



**Blue Ridge**  
GEORGIA | EST. 1886

City of Blue Ridge, GA  
Planning & Zoning Dept.  
480 West First Street  
Phone: 706-632-2091 Fax: 706-632-3278  
Inspection Request Line: 706-632-2091 x2  
CityofBlueRidgeGA.gov

**PLEASE BE ADVISED THAT THIS DOCUMENT IS SUBJECT TO THE OPEN RECORDS ACT**

**COMMERCIAL CONSTRUCTION PERMIT APPLICATION**

**Read Zoning Ordinance page 4-1 thru 12-1 for Zoning Districts Information**

LEGAL DESCRIPTION: Permit # \_\_\_\_\_

JOBSITE ADDRESS: Permit Fee: \_\_\_\_\_

MAP: PARCEL: LOT: PHASE: ZONING DISTRICT: \_\_\_\_\_

SETBACKS: FRONT: SIDE: REAR: TOTAL VALUATION: \_\_\_\_\_

OWNER: PHONE: / /

ADDRESS: CITY: STATE: ZIP:

LANDOWNER: PHONE: / /

ADDRESS: CITY: STATE: ZIP:

CONTRACTOR: PHONE: / /

ADDRESS: CITY: STATE: ZIP:

BRIEF DESCRIPTION OF WORK BEING DONE:

**STRUCTURE DESCRIPTION:**

TYPE OF CONSTRUCTION: NUMBER OF STORIES: HEATED SQUARE FEET UNDER ROOF: \_\_\_\_\_

NON HEATED SQUARE FEET UNDER ROOF \_\_\_\_\_

NUMBER OF BEDROOMS: NUMBER OF BATHS: SQUARE FEET UNFINISHED: \_\_\_\_\_

BASEMENT: YES NO (select one) FINISHED UNFINISHED

GARAGE: YES NO (select one) DETACHED ATTACHED

**IMPORTANT NOTICE**

A permit becomes null and void if the work it authorizes does not commence within 90 days of its issuance. A required inspection must occur within 180 days of the issue date of a permit or the job will be considered abandoned and the permit will become null and void. If the permit becomes null and void, it will be necessary to renew the permit and pay all appropriate fees prior to any future inspections. I have read and understand the preceding statements. (Applicant's initial)

APPLICANT: \_\_\_\_\_  
Signature (blue ink)

DATE: \_\_\_\_\_

DATE RECEIVED: \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_

DATE OF ISSUANCE: \_\_\_\_\_

# **OCGA 43-41-17 CONTRACTOR LICENSING**

## **(Homeowner Provision)**

### **43-41-17**

(a) The licensing requirements imposed by this chapter and the sanctions and consequences relating thereto shall not become effective and enforceable until January 1, 2008. On and after such date, no person, whether an individual or a business organization, shall have the right to engage in the business of residential contracting or general contracting without a current, valid residential contractor license or general contractor license, respectively, issued by the division under this chapter

(h) Nothing in this chapter shall preclude any person from constructing a building or structure on real property owned by such person which is intended upon completion for use or occupancy solely by that person and his or her family, firm, or corporation and its employees, and not for use by the general public and not offered for sale or lease. In so doing, such person may act as his or her own contractor personally providing direct supervision and management of all work not performed by licensed contractors. However, if, under this subsection, the person or his or her family, firm, or corporation has previously sold or transferred a building or structure which had been constructed by such person acting without a licensed residential or general contractor within the prior 24 month period, starting from the date on which a certificate of occupancy was issued for such building or structure, then such person may not, under this subsection, construct another separate building or structure without having first obtained on his or her own behalf an appropriate residential or general contractor license or having engaged such a duly licensed contractor to perform such work to the extent required under this chapter, or it shall be presumed that the person, firm, or corporation did not intend such building solely for occupancy by that person and his or her family, firm, or corporation. Further, such person may not delegate the responsibility to directly supervise and manage all or any part of the work relating thereto to any other person unless that person is licensed under this chapter and the work being performed is within the scope of that person's license. In any event, however, all such work must be done in conformity with all other applicable provisions of this title, the rules and regulations of the board and division involved, and any applicable county or municipal resolutions, ordinances, codes, permitting, or inspection requirements.



