City of Morrow
Geared for Quality Growth

BUILDING PERMIT APPLICATION

1500 Morrow Road, Morrow, GA 30260 - Direct 678.902.0870 - Email: MTracy@MorrowGA.gov

Building Permit Application Procedures and Guidelines

No person, firm, or corporation shall erect, construct, enlarge, alter, repair, move, improve, convert or demolish any building or structure with the city, or cause the same to be done, without first obtaining a permit. Only general maintenance work is permitted without a building permit.

Application

1. The following items must be submitted with the Building Permit Application for renovations projects:
   a. Plans must be submitted electronically in PDF format
      - Plans to include architectural, structural, HVAC/mechanical, plumbing, electrical, sprinkler, alarm, sign (s) and other applicable trades.
      - Separate submittal for sign (s) and fire sprinkler installation is required.

   b. Letter of Authorization from property owner to submit for a Building Permit
2. For redevelopment construction, civil and construction plans must include a: site plan, topography, parking diagram, storm water control, method of site soil and erosion control during construction, landscape design detailing type/size shrubbery, trees, plants, etc.
   a. Plans must be submitted electronically via PDF format.

Plan Review, Permit Issuance, and Inspections

1. Once plans and the Building Permit application are submitted with plan review fees, plans will be reviewed by the Building Official, Fire Marshal and, if required, Public Works Director.
2. Allow 15 business days for the plan review process.
3. If plans are not approved during the review process, the contractor or company will be notified to make any necessary changes. Once plans have been approved, permit fee paid and general contractor selected, a permit will be issue.
4. The general contractor agrees to assume responsibility of the following:
   a. To ascertain that all required permits are obtained.
   b. To ascertain that all sub-contractors have a current Occupational License from a municipality or county within the State of Georgia.
   c. To assure compliance with all applicable City of Morrow Ordinances and Regulations.
   d. To contact the Fire Marshal to schedule an inspection completion of approximately 80 percent of the project.
5. The Certificate of Occupancy will be issued upon the approval of the following:
   a. Final inspections of all structural, electrical, HVAC/mechanical, plumbing, and low-voltage work will be conducted by the Building Official and Fire Marshal.
   b. Certification that all sub-contractors have an Occupational License and proper permits.
   c. Certification of approval from all other applicable agencies, i.e. Environmental Health Department, D.O.T, Water Authority, etc.

d. **Note: A Certificate of Occupancy must be obtained prior to occupying any premises.**

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Table102.13:CODESREFERENCEGUIDE		
Area	**Primary**	**Supplement**
OccupancyClassification	LSC	IBC
BuildingConstructionTypesincludingallowableheight,allowablebuildingareas,andtherequirementsforsprinklerprotectionrelatedtominimumbuildingconstructiontypes.	IBC	LSC
MeansofEgress	LSC	NONE
Standpipes	IBC	IFC
InteriorFinish	LSC	NONE
HVACSystems	IMC	NONE
VerticalOpenings	LSC	NONE
SprinklerSystemsminimumconstructionstandard	LSC	NONE
FireAlarmSystems	LSC	NONE
SmokeAlarms&SmokeDetectionSystems	StateStatute&LSC	NONE
Portable Fire Extinguishers	LSC&NFPA96	NONE
CookingEquipment	IFC	NONE
FuelFiredAppliances	IFGC	NFPA54
LiquidPetroleumGas	NFPA58	NFPA54
CompressedNaturalGas	NFPA52	NONE

The table above contains the codes that shall be referenced on the Title sheet, Life Safety Plan, and any other applications as needed on the architectural plans. Any questions regarding this can be forwarded to WPiper@MorrowGA.gov

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General Information

- Separate permits are required for grading, electrical, plumbing, HVAC/mechanical, and low-voltage.
- A homeowner is exempt from obtaining a building permit for remodeling and/or improving his or her dwelling or property as long as the cost of the construction materials do not exceed $1000, and the work is begun and completed solely by the homeowner. ***This exemption applies only to nonstructural changes and does not apply to any activity which changes the square footage of a structure.
- Fees shall be established in accordance with a schedule approved by the mayor and council, as may be revised from time to time.
- Permits are valid for six (6) months from the date of issuance; provided that if the work is not completed within the initial permit term, but has been diligently pursued, the permit may be extended, without additional charge, for successive three-month terms, so long as the work continues to be diligently prosecuted.
- No person shall engage in electrical, plumbing, HVAC/mechanical, or low-voltage contracting on any work within the City unless licensed by the State of Georgia. Where a state license is required, every applicant for a permit shall furnish proof, at the time of application, that he or the person contracted to do the work holds a valid state license in good standing.
- Prior to permit issuance, in addition to the information requested on the permit application, the building official may require tests, plans and specifications, plats and other written documentation from engineers, architects, land surveyors, and other professionals to ensure that full compliance with all permitting requirements of the state minimum standard codes and applicable laws have been met.
- No permit shall be issued for any building or structure which does not have access to public water and sewer unless plans for a well and/or septic tank has been approved by the Clayton County Environmental Health Department.

