

PLAN TRANSMITTAL – Residential Single Family/Duplex



Building Inspections & Permits Division
 302 S. Madison Avenue, Douglas, GA 31533 | Phone: 912-389-3423
 Email: spridgen@cityofdouglasga.gov



****ELECTRONIC SUBMISSION IS REQUIRED****

Owner Name: _____

General Contractor: _____ **License No.** _____

Architect/Designer: _____ **Phone:** _____

Contact Person for Job Site: _____ **Cell No.** _____

Email Address: _____

LOCATION/ADDRESS OF JOB SITE: _____ **COST OF PROJECT: \$** _____

<input type="checkbox"/> Subdivision	<input type="checkbox"/> Lot No. _____	<input type="checkbox"/> Block: _____	<input type="checkbox"/> Tract/Parcel: _____	<input type="checkbox"/> Flood Zone <input type="checkbox"/> Use Zone: _____	<input type="checkbox"/> Site Plan Attached <i>Includes lot size, building footprint, total heated sq. feet, and setbacks.</i>
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CLASS/DESCRIPTION OF WORK:

<input type="checkbox"/> New	<input type="checkbox"/> Remodel/Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Move	<input type="checkbox"/> Remove
<input type="checkbox"/> Shell	<input type="checkbox"/> Build-Out	Use of Building: _____		

OCCUPANCY TYPE (check all that apply):

<input type="checkbox"/> Single-Family	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Duplex	

TYPE OF CONSTRUCTION:

<input type="checkbox"/> Type I	<input type="checkbox"/> Type II	<input type="checkbox"/> Type III	<input type="checkbox"/> Type IV	<input type="checkbox"/> Type V
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Foundation Type <input type="checkbox"/> Slab <input type="checkbox"/> Basement <input type="checkbox"/> Crawl Space Footer Size _____ Depth _____ Reinforcement _____	First Floor Sq. Ft. _____ Second Floor Sq. Ft. _____ Garage Sq. Ft. _____ Basement Sq. Ft. _____ <input type="checkbox"/> Finished <input type="checkbox"/> Unfinished	No. of Bedrooms: _____ No. of Bathrooms: _____ Total Heated Sq. Ft. _____	Grade Beams _____ Spans and spacing of: Lumber _____ Headers _____ Beams _____ Rafters _____ Joists _____	<input type="checkbox"/> Roof & Truss Drawings (if used) <input type="checkbox"/> Exterior Materials
Electrical Details: <input type="checkbox"/> Meter Base <input type="checkbox"/> Disconnect <input type="checkbox"/> Breaker Panel <input type="checkbox"/> Smoke Alarms <input type="checkbox"/> Receptacles with GFCI (<i>ground fault circuit interrupter</i>)	Electrical Service with Location of Panels: _____ _____ _____ _____	Water Heater Type: <input type="checkbox"/> Gas <input type="checkbox"/> Electric Size: _____ Location: _____ _____	HVAC Unit Type: <input type="checkbox"/> Split <input type="checkbox"/> Heat Pump <input type="checkbox"/> Package Unit <input type="checkbox"/> Other: _____ Size: _____	

A homeowner can only build with an Owner-Builder Building Permit once every two years as per Georgia Administrator Code.

Date: _____

Applicant (Owner-Builder) Signature _____

Signed & Sealed before me this _____ Day of _____ 20____

Notary Public

Commission Expires

SEAL

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<input type="checkbox"/> Building and Site Plan Elements – see below for information required on the drawings.
<input type="checkbox"/> All property taxes are current with Coffee County and the City of Douglas, including utility debt owed to the City of Douglas by applicant and/or property owner.
<input type="checkbox"/> Homeowner Affidavit
<input type="checkbox"/> Copy of State License <input type="checkbox"/> Photo Identification <input type="checkbox"/> Copy of Business License

BUILDING AND SITE PLAN ELEMENTS – Building plans and site plans shall contain the following:

1. Width and location of any adjoining street right-of-way.
2. Lengths and bearing of property lines and area of property (square feet and acres).
3. Outlines of existing and proposed buildings and structures on the site, indicating ground floor area (footprint). Include all areas under roofs, such as porches, and any projections, such as chimneys and bay windows.
4. Utility easements on the survey.
5. Setbacks from property lines indicated by labeled setback lines or dimensioned arrows (drawn to square to the lot lines) from the lot lines to the nearest point of the building(s).
6. Flood plain boundaries or the disclaimer statement must contain the panel number of the Flood Insurance Rate Map (FIRM) and the most current effective date. (If any portion of the property is in the flood plain, the finished floor elevation must be given and a Certificate of Elevation provided before a C.O. will be issued.)
7. Driveway imprint (not to exceed 18’ in width and must be at least 19’ long) & sidewalk imprint (cross slope not to exceed 2%).
8. **REQUIRED INFORMATION IN LIEU OF ARCHITECTURAL:** Building Plans must be detailed, showing footer size, depth, reinforcement, foundation details, slab details, grade beams, spans, and spacing of lumber, beams, rafters, and joists. Complete roof and floor truss drawings (if used). Show exterior materials and elevations; electronic submission is acceptable and encouraged.

I understand that a Certificate of Occupancy (CO) will not be issued until Douglas Utilities, water service, sewer/tap fees, and all other relevant City departments have completed their final inspections and signed off.

Additionally, all building department fees must be paid when the permit is issued, following the completion of the City review. I confirm that the items mentioned above are included in this document, and I acknowledge that other requirements may arise before a building permit is granted, as the submitted documents will be routed and reviewed by City departments.

The issuance of this permit authorizes improvements of the real property designated herein, which improvements may subject such property to mechanics and materialmen’s liens pursuant to Part 3 of Article 8 of Chapter 14 of Title 44 of the Official Code of Georgia Annotated. To protect any interest in such property and to avoid encumbrances thereon, the owner or any person with an interest in such property should consider contacting an attorney or purchasing a consumer’s guide to the lien laws, which may be available at building supply home centers.

Separate permits are required for electrical, plumbing, and mechanical (HVAC). This permit becomes null and void if work or construction is not commenced within 6 months or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced. If the permit becomes null and void, it is my responsibility to secure a new permit and pay permit fees. I certify that I have read and examined this application and know it to be true and correct. I hereby certify that I, the owner-occupant, will comply with all provisions of laws and ordinances governing this work, whether specified herein or not.

Applicant Signature OR State Card Holder Signature and GC License Number, if not the Applicant _____ Date: _____

The builder has built according to all applicable codes and standards. The city acknowledges that the contractor has built to these standards.

Building Inspections & Permits Inspector Signature _____ Date: _____

Signed & Sealed before me this _____ Day of _____ 20____

Notary Public

Commission Expires

SEAL