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# SUB-CONTRACTOR AFFIDAVIT:

PERMIT # \_\_\_\_\_

JOB ADDRESS:

GENERAL CONTRACTOR/HOMEOWNER:

PHONE#:

LICENSE NUMBER:

ELECTRICAL CONTRACTOR:

PHONE#:

NAME SHOWN ON LICENSE:

PHONE#:

ADDRESS:

CITY:

STATE:

ZIP:

LICENSE NUMBER:

DATE:

HVAC CONTRACTOR:

PHONE#:

NAME SHOWN ON LICENSE:

PHONE#:

ADDRESS:

CITY:

STATE:

ZIP:

LICENSE NUMBER:

DATE:

FUEL GAS CONTRACTOR:

PHONE#:

NAME SHOWN ON LICENSE:

PHONE#:

ADDRESS:

CITY:

STATE:

ZIP:

LICENSE NUMBER:

DATE:

PLUMBING CONTRACTOR:

PHONE#:

NAME SHOWN ON LICENSE:

PHONE#:

ADDRESS:

CITY:

STATE:

ZIP:

LICENSE NUMBER:

DATE:

**Sub-contractors must sign for work being done under their license. Homeowners are allowed to do all work on their residence. Homeowners doing work must write "homeowner" in area designated for licensed contractor.**

**NO WORK REQUIRING A STATE LICENSE CAN BE DONE UNDER CONTRACT BY AN UNLICENSED PERSON EVEN IF THE PERMIT IS PULLED BY THE HOMEOWNER. A HOMEOWNER MUST PERSONALLY SUPERVISE ALL HOURLY PERSONNEL DOING WORK UNDER A HOMEOWNER PERMIT.**

**LAND DEVELOPMENT REQUIREMENTS  
FOR NEW CONSTRUCTION**

Permit # \_\_\_\_\_ - \_\_\_\_\_

**The following setbacks must be observed on this project:**

- Feet from the Right of Way / Front property line, whichever is greater;
- Feet from the Side property line;
- Feet from the Rear property line;
- Feet from a waterway with an undisturbed buffer of \_\_\_\_\_ feet which shall remain undisturbed.

**Notice: The following must be completed prior to the first inspection:**

- 1) EROSION CONTROL MEASURES**
- 2) SANITARY FACILITIES**
- 3) CONSTRUCTION PAD (20'x 50') ACCESSING THE LOT**
- 4) ALL PROPERTY LINES SHALL BE CLEARLY MARKED & VISIBLE PRIOR TO THE FIRST INSPECTION.**

This permit is valid for 2 years from its date of issuance. Permit becomes null and void if work it authorizes does not Commence within 90 days of its issuance.

The first inspection must be requested and performed within 180 days of issuance or the permit is null and void.

If the job is abandoned or no inspection is requested for a period that exceeds 180 days, the permit is void. An extension of this permit may be allowed by the Building Official if requested in writing prior to expiration of the 180 days.

**Occupancy of or use of any structure prior to the issuance of a Certificate of Occupancy for new construction or Certificate of Completion for remodeling is prohibited.**

**Minimum setback requirements for principal buildings by district (in feet). Section 5-1 THRU 12-1 Zoning Ordinance.**

Zoning Districts	Zones_ABR	FRONT	REAR	SIDE
Residential Agriculture	RA	30'	30'	20'
Low Density Residential	R1	30'	20'	15'
Medium Density Residential	R2	25'	20'	10'
High Density Residential	R3	20'	20'	10'
Limited Commercial	C1	25'	20'	10'
General Commercial	C2	25'	15'	10'
Central Business District	CBD	None	15'	None
Manufacturing	M1	25'	20'	20'

**I have read and understand the above requirements and stipulations which pertain to this permit. By affixing my signature, I acknowledge and understand the requirements listed above.**

\_\_\_\_\_  
Signature of Authorized Agent

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



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# DRIVEWAY ACCESS PERMIT

**PRIMARY**

**OWNER OCCUPIED**

**SECONDARY**

Applicant Name:

Mailing Address:

Phone#

Applicant Signature:

Date:

**RESIDENTIAL**

**COMMERCIAL**

To: City of Blue Ridge Street Department

Please review the attached plat for any sight distance, drainage, traffic hazard, or curbing issues that may prevent the Planning Department from issuing a land disturbance permit for a driveway to this site. If no problem exists initial the attached plat, check the appropriate statement listed below and have the customer return to the Planning and Zoning Department for review.

