



Residential Addition Permit Application Checklist

The following list of documentation is required before a permit will be issued for residential construction. **Incomplete forms will not be processed and will delay permit issuance.** Please return this form with all permit application submittals. All documents must be legible

- _____ Completed building permit application
- _____ Contractor licensing documentation (state license card, business license, driver's license)
- _____ Subcontractor licensing documentation (state license card, business license, driver's license)
- _____ GSWCC Level 1A certification (Blue Card)
- _____ Two (2) sets of scaled construction drawings with dimensions (foundation plan and detail, floor plan of each level, elevations, and wall details) **1 copy on 8 ½" x 11" for file**
- _____ House location plan: scaled lot drawing with a scaled footprint of house and any other structure located on property, show building limitations, setback requirements, and erosion sediment control.
- _____ One (1) copy set of GSWCC approved ESC plans for initial, intermediate and final phases. (applicable for secondary and tertiary permit holders)
- _____ Verification of 911 addressing
- _____ Septic permit (if applicable)
- _____ Completed water/sewer application (if applicable)
- _____ Recorded deed of property
- _____ Recorded plat of property

Project Address: _____

Applicant Name: _____

Received by: _____

Date: _____

City of Fort Valley 204 West Church Street Fort Valley, Georgia 31030 www.fortvalley.org				Residential Addition Building Permit Application	
☐ Electrical ☐ Plumbing ☐ HVAC /Gas		Date: ____/____/____ Permit No. _____ Estimated Cost of Construction (Labor and Materials): \$ _____			
JOB SITE ADDRESS: _____ Lot#: _____					
Subdivision Name:		Parcel ID #:		Zoning Class:	
Property Owner	Name: _____				
	Address: _____			Zip: _____ Phone: _____ Email: _____	
General Contractor	Name: _____			Ga License No.: _____	
	Address: _____			Zip: _____ Phone: _____ Email: _____	
Plumbing Contractor	Name: _____			Ga License No.: _____	
	Address: _____			Zip: _____ Phone: _____ Email: _____	
Electrical Contractor	Name: _____			Ga License No.: _____	
	Address: _____			Zip: _____ Phone: _____ Email: _____	
HVAC /Gas Contractor	Name: _____			Ga License No.: _____	
	Address: _____			Zip: _____ Phone: _____ Email: _____	
Building Height: _____	#Bedrooms _____ #Bathrooms _____		☐ Total Electric ☐ Total Gas ☐ Both		
Lot size: _____	☐ Slab ☐ Basement ☐ Crawl		Gas Provider: _____		
Flood Zone: ☐ yes ☐ no	Garage: ☐ Attached ☐ Detached		Electrical Provider: _____		
Total Heated Sq. Ft.: _____ Total Unheated Sq. Ft.: _____					
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 International Building Codes.					
Signature of Applicant :				Date:	
<i>FOR OFFICE USE ONLY</i>			Code Official Signature:		
Administrative Fee:	Permit Fee:	Plan Review Fee:	CO Fee:	Total Fee:	
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	