



# **SAMPLE OF AGREEMENT**

## **Application on All Permit Applications. Will have the following Permit name here**

**Dooly County Building Department**  
113 North 3rd Street  
Vienna, GA 31092  
P: 229-268-4228 F: N/A

Application Received:

Property Information		
<b>Address</b> Your Address Your City Mailing Address	<b>Legal Description</b> Tax Parcel # Your Zoning	<b>Roll Number</b>  Major Occupancy
Project Information		
<b>Project/Work Description</b> The best decription of work being done on you location		<b>Estimated Value:</b> \$0,000.00 <b>Area of Project:</b> 00000
Owner	Contractor	
Name of Owner	Name of Contractor	
Address of owner	Name of owners business	
City & State of owner	Address of owner	
Zip code of owner	Zip code of owner	

### **\*\*STATEMENT TO APPLICANT OF BUILDING PERMITS\*\***

Dooly County enforces the Uniform Dwelling Code/Internal Building Code adopted by the State of Georgia.

To schedule an inspection applicant of permit can either log into portal and request an inspection or call the Dooly County Building Department at 229-268-4228 and request one. Allow 24 hrs notice for scheduling and completing inspection.

Certificate of compliance and Authorization of entry:

Applicant certifies they have read all associated documents and application and state that the permit and all other information is correct. Applicant agree to comply with all federal, state laws, city and county ordinances and state laws related to owner/contractor laws and construction. Applicant understands there are potentially several inspections and will contact Dooly County Building Department to schedule the inspection. Applicant also authorize a representative of Dooly County to enter upon the property for which they have applied for this permit for the purpose of making inspection.

## **Permit Application Requirements for Residential or Commercial Construction Policies:**

### **Notice and Disclaimer:**

This permit summary may not be an accurate reflection of all permits and/or the permit status on the property. A visit to the specific office to review the physical copies of any permits for the property should ALWAYS be undertaken to ensure accuracy of information. The full permit document can be found by contacting the Department identified at the Dooly County Zoning Administration office. This permit summary is drawn from Dooly County Zoning Administration office and Clerk/Treasurers Office. The permit status reflects the actions of

these departments only. The Tax Assessor's Office conducts an independent review of permit activities for property use and data changes. Fees for permit are based upon information given by owner/contractor. Any misinformation may result in additional fines or fees. This permit does not affect or change the rights or duties of parties to any public or private easement relating to the use of land, including, but not limited to easements for: access, conservation, construction, development, ingress/egress, maintenance, repairs, parking, roads, utilities or other purposes. Fences and other structures are erected and maintained upon easement areas at your own risk, for which the City or County disclaims any liability. You may be required to move or remove a fence in the future if requested to do so by a party holding or benefited by an easement.

**The following information is needed for Permits:**

1. Provide permit from Dooly County Health Department for septic system or from public sewage office.
2. Provide proof of water provision from Dooly County Health Department.
3. Provide names, phone number and licensed number of General, plumbing, electrical and HVAC contractors.
4. Provide numbers of bedrooms, bathrooms, laundry and heated and non-heated square footage of home.
5. Provide a floor plan of the project (minimum 8.5 X 11).
6. Provide a site plan with setbacks and project on site plan (minimum 8.5 X 11).
7. Provide an electrical plan of proposed wiring and, lighting, smoke and alarm for project (minimum 8.5 X 11).
8. Provide a plumbing plan for project (minimum 8.5 X 11).
9. Provide a HVAC plan for project (minimum 8.5 X 11).

**Notice of inspection minimum requirements:**

All work shall conform to the 2018 IBC, IRC, IFC, IPC, IPMC, IMC, ISPSC, NFPA 101, 2024 NEC, 2018 IECC and the 2018 IEBC.

