

TOWN OF BRASELTON
PLANNING AND DEVELOPMENT DEPARTMENT

BUILDING PERMIT REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION

The following documents must be submitted to obtain building permit for residential construction. A permit will not be issued without all the proper documents submitted. For interior alterations, items under heading # 1, 3, 4, 5, 6, 9, 11 shall not apply. For exterior alterations or additions, items under heading #3, 4, 9, and 11 shall not apply.

Permit applications and associated documents may be e-mailed to kdkeller@braselton.net or gmcdonald@braselton.net .

1. **House Location Plan** (*only applies for new structures and additions)–
The House Location Plan is a Survey of the lot that contains the following information:
 - a) lot dimensions;
 - b) minimum building setback lines and yard requirements;
 - c) all water courses, wetlands, flood plain boundaries;
 - d) required stream buffers on state waters;
 - e) street names and right of way lines;
 - f) shape, size, and location of all proposed structures;
 - g) any easements traversing the property;
 - h) property owner;
 - i) zoning of the property;
 - j) proposed driveways, fences, patios, pools and other type improvements;
 - k) lot number and subdivision name.

The permit clerk processing the permit will review the HLPs to make to ensure that the required building setbacks and other applicable zoning requirements are adhered to. Building setbacks are determined by the zoning classification of that property, or for PUD developments, they are indicated on the approved Final Plat.

2. **Complete Building Permit Application** –
Each Building Permit application should be complete before processing. This shall include the address for the site, lot number, subdivision name, the County the site is located in, contact information for both the owner and contractor, square footage, type of use and construction (i.e. new structure, or alteration, or accessory structure). *ANY PROPERTIES FOR WHICH A PERMIT IS APPLIED FOR MUST HAVE A 911 ADDRESS.
3. **Notice of Intent** (NPDES Permit – Georgia Environmental Protection Division)
If the project will be considered a Secondary Permittee under the development's Primary Permittee Notice of Intent, then the Town will need a copy of the Secondary Permittee NOI. If there is no Primary Permittee for the subdivision,

then each lot will have to file as a tertiary permittee with Georgia EPD. As required with all tertiary permits, a specific erosion and sedimentation control plan needs to be design and submitted for that lot before a building permit may be issued. The erosion control plan will be submitted to the Town who then will transmit the plans to the Soil and Water Conservation District for review and approval. For specific requirements concerning NOIs and erosion and sedimentation control plans, please contact the Town Environmental Specialist at ywise@braselton.net

4. **Minimum Square Footage Compliance (only applies to new structures)** – Certain developments have restrictions established by the Town Development Code or as a zoning condition established by the Town Council as it applies to minimum square footages. These square footage requirements should be adhered to on the permit application.

5. **Energy Code Compliance Information** – Energy Code Compliance** for one and two family dwellings, buildings shall demonstrate compliance and information provided by either:

1. Meeting the requirements of Chapter 6 for buildings with a fenestration area that does not exceed 18 percent of the gross area of exterior walls; or
2. Meeting the requirements of Chapter 4, or Chapter 5 for Type A-I residential buildings; or
3. Meeting one of the Climate Zone "Single Step Compliance" Tables; or
4. Georgia Tradeoff Worksheet with Window Takeoff worksheet, and if applicable the R-value of Wood Stud Walls Worksheet and/or R-value of Steel Stud Wall Worksheet; or

5. Documentation from an approved software program. *

**REScheck is an approved software program. REScheck may be downloaded free of charge from www.energycodes.gov.*

*** The Georgia State Energy Code is the 2000 International Energy Conservation Code with the 2003 State of Georgia Amendments. The State amendments can be downloaded from www.dca.state.ga.us.*

6. **Architectural approval from developer or Homeowners Association for Planned Unit Developments (PUDs) (*does not apply to interior alterations/renovations)** –

Each new building permit application for a residential dwelling or addition in a PUD must contain architectural approval from the developer, or in some cases, the homeowners association. Current PUDs in the Town for which this rule applies are Chateau Elan, Mulberry Park, Vineyard Gate, Riverbend @ Mulberry Park, Riverstone Park, Reflections, and the Falls of Braselton.

7. **Trade Permit application (i.e. electrical, plumbing, fuel gas, mechanical)** – A Trade Permit application MUST be turned in with the initial building permit application. No work for electrical, plumbing, mechanical, fuel gas, or plumbing shall occur without the applicable trade permit. All trade information shall be provided on a single Trade Permit application.

8. **Subcontractor Certification Form (to be turned in for trade permits) -**
ALL TRADE PERMITS MUST BE ACCOMPANIED BY A SUB-CONTRACTOR CERTIFICATION FORM WITH THE SIGNATURE FROM THE LICENSE HOLDER FOR THAT TRADE. The Town WILL accept a copied or faxed signature. TRADE PERMITS WILL NOT BE PROCESSED WITHOUT THIS FORM.
9. **Erosion Control Compliance Certification Form** - Does not apply to alteration permits (i.e. basement finishes).
10. **County Health Department Approval** – APPLIES TO SEPTIC TANK LOTS ONLY
11. **Water & Sewer Service Application** - Payment for water meters must be paid at the time a building permit is picked up. Does not apply to additions or alteration permits (i.e. basement finishes).
12. **Copy of General Contractor State License Card and Signature from the General Contractor Qualifying Agent** –
If a person other than the General Contractor Qualifying Agent signs the building permit application, then an Authorized Agent Form must be submitted.

*Owners who are also the primary residents in a residential property may under State Contractors Licensing law serve as their own General Contractor. In this case the Owner's Exemption Affidavit must be provided.