Note: Basic rules and regulations are presented in this document. For the City Ordinance building requirements/ guidelines for the City of Morrow, visit www.municode.com.

*****A Certificate of Completion may be issued for alterations, renovations, and/or general repair. Once you have received the final inspection from the Public Works Director, Building Inspector and/or Fire Marshal, contact Marti Tracy within the Planning & Economic Development Department at 678-902-0870 to receive a Certificate of Occupancy (C/O). C/Os will only be issued to tenants/businesses that have met all City requirements to occupy a business.**

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APPLICATION DATE: ___/____/___

PERMIT NO. _____

Property Information: RESIDENTIAL [ ] COMMERCIAL [ ] DEMO [ ]: IF NEW CONSTRUCTION IS IN A FLOOD PLAIN AREA CHECK HERE ( )

ADDRESS:	BUSINESS NAME/LOT NUMBER:	
SERVICES OFFERED:	SQUARE FOOTAGE:	Construction Type
SCOPE OF WORK (PURPOSE OF PERMIT)		**OCCUPANCY GROUP**

☐ **Owner Information:**

NAME:	PHONE #:
EMAIL:	ADDRESS:

☐ **Contractor Information:**

COMPANY NAME:	CONTACT PERSON:	CONTRACTOR'S LICENSE #:
ADDRESS:		PHONE #:
EMAIL ADDRESS:		ALTERNATE PHONE #:

☐ **Architect/Engineer Information:**

BUSINESS NAME:	ADDRESS:
PHONE #:	E-MAIL ADDRESS:

Est. Construction Cost: $_____*(include labor and materials cost)* **MINIMUM FEE IS $80**

_____ Initial: **I hereby certify that the above proposed structure shall only be modified in accordance with the 2018 Georgia State Building Codes. This code regulates the design, erection, construction, alteration and renovation of buildings. Compliance is mandatory. I herby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be compiled with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any state or local law regulating construction or the performance of construction.**

Date:_____ Printed Name:_____ Signature:_____

NOTICE: This permit becomes null and void if work authorized is not commenced with six (6) months or if work is suspended or abandoned for a period of six (6) months at any time after it's begun. Proper permits must be obtained before work is begun or fees shall be doubled.

FOR OFFICE USE ONLY :*(Processed and entered into the system)*

ZONING VERIFIED: _____ **ACCEPTED BY:**_____ **DATE RECEIVED:** _____ _____

APPLICATION/PERMIT FEE: $_____**PAYMENT METHOD:** ☐ CHECK**CHECK#** _____ ☐ CREDIT/DEBIT CARD ☐ MONEY ORDER

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Affidavit For A Building Permit

ALL INFORMATION REQUESTED ON THIS FORM IS MANDATORY

FOR RESIDENTIAL PROJECTS ONLY

NOTICE: The City of Morrow Planning & Economic Development Department will only issue a permit to either a licensed contractor or to the owner-occupant of a residential property. This form must be completed, signed, notarized and submitted to the Planning & Economic Development Department before a permit will be issued. If you are a tenant of a residential building, you must obtain a notarized letter from the property owner authorizing that you have consent to apply for a building permit and perform the work yourself.

Job Site Address: _____

Subdivision Name: _____ HOA? ☐ Yes ☐ No

Property Owner: _____ Phone #: _____

Tenant Name: _____ Phone #: _____

Description of Work:_____

_____

This affidavit certifies that I am responsible for the following work to be done at the above property job site address: ☐ **Electrical** ☐ **Mechanical/HVAC** ☐ **Plumbing**

☐ **Building** ☐ **Low Voltage** ☐ **Other (Please Explain)** _____

I certify that I have a working knowledge of all construction codes and ordinances adopted by the City of Morrow related to this project. In the event there is a change in my status on this project, I understand that I will be held responsible for all indicated work at this job until the Planning & Economic Department has been notified, in writing, of any change. I understand that this permit may be revoked for false statements or misrepresentation as to the material fact in the permit application on which this permit was based. I further agree to indemnify the City of Morrow and its operator from any liability for damages and loss of property if the work performed has not been installed in accordance with the construction codes and ordinances.

SIGNATURE: _____ / _____

Sworn to and subscribed before me.

This _____ day of _____, 20 ___

NOTARY SIGNATURE: _____ / _____

(Notary Public- Please notarize with an official seal)

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Traffic Control & Contracted Law Enforcement Services

Permit holders who may require the "off duty" services of law enforcement officers shall contract those services exclusively through the City of Morrow Police Department**.**

Permit holders are prohibited from independently hiring or contracting law enforcement officers or agencies from other jurisdictions to work within the City of Morrow's jurisdictional boundaries.

For traffic control assistance or other non-emergency law enforcement service required for your permitted project, please call the City of Morrow Police Administrative number, 770-961-4006, at least 7 days prior to the start day of required service.

_____ The project will not require contracting law enforcement services.

_____ The project will require contracting law enforcement services. The anticipated start date is _____.