Address:

Map#

Parcel#

Lot#

**OFFICE USE ONLY-BELOW LINE**

Recommendation:

Approve: \_\_\_\_\_ Or Approve with Condition(s) \_\_\_\_\_

Condition(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommend Denial: \_\_\_\_\_

Reason(s) for denial: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

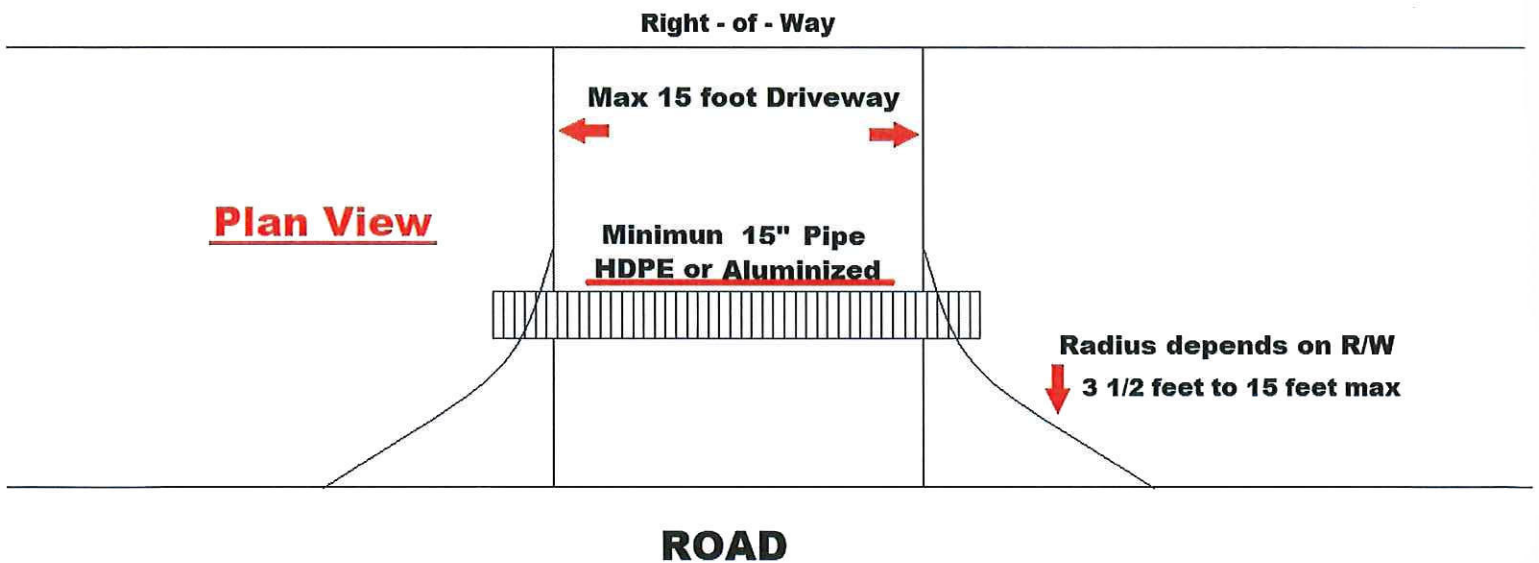
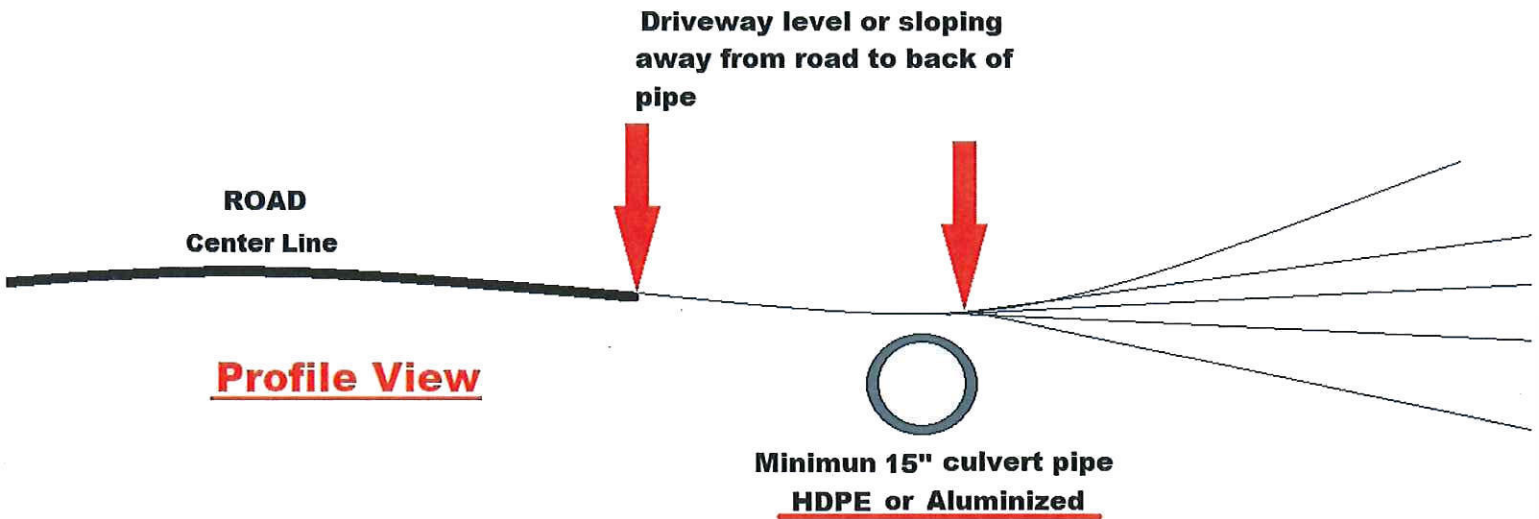
Issued by: \_\_\_\_\_