**The following will be the required inspections:**

**New construction or additions:**

1. Foundation – To be inspected after trenches are excavated and forms erected (prior to pouring)
2. Under slab- Vapor barrier must be installed on ground. All penetrations through foundation must be installed. Clean outs for each end of plumbing must be installed. Electrical conduit for islands and main supply must be in place if going under concrete. Must meet and pass inspection before slab is poured. Slab must have 1/2" J-bolts with 1" square washers in poured slab.
3. Framing - To be made after the roof, framing, plumbing, electrical, mechanical, fire blocking and bracing is in place prior to installing insulation, wall or ceiling membranes, windows and doors are installed.
4. Insulation - before drywall- All walls are to be minimum R-13. Ceilings R-30 floors R-30 all pipes in attic or floor must be insulated before drywall. Caulk and seal all penetrations through floors and walls. If blown insulation is being installed baffles for venting must be installed before drywall. To be made after all roof, framing, plumbing, electrical, mechanical, fire blocking and bracing is in place and windows and doors are installed and inspected.
5. Final Inspection – To be made after the building is complete, all required electrical fixtures, plumbing fixtures, and mechanical systems are in place and properly connected or protected, and the structure is ready for occupancy. (A power inspection can be before final inspection. Once the form is filed and signage is posted, the inspector will check the electrical and mechanical system before releasing power.)

**Electrical:**

**Temporary electrical pole:**

1. Approved pole with approved meter can
2. Breaker panel with all knockouts sealed
3. One ground rod
4. Panel dead front installed
5. Exterior outlet with water resistant cover

**Manufactured Homes Electric Pole or Attached to Home:**

1. Power pole, mast head, and panel mounted stable, correct wire size for service. Service may be attached to the home.
2. Two ground rods driven a minimum 6' apart and clamped to grounding electrode conductor. Ground wire is to be continuous.
3. Dead fronts in place, (no openings in panel)
4. Four wire from first means of disconnect, correctly landed on inside panel, neutrals and grounds separated, equipment ground must be insulated.
5. Proper burial depth of service to inside panel 18" if in conduit, 24" if direct burial cable.
6. Service conduit secured to frame under home (cannot be run on the ground).
7. Over current protection installed per manufacturer's specification. (Surge protector)
8. Disconnects provided at well and HVAC units if not within sight of and closer than 50' to service panel.
9. If home is a double-wide or triple-wide: bonding jumper from frame to frame required at end wall, crossover connections will be made up, secured, and covered in factory junction electrical box.
10. The inspector will need to access the interior of the home to inspect the inside electrical panel, please remove all panel covers if power is off.
11. The building department will notify the utility company to connect service when the inspection is approved
12. Well wires shall be in protected covering of flex conduit.

#### **Generator installation:**

1. Proper connection from panels to meter
2. Proper grounding
3. Keep clearances from windows and doors
4. All wires properly protected
5. List power company on application

**Electrical Rough-in:** All wires attached to metal or plastic boxes with approved connectors (bath fans, recessed cans etc)

1. Wires properly stapled within approved distance of all boxes
2. All joints made with all ground wires terminated with UL listed connectors
3. Proper wire to islands under concrete slab
4. All nail plates installed where needed
5. Interior panel / panels installed
6. AHU disconnects installed and unit connector
7. Proper fixture boxes with minimum 8/32 screws
8. Paddle fan boxes must be paddle fan rated

**Electrical Trim-out:** Exterior meter and Main panel installed and wired ready for power.

1. Interior/ exterior panel trimmed out with all circuits labeled on panel schedule (arc fault /GCFI as required)
2. All devices installed
3. All electrical appliances installed and connected. Stove must have tip support installed
4. 2-Ground rods and continuous ground wire installed visibly for inspection
5. Well wiring new or existing to be properly protected with approved flexible raceway
6. All fixtures, smoke detectors, paddle fans etc., installed
7. Whole house surge protector installed
8. Well wiring must be in conduit

#### **Plumbing:**

1. Rough Inspection of plumbing with vent pipes through roof and ready for to connect to septic.
2. Rough Inspection of plumbing- Drain pipes must be water test filled 24 hrs prior to inspection. Tag time and day when test prepared.
3. Rough Inspection of new supply water plumbing must be air tested for 24 hrs prior to inspection with gauge easily accessed and read. Tag time and day when test prepared.
4. Final Inspection of plumbing - Finish connection of all fixtures are in place and operating.

