



**BUILDING DEPARTMENT**  
 153 WILLOWBEND ROAD PEACHTREE CITY, GA 30269  
 APPLY ONLINE: [www.peachtree-city.org/Permitting-Portal](http://www.peachtree-city.org/Permitting-Portal)  
 Main: (770) 487-8901 Inspections: (770) 631-2588 ext 1222

Website: [www.peachtree-city.org](http://www.peachtree-city.org)

OFFICE USE ONLY	
Received Date:	_____
Permit Number:	_____
Stormwater Pd:	_____
Approvals/ Dates:	_____
WASA	_____
Health Dept	_____
HOA/ARB	_____

<b>PRIMARY POINT OF CONTACT</b>	Name	<b>PROPERTY OWNER</b>	Name
	Company		Address
	Address		City
	State Cert. No.		State, Zip
	Phone Number		Phone Number
	*Email Address		Email Address

**\*All communication about application status will be by email**

You must enter a valid email address for the Primary Point of Contact

Also make sure you allow emails from [BuildingDepartment@peachtree-city.org](mailto:BuildingDepartment@peachtree-city.org)

<b>CONTRACTOR</b> <small>If different from Primary Point of Contact</small>	Licensee /Supervisor	<b>JOB SITE INFORMATION</b>	Address
	State Certification No.		Use <input type="checkbox"/> Residential
	Company		<input type="checkbox"/> Commercial
	Address		Subdivision/ Shopping Center
	Phone Number		Lot Number
	Email Address		Other

<b>SCOPE OF WORK</b> <small>Enter all applicable information</small>	Description of Work:	
	Includes: <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> Mechanical	No. of New Bedrooms:
	Value of Work: (Labor & Materials)	Type of Work: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Interior Alteration
	Occupancy/ Use Group:	Construction type:
	<input type="checkbox"/> A1 <input type="checkbox"/> A2 <input type="checkbox"/> A3 <input type="checkbox"/> A4 <input type="checkbox"/> A5 <input type="checkbox"/> B <input type="checkbox"/> E	<input type="checkbox"/> IA <input type="checkbox"/> IB
	<input type="checkbox"/> F1 <input type="checkbox"/> F2 <input type="checkbox"/> H1 <input type="checkbox"/> H2 <input type="checkbox"/> H3 <input type="checkbox"/> H4 <input type="checkbox"/> H5	<input type="checkbox"/> IIA <input type="checkbox"/> IIB
	<input type="checkbox"/> I1 <input type="checkbox"/> I2 <input type="checkbox"/> I3 <input type="checkbox"/> I4 <input type="checkbox"/> M <input type="checkbox"/> R1 <input type="checkbox"/> R2	<input type="checkbox"/> IIIA <input type="checkbox"/> IIIB
	<input type="checkbox"/> R3 <input type="checkbox"/> R4 <input type="checkbox"/> S1 <input type="checkbox"/> S2 <input type="checkbox"/> U	<input type="checkbox"/> IVA <input type="checkbox"/> IVB <input type="checkbox"/> VA <input type="checkbox"/> VB
New Square Feet: Total: _____ Heated: _____	New Impervious Square Feet: _____	
Other: Fence Height: _____ Pool Type: <input type="checkbox"/> Above Ground <input type="checkbox"/> In ground <input type="checkbox"/> Hot tub spa		
Fence Material: _____ Pool Security: <input type="checkbox"/> Existing fence <input type="checkbox"/> New fence <input type="checkbox"/> Other		
Electricity Provider: <input type="checkbox"/> Georgia Power <input type="checkbox"/> EMC		

I hereby certify that I have read and examined this application and know the same to be true and correct and that all provisions of laws and ordinances governing this type of work will be complied with. The granting of a permit does not presume to give authority to violate the provisions of any other state or local law regulating construction or the performance thereof.

Signature of Contractor or Registered Agent \_\_\_\_\_

Date \_\_\_\_\_



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# APPLICATION SUBMITTAL REQUIREMENTS

Paper plans will NOT be accepted. All plans and documentation must be provided in PDF format, and each file must be less than 50 MB in size. You will be responsible for scaling files greater than 50 MB down to this maximum size. (Other file types such as .jpg may be accepted on fence and shed permits only).

Please make sure you submit all the required documents with your application:

- Scope of Work can be attached if more space is needed
- Site plan with distances to each property line and/or easement labeled
- Deck framing detail for all decks
- Swimming pool plans, including site plans and equipment locations. Distance from all property lines shall be labeled.
- Foundation plan, if applicable
- Accessibility plan, if applicable
- Life Safety Plan for non-residential construction
- Floor plan, if applicable
- Signed and sealed architectural plans\*, if applicable, with a code summary
- MEP plans, signed and sealed, if applicable
- COMcheck or REScheck energy compliance worksheets, if applicable
- Building elevations for all non-residential construction, or when required by Planning Dept.
- Typical wall sections, if applicable

\*Per O.C.G.A. 43-4-4(b)(30, new or existing assembly occupancies, educational, health care, correctional or detention facilities, hotels, dormitories or lodging facilities, multifamily housing and care facilities require the plans to be prepared by a State of Georgia licensed architect. These drawings shall bear the seal and signature of the architect of record.

A complete application is required at the time of submittal. Missing required documentation will result in failed reviews and resubmittal fees.

Certain applications require photocopies of contractor license, registered agent documents, WASA tap receipts, WASA grease tap plan approvals, Water Department receipts, Health Department approvals for construction, or other documentations. If you have questions about what is required for your permit type, please review the Building Department website at <https://peachtree-city.org/289/Permits> and select your permit type from the left-side menu bar.