Date \_\_\_\_\_

# City of Blue Ridge

## COMMERCIAL DRIVEWAY

Commercial Driveway Cuts will be Reviewed  
on Individual Basis by Blue Ridge Street Department



**JOB CARD MUST BE POSTED IN PLAIN VIEW OF THE STREET/ROADWAY OR  
INSPECTION WILL NOT OCCUR**

**A 24 HOUR NOTICE IS REQUIRED FOR ANY AND ALL INSPECTIONS**

**ORDER OF INSPECTIONS**

The Following Inspections Must Occur During The Stages Of Construction.

1. Foundation: (Prior to concrete placement)
  - Setback: Check for distance off property lines
  - Footing: Check proper width & depth of footer.
  - Construction Pad
  - Portable Toilet
  - Soil Erosion Controls
2. Foundation Wall: (Prior to concrete placement)
  - Reinforcement Steel
3. Temporary power / Job pole inspection
4. Under slab inspections: Plumbing, Electrical, Mechanical, before covering with dirt or stone
5. Slab inspection: (Prior to concrete placement)
  - 6 mil vapor barrier
  - Gravel
6. Rough-Ins: (Prior to placement of interior wall covering)
  - Framing,
  - Electrical,
  - Plumbing,
  - Mechanical
  - Gas (if applicable)
7. Insulation: (Prior to placement of interior wall covering)
8. Final: (Building must be unlocked to allow entry by inspector)
  - Structure
  - Plumbing,
  - Electrical,
  - Mechanical
  - Gas: (LPG, Tank must be installed and connected)

Call to request any required inspection.

The Following Information Is Necessary To Schedule An Inspection:

- Permit #,
- Job address,
- Inspection needed,
- Your name & phone #.

My signature certifies that I reviewed and received a copy this document.

---

**Signature**

---

**Date**



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### PERMIT APPLICATION CHECKLIST

PLANNING REVIEW:	APPROVAL	Initial	PENDING
BUILDING REVIEW:	APPROVAL	Initial	PENDING

Required	Received	ITEMS NEEDED
<input type="checkbox"/>	<input type="checkbox"/>	1. COMPLETE APPLICATION, WITH SUB-CONTRACTORS AFFIDAVIT, SETBACKS, ORDER OF INSPECTIONS
<input type="checkbox"/>	<input type="checkbox"/>	2. SOIL EROSION PLAN (IF APPLICABLE)
<input type="checkbox"/>	<input type="checkbox"/>	3. ALL CONTRACTORS MUST HAVE STATE LICENSE
<input type="checkbox"/>	<input type="checkbox"/>	4. 911 ADDRESS
<input type="checkbox"/>	<input type="checkbox"/>	5. COPY OF RECORDED PLAT OF PROPERTY
<input type="checkbox"/>	<input type="checkbox"/>	6. REFLECT ON PLAT-NEW STRUCTURES, ANY CREEKS/STREAMS OR LAKES
<input type="checkbox"/>	<input type="checkbox"/>	7. DETAILED CONSTRUCTION PLANS
<input type="checkbox"/>	<input type="checkbox"/>	8. CITY SEWER LETTER (IF APPLICABLE)
<input type="checkbox"/>	<input type="checkbox"/>	9. CITY WATER LETTER (IF APPLICABLE)
<input type="checkbox"/>	<input type="checkbox"/>	10. GDOT DRIVEWAY PERMIT (IF OFF STATE HIGHWAY)
<input type="checkbox"/>	<input type="checkbox"/>	11. DRIVEWAY PERMIT (IF OFF CITY MAINTAINED ROAD)
<input type="checkbox"/>	<input type="checkbox"/>	12. DEPARTMENT OF HEALTH FOOD PERMIT (IF APPLICABLE)
<input type="checkbox"/>	<input type="checkbox"/>	13. LETTER OF APPROVAL FROM USDA NRCS (IF APPLICABLE)
<input type="checkbox"/>	<input type="checkbox"/>	14. LETTER OF APPROVAL FROM GEORGIA EPD (IF APPLICABLE)