### **Mechanical:**

1. Rough Mechanical – To be done for rough duct and HVAC systems. As well as Bathroom dryer Microwave and stove hood exhaust are in place before drywall and insulation are installed.
2. Final Mechanical – To be done after all mechanical finish trims are installed, including Microwave and or stove hood are installed.

### **Set up of Manufactured Home:**

1. Steps constructed to code at each door to home. Landing must be flush with the bottom of the door. A handrail must be on steps per code.
2. New homes will have a vapor barrier of 6 mils (minimum) thickness installed on the ground below the home.
3. Straps will be crimped to all strapping supplied with the home or shown on floor plan.
4. Straps will be tight with at least three wraps around the split bolts in the auger head
5. Stabilizer systems will be located as indicated on the set-up documents.
6. Ground augers shall be galvanized and either 4' or 5' as indicated on the set-up documents.
7. Auger heads shall be driven flush with the ground.

### **Plumbing inspection requirements for Manufactured Homes:**

1. All sanitary piping extending through the floor is connected.
2. The septic tank connection is to be complete and exposed for Health Department inspection.
3. All fittings oriented correctly, and proper slope maintained (1/8" to 1/4" per foot)
4. Cleanout provided on sewer line 18" from edge of home.
5. Water supply shut off valve at connection point to home.
6. Water supply lines above ground are to be insulated.
7. Pressure relief device at well and well control box securely supported Set-Up.

### **When and how skirting can be done on Manufactured Homes:**

1. After final inspection is complete the crawlspace must be enclosed (skirted). Axels and towing tongue are to be removed.
2. The home cannot be skirted until the inspection is completed.
3. If the home has brick or block skirting foundation supporting material must be 4 inches wider than the material being installed. The foundation must be 8 inches deep. Access and vent holes must be installed.

### **Setbacks all homes:**

1. The front of the home or front of the deck on the home needs to be 90 ft from the center of the road.
2. Side setbacks are 20 ft from the side of the property.
3. Rear set back is 25 ft.

### **Reinspection Fee:**

If the inspection does not pass or the time you requested an inspection is not ready, a fee of **\$65.00** will be charged. If the inspection does not pass again at any point until the project is complete a **\$100.00** fee will be charged for each additional inspection.

### **Contractors Declaration:**

I hereby claim under penalty of perjury one of the following statements: Initial appropriate space

- I am licensed under the provision of Title 43-41-17 of the official code of Georgia and at this time my contractors license is current, active and in full force.

### **Owner Builder Declaration:**

- As the owner of property on permit, will do the work myself and this structure will not be placed for sale within

the Next 24 months. I further agree that I will occupy this structure upon completion. (Title 43-41-17 of the official code of Georgia.)

- As the owner of property on permit, agree that if **I Do Not** personally perform the work permitted, that I will contract with licensed contractors for all the work per required by Title 43-41-17 of the official code of Georgia.
- As the owner of property on permit, understand and affirm that I am aware that any knowingly false statement made in the permit application may subject said me to prosecution for violation of Georgia Criminal Code, Section 16-10-20 (False swearing or affirming) and a possible fine of not more than \$1,000.00 or imprisonment for not less than one (1) or more than five (5) years, or both. (Title 43-41-17 of the official code of Georgia.)

**Specialty Contractor Declaration:**

I hereby claim under penalty of perjury one of the following statements:

- I am applying for a permit under the guidelines established by (Title 43-41-17 of the official code of Georgia) (Traditional Specialty Contractor). I further acknowledge that performing work as a residential General Contractor or Trade contractor is not allowed.
- Is the owner of property on permit, am exclusively contracting with licensed contractors to complete he permitted project under the provision of Section 7044 of the Georgia Business & Professional Code

**Certificate of compliance and Authorization of entry:**

I certify I have read all associated documents and application and state that the permit and all other information is correct. I agree to comply with all federal, state laws, city and county ordinances and state laws related to owner/contractor laws and construction. I also, authorize a representative of Dooly County to enter upon the property for which I have applied for this permit for the purpose of making inspection.

☒ I have read and agree to the above terms

Sign in box below