

## Conventional Home Application Packet

Carroll County  
423 College Street

Department of Community Development  
Carrollton, GA 30117 (770) 830-5861



Date Received: \_\_\_\_\_  
Received by: \_\_\_\_\_

### *To Apply for a Conventional Home Permit*

**STEP 1:** Pick up the Development Package from the **Department of Community Development** (Administration Building, 423 College St., Carrollton, Ga.) or print a copy online at [www.carrollcountyga.com/home/dcd.htm](http://www.carrollcountyga.com/home/dcd.htm)

**STEP 2:** A. Ask staff to complete the **Parcel Information Sheet** or go to the Map Room (Room 414 in the Administration Building) to have it filled out. All applications involving the assignment of new addresses require the applicant to go to the Map Room.

B. Complete the **Conventional Home Application Packet**.

*Information check list (before the County procedure can begin, every form must be filled out correctly and include)*

- Property address
- Property owner's names, address, phone number and work number
- Contractor's name, address and phone number (Electrical, Plumbing, and HVAC)
- Contractor's state license and Occupational Tax License
- One complete set of house plans

C. On the back of the **Parcel Information Sheet** you will see instructions explaining how the sketch on this sheet is to be completed.

D. Complete the **Plan Review Sheet** and the **Erosion Control Affidavit** for Single-Family Residential Construction.

E. Complete the **Carroll County Environmental Health Septic Tank application**. This is not included in the online materials.

F. Have your contractors fill out and sign the **Contractor's Affidavit(s)** with an original signature. Administrative staff will notarized the documents for you at no additional charge. *(Sub Contractors must have on file with the Department of Community Development the following documents: Contractors State License and Occupational Tax Certificate).*

**STEP 3:** A. Return the completed **Conventional Home Development Package** to the Department of Community Development. (Administration Building, Room 503).

*The completed application will contain:*

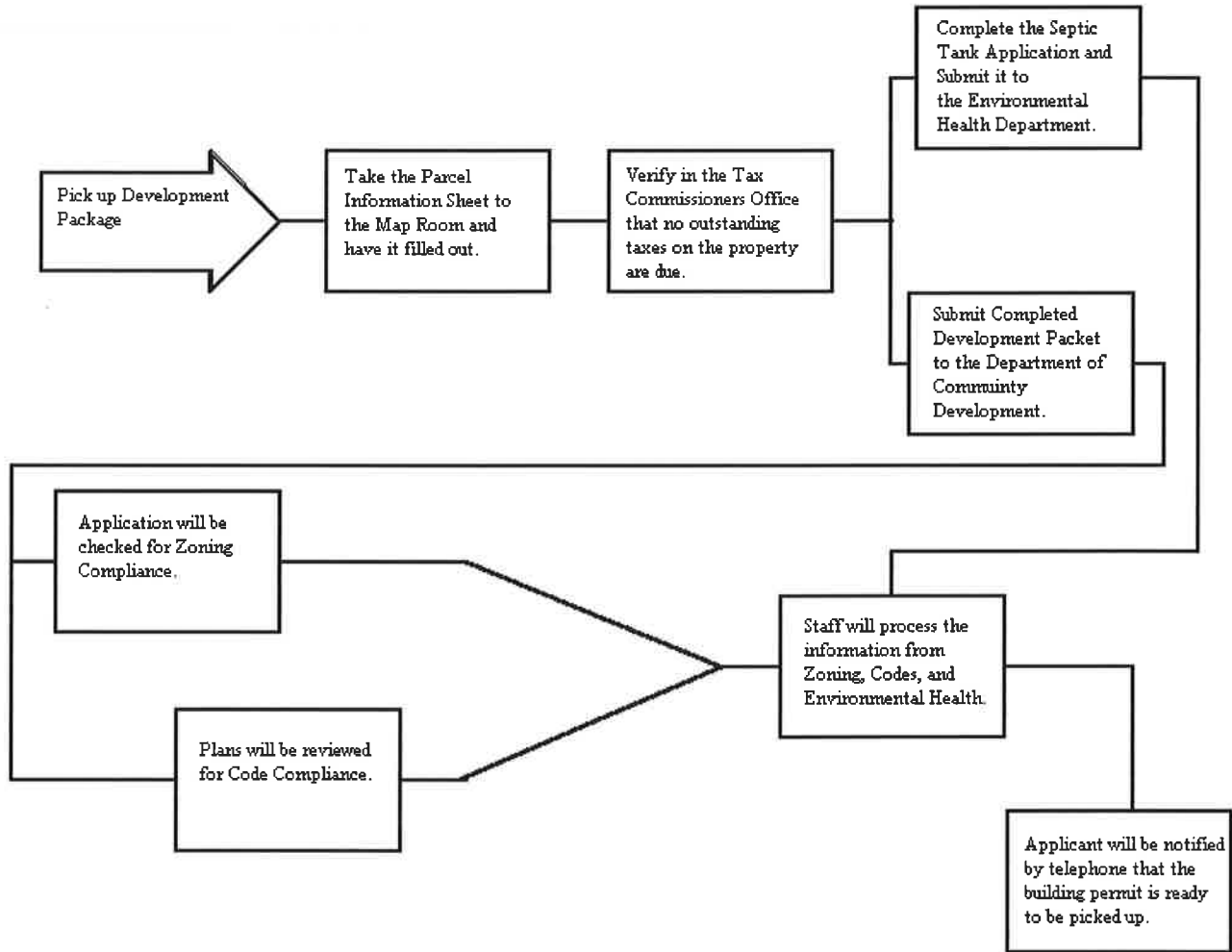
- Parcel Information Sheet
- Plan Review Sheet with one complete set of house plans
- Sub-contractor's Affidavit(s) with original signatures
- Erosion Control Affidavit

