

## APPLICATION INTAKE HOURS

Applications will be accepted between 8:30 am and 4:30 pm

**Community Development**  
38 Hill Street, Suite G-30  
Roswell, GA 30075  
770-641-3780  
[www.roswellgov.com](http://www.roswellgov.com)



## BUILDING PERMIT APPLICATION

### BUILDING PERMIT APPLICATION

This packet contains information required to prepare and submit for a City of Roswell building permit for all projects. You must have an approved permit prior to beginning construction. If construction begins before the permit is issued, you may be subject to enforcement action and a double permit fee. **Inspection requests e-mailed in before 4:00 p.m. will be inspected the next business day. Inspections e-mailed in on Friday before 4:00 p.m. will be inspected on Monday. The e-mail for inspections is: [buildinginspection@roswellgov.com](mailto:buildinginspection@roswellgov.com).**

**Please submit Business License and State License and Photo ID with each application.**

**All applicable sub-contractor affidavits must be filed before issuance of permits.**

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### PERMITTING TEAM CONTACT

Chief Building Official .....	770-594-6279
Plans Examiner/Inspector .....	770-594-6115
Permit Technician .....	770-594-6195
Fire Marshall .....	770-594-6223
Water (Roswell Only) .....	770-639-7565

### OTHER HELPFUL TELEPHONE NUMBERS

Fulton County Environmental Health Services .....	404-332-1801
Fulton County Water/Sewer.....	404-612-7518

### EXPIRATION NOTICE

**In accordance with Section, 5.4.5 of the City of Roswell Code of Ordinances, an application for a permit for any proposed work shall be deemed to have been abandoned six (6) months after the date of filing for the permit, unless before then a permit has been issued. The Chief Building Official may allow one (1) or more extension of time for periods of not more than ninety (90) days each provided the extension is requested in writing and justifiable cause is demonstrated.**



## BUILDING PERMIT FEES

ALL FEES ARE PAID AT TIME OF SUBMITTAL UNLESS OTHERWISE NOTED. ALL FEES ARE NON-REFUNDABLE UNLESS AN ERROR HAS BEEN MADE INTERNALLY.		
Application	\$25 - a non-refundable application fee is in addition to the applicable fees below	
Use ICC Building Valuation Data Table, latest publication edition		
Permit Fees Based on Building Valuation	The following valuation shall be used for all building permits including electrical, mechanical, plumbing, fire related and building permits in which square footage is not an applicable determination to calculate building fees	
	TOTAL VALUATION	FEES
	\$0 to \$2,000	\$25
	\$2,001 to \$5,000	\$110
	\$5,001 and above	\$110 plus \$5 per \$1,000 valuation, residential \$110 plus \$6 per \$1,000 valuation, commercial
Miscellaneous Permits	TYPE	FEES
	Certificate of Occupancy or Completion	\$200 Commercial
		\$100 Residential
	Demolition	\$145
	House Moving Permit	\$145
	Roofing/Siding/Windows	Per valuation table above
	Temporary Construction Trailer	\$100
	Wall Sign	Per valuation table above
Free Standing Sign	Per valuation table above	
Plan Review Fees	Plan Review	50% of the permit fee for commercial projects.
		25% of the permit fee for residential projects.
	Plan Resubmittal (1 <sup>st</sup> free)	50% of the permit fee for commercial projects.
		25% of the permit fee for residential projects.
Certificates and Inspections	Replacement of permits, CO's, etc.	\$50
	Re-inspection fee	\$50 first time
		\$75 second time
		\$100.00 third time and each subsequent time
	Inspections outside of normal business hours	\$75 per hour (\$150 minimum)
	Preliminary/Code compliance/safety inspections	\$100
Other Fees	Utility Reconnect Inspection Fee	\$25
	Fee for work done without a permit	200% of original permit fee
	Minor (50% or less) Plan Revision Reviews – Revision on change to plans after approval	\$75 per hour (\$150 minimum)
	Transfer of Permit/change of contractor	\$25
	Temporary to Permanent Power	\$50
	Temporary Power Pole Only	\$25
Fence Site Plan Review	\$25	
Impact Fees	Impact fees shall be determined by staff during the application review in accordance with Unified Development Code (UDC) Section 11.6 and shall be paid in full prior to issuance of the Building Permit. Please refer to UDC Section 11.6.4 for fee information.	

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Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Application No.: \_\_\_\_\_

Taken by: \_\_\_\_\_

☐ **NEW**☐ **ALTERATION****BUILDING PERMIT APPLICATION**

Single-Family



Multi-Family



Commercial

Trades to add:



Electrical



Plumbing



Mechanical

Will you need to add:



Temporary Pole



Electric Meter Release



Gas Meter Release

**PROJECT DESCRIPTION**

Job Site Address:

Suite: \_\_\_\_\_

Project Description: \_\_\_\_\_

**Estimate Value (Labor and Materials):**

Building Height: \_\_\_\_\_ Ft.

# of Floors: \_\_\_\_\_

Subdivision: \_\_\_\_\_

Total Area: \_\_\_\_\_ Sq. Ft.

# of Bedrooms: \_\_\_\_\_

Lot Number: \_\_\_\_\_

**CONTACTS****Property Owner**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

**Contractor**

Name: \_\_\_\_\_

License No: \_\_\_\_\_

Company: \_\_\_\_\_

License No: \_\_\_\_\_

**Exemption Claimed (attach affidavit)**

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Plan Review Contact**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Applicant**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

*Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the building codes in effect at the time of permit issuance.*

Signature of Applicant

Date