement of the silt fence where the slope is steep;
  - c. **A GRAVEL ENTRANCE, MANDATORY DURING CONSTRUCTION**, to keep soil and mud from being tracked from vehicles onto the street;
2. A seventy five (75) foot buffer is required along all flowing creeks and streams. Fifty (50) foot of the buffer is non-disturbed and twenty five (25) foot of no impervious. This undisturbed buffer shall be protected at all times.
3. The Permit Holder must maintain the soil erosion control measures during all phases of construction, and may not remove the silt fence until the lot has been sodded or seeded for grass and covered with 2 1/2 tons per acre with straw mulch. If the soil erosion control measures are not maintained on site, the Permit Holder will be subject to penalties up to and including fines and/or stop work orders. The Permit Holder is responsible for all soil erosion and sedimentation control activities and violations, regardless of whether he has contracted this work to another. The City will not conduct building inspections on sites that are not consistent with the provisions of this application.
4. There shall be no burial or burning of wood waste, trees, stumps, or construction debris allowed, except in compliance with the rules of the Georgia Department of Natural Resources Environmental Protection Division.
5. These erosion control devices must be cleaned and maintained until the disturbed areas are stabilized with permanent vegetation. Failure to properly maintain or install these devices will result in the issuance of violation notices. Failure to comply with the terms of the notice will result in the withholding of all inspections and possible legal action by the City of Dallas.
6. A copy of the NOI (Notice of Intent) must be furnished to the permit office before a building permit will be issued. Any changes in the NOI must also be furnished to the permit office in a reasonable amount of time.

I have read and understand the above soil erosion and sediment control policies of the City of Dallas, Georgia.

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Signature of Applicant

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Date