B. Submit the completed Septic Tank application to the **Environmental Health Department** located in Room 508. Fees for the septic tank inspection are due and payable at the time the application is submitted.

After the forms have been reviewed by Community Development and the **Septic Tank application** approval has been received from Environmental Health, you **will be telephoned** and notified that the review process has been completed, and all of your permits have been issued. All permitting fees will be payable when you pick up your permits. **A Certificate of Occupancy (CO) will be issued after the final inspection has been completed. Please refrain from moving into your home until this time.**

**Please note there is a 25 ft setback from cemeteries for any land disturbance activities, per Chapter 27.4 of the Code of Ordinances.**

# Development Review Process



**PARCEL INFORMATION SHEET &  
APPLICATION FOR ZONING COMPLIANCE CERTIFICATE**

*To be completed by Community Development Staff with information from [www.carrolltax.com](http://www.carrolltax.com) or  
to be filled out by Map Room Personnel in Room #414.*

**DEPARTMENT STAFF/MAP ROOM OFFICAL:** \_\_\_\_\_

**MAP:** \_\_\_\_\_

**LAND LOT:** \_\_\_\_\_

**PARCEL:** \_\_\_\_\_

**DISTRICT:** \_\_\_\_\_

**CURRENT PROPERTY OWNER:** \_\_\_\_\_

**PROPERTY OWNER AS OF JANUARY 1<sup>ST</sup>:** \_\_\_\_\_

**APPLICANT (IF DIFFERENT FROM OWNER):** \_\_\_\_\_

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

**CITY:** \_\_\_\_\_

**TELEPHONE # (PRIMARY CONTACT):** \_\_\_\_\_

OWNER  BUILDER

**EMAIL ADDRESS (PRIMARY CONTACT):** \_\_\_\_\_

**SUBDIVISION:** \_\_\_\_\_

**LOT #:** \_\_\_\_\_

**ACREAGE:** \_\_\_\_\_

**PARCEL SPLIT FROM:** \_\_\_\_\_

<b>CURRENT ZONING CLASSIFICATION</b>		
<b>REQUIRED SETBACKS</b>	FRONT	
	SIDE	
	REAR	
<b>CERTIFICATE OF ZONING COMPLIANCE – CHECKLIST</b>		
<input type="checkbox"/> Owner(s) & Agent (if applicable) <input type="checkbox"/> Legal Description or Adequate Description of Property <input type="checkbox"/> Complete Inventory of Existing Structures (noting uses & non-conforming structures) <input type="checkbox"/> Complete Inventory of Proposed Structures <input type="checkbox"/> Complete Inventory of Existing Uses and/or Activities <input type="checkbox"/> Applicant's Certification		
<b>Signature of Zoning Administrator or Designee:</b> _____ <b>Date:</b> _____ <b>Comments:</b> _____		
<b>CDP COMPLIANCE</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Signature of CDP Administrator or Designee:</b> _____ <b>Date:</b> _____ <b>Comments:</b> _____
<b>PLAT APPROVED</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Signature of County Engineer or Designee:</b> _____ <b>Date:</b> _____ <b>Comments:</b> _____
<b>APPROVED FOR NEW ADDRESS</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Signature of Zoning Administrator or Designee:</b> _____ <b>Date:</b> _____ <b>Comments:</b> _____

## Sketch of Property

Please check:  CONVENTIONAL     MANUFACTURED HOME     COMMERCIAL  
 ACCESSORY BUILDING OR ADDITIONS     OTHER: \_\_\_\_\_

- ⇒ Provide a sketch of proposed building location, driveway, septic tank location and all additional structures.
- ⇒ Show the *dimensions* of the lot and all setbacks from the house and other structures to all property lines.
- ⇒ The front setback shall always be measured from the centerline of the frontage road(s).
- ⇒ Show location of any wells, trash pits and all easements (drainage or utility) located on the property.
- ⇒ Show distance to nearest stream or lake on property, or if not within 200 feet of a stream or lake, please note.

