



City of Dallas, Georgia

320 E Foster Ave, Dallas, GA 30132 ★ Office (770)443-8110 ext. 1203 / Email: melgaydi@dallas-ga.gov

COMMUNITY DEVELOPMENT DEPARTMENT

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): _____

OTHER APPLICABLE FEES THAT APPLY:

Minimum Electrical Fee - \$50.00

Minimum Plumbing Fee - \$50.00

Minimum HVAC fee - \$50.00

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 @ (770) 443-8110 ext. 1203

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 44-139 (3) of the City of Dallas Zoning Ordinance.

WHEN CALLING TO SCHEDULE AN INSPECTION @ (770) 443-8110 ext. 1203

(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 2:00 p.m...



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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.

Signature of Applicant

Date