Provide a complete listing of all existing structures that are now on the property: \_\_\_\_\_

Describe the type of structure that you plan to build: \_\_\_\_\_

Is this a Multiple Road Frontage Lot: \_\_\_\_\_

STATE OF GEORGIA  
COUNTY OF CARROLL



**AFFIDAVIT FOR A \_\_\_\_\_**

\_\_\_\_\_, personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted approval for a \_\_\_\_\_ under the Ordinances of Carroll County:

*The information contained within the application attached hereto and filed in the Department of Community Development consists of facts within my personal knowledge that I know are true and correct, and will be relied upon by officials of Carroll County in making a decision whether to issue this Application, License, Permit, or other Department approval.*

*On behalf of the Applicant, I declare that the Applicant, regardless if a partnership, corporation, or other organization or entity that is receiving a benefit under this Application, License, Permit, or other Department approval (whichever is applicable) is not delinquent in the payment of any taxes or fees due Carroll County.*

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
AFFIANT (signature)

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

Sworn to and subscribed  
before me this \_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

If Affiant is authorized to sign on behalf of a partnership, corporation, or other organization or entity, please set forth the entity and address

\_\_\_\_\_  
**Notary Public**

My Commission Expires:

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

# PLAN REVIEW SHEET

*Applicant (Please complete sheet)*

<i>Please CIRCLE:</i> CONVENTIONAL	MANUFACTURED HOME	COMMERCIAL
SWIMMING POOL	ACCESSORY BUILDING/POLE BARN/ADDITIONS	OTHER: _____
<i>Please Circle:</i> GEORGIA POWER	CARROLL EMC	GREYSTONE

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_

Builder: \_\_\_\_\_ Phone #: \_\_\_\_\_

Architect: \_\_\_\_\_ Phone #: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Commercial:** Cost of Construction: \$ \_\_\_\_\_

Total Sq.Ft.: \_\_\_\_\_ Electrical Amps: \_\_\_\_\_

HVAC Tonnage/BTU: \_\_\_\_\_ Plumbing Fixtures: \_\_\_\_\_

**Residential:** Electrical Service Amperage: \_\_\_\_\_ Plumbing Fixtures: \_\_\_\_\_

Swimming Pool Cost: \$ \_\_\_\_\_ Swimming Pool Size: \_\_\_\_\_

APPLICANT	ADMINISTRATIVE USE ONLY
Heated Space: _____	Valuation: \$ _____
Basement Area: _____	Valuation: \$ _____
Garage Area: _____	Valuation: \$ _____
Porch Area: _____	Valuation: \$ _____
Other Areas: _____	Valuation: \$ _____
Total Sq. Ft.: _____	Valuation: \$ _____

**Manufactured Home:** Manufactured Year \_\_\_\_\_ Size (WxL) \_\_\_\_\_

Decal # \_\_\_\_\_ *Please circle:* Foundation Piers or ABS Pads

**ADMINISTRATIVE USE ONLY**

Building Permit Fee: \$ _____	Electrical Permit Fee: \$ _____
Plan Review Fee: \$ _____	HVAC Permit Fee: \$ _____
Zoning Compliance Fee: \$ _____	Plumbing Permit Fee: \$ _____
<b>SUB TOTAL:</b> \$ _____	<b>TOTAL:</b> \$ _____

**SUB-CONTRACTOR AFFIDAVIT  
FOR BUILDING PERMIT**

*NOTICE: THIS FORM MUST BE COMPLETED, SIGNED (with original signatures in ink) AND SUBMITTED BEFORE ANY PERMITS WILL BE ISSUED.*

PROJECT ADDRESS: \_\_\_\_\_  
CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

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

.....  
CONTRACTORS NAME: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ O.T LIC.# \_\_\_\_\_

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

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

MASTER'S NAME: \_\_\_\_\_ STATE CARD # \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ O.T. LIC.# \_\_\_\_\_

.....  
PLUMBING/COMPANY: \_\_\_\_\_

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

MASTER'S NAME: \_\_\_\_\_ STATE CARD# \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ O.T. LIC.# \_\_\_\_\_

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

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

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

MASTER'S NAME: \_\_\_\_\_ STATE CARD# \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ O.T. LIC.# \_\_\_\_\_

.....  
NOTE: A NEW AFFIDAVIT MUST BE FILED IF ANY CHANGE IN SUBCONTRACTOR'S ARE MADE DURING CONSTRUCTION.

**SAID BUILDING WILL BE CONSTRUCTED TO MEET THE REQUIREMENTS OF THE 2000 STANDARD BUILDING CODE, 2000 STANDARD PLUMBING CODE, 2000 STANDARD MECHANICAL CODE, 2000 STANDARD GAS, 1999 NATIONAL ELECTRICAL CODE, 2000 CABO 1 & 2 FAMILY DWELLING CODE, INCLUDING GEORGIA CODE ADDITIONS OR SUPPLIMENTS ADDED TO THE ABOVE CODES.**

# Erosion Control Affidavit

Carroll County  
423 College Street

Department of Community Development  
Carrollton, GA 30117 (770) 830-5861



*This affidavit must be submitted at time of Land Disturbance or Building Permit application.*

Construction Site Name:	_____
Construction Site Address:	_____
Property Owner:	_____ Phone: _____
Address (Owner):	_____
Authorized Representative/Applicant:	_____ Phone: _____
24 Hour Contact Person:	_____ Phone: _____
	_____ Email: _____

My signature hereto signifies that I am the person responsible for compliance with the Soil Erosion and Sedimentation Control Ordinance. I hereby acknowledge that Best Management Practices (BMP's), per the *Manual for Erosion and Sediment Control in Georgia*, must be used to control soil erosion on my job site which includes (but, not limited to) at a minimum the following:

1. **Proper installation and regular maintenance** of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exits the job site;
2. **Proper installation and regular maintenance** of a gravel construction entrance with geotextile under-liner to keep soil and mud from being tracked from vehicles onto the roadways;
3. Removal of mud from the roadway or adjacent property immediately following any such occurrence;
4. Maintenance and removal of sediment from detention ponds, sediment basins, sediment traps, etc.;
5. **Conduct no land disturbing activities within 25 feet** of the banks of streams, lakes, wetland, etc. (i.e. "state waters") or within 50 feet of any trout stream. For projects within the water supply watershed, check with the engineer for stream buffers and setbacks;
6. Cut-fill operations must be kept to a minimum;
7. Land disturbing activities must be limited to and contained within the site of the approved plans.
8. Disturbed soil shall be stabilized as quickly as practicable (**within 14 days**);
9. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development (Blankets or Matting are required on all slopes of 3 feet horizontal to 1 foot vertical (3:1) or steeper);
10. Cuts and fills may not endanger adjoining property;
11. Fills may not encroach upon natural watercourses or constructed channels in a manner so as too adversely affect other property owners;
12. **Mud or silt (sediment) may not enter a stream, river, lake or other state waters.**



**NOTE:**

- 1) **Best Management Practices (BMP's):** A collection of structural measures and vegetative practices which, when properly designed, installed and maintained, will provide effective erosion and sedimentation control for all rainfall events up to and including a 25 year, 24-hour rainfall event.
- 2) **State Waters:** Any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the State which are not entirely confined and retained completely upon the property of a single individual, partnership, or corporation.

Any person violating any provisions of the Erosion and Sedimentation Ordinance, permitting conditions, or stop work order shall be liable for monetary penalty not to exceed **\$2,500 with a minimum of \$1,000 per day for each violation**, by a sentence of imprisonment not exceeding 60 days in jail or both fine and jail or work alternative. **Each day the violation or failure or refusal to comply shall constitute a separate violation.** Property owners, developers, and contractors should be advised that while the Erosion and Sedimentation Act and local Ordinance provides for fines of up to \$2,500 per day per violation, the GA Water Quality Control Act provides for fines of up to \$50,000 per day per violation.

**Please note that the ORIGINAL LAND DISTURBING ACTIVITY PERMIT holder is responsible for all land disturbing activity on the property – even if the lots are sold.** Some liability may be alleviated if the original LDA Permit holder writes into his agreements of sale specific wording which ties all future development to the approved LDA Plan and Permit, including references to State Law and Carroll County Ordinances.

**NOTE:**

- 1) The finished floor elevation of the lowest habitable floor shall be at least (2) feet above (vertical elevation), or forty (40) feet from the (horizontal measurement) the 100-year floodplain or headwaters of any drainage easement or waterway (and not located in a dam-break area).
- 2) Driveway under drain pipes shall be a minimum of 18 inches in diameter, and shall be bituminous coated metal pipe, reinforced concrete pipe, or material approved, in advance, by the Carroll County Road Department -- Phone: 770-830-5901 (Driveways on State Highways call: Georgia DOT – 770-646-5522).
- 3) No burial of wood waste, trees, stumps, or construction debris is allowed except in compliance with the procedure and rules of the Georgia Department of Natural Resources Environmental Protection Division, and inspections by the Development Department will be stopped at the request of the State if violations are found by them.

I hereby further acknowledge that Carroll County Department of Community Development inspection staff may refuse to make development inspections may issue stop work orders, and may issue summons to Magistrate Court for failure to comply with erosion control requirements.

I further grant the right-of-entry onto this property, as described above, to the designated personnel of Carroll County for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinance.

**Signature:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_