

**CITY OF HARLEM BUILDING PERMIT APPLICATION**

Job Address \_\_\_\_\_ Zoning District \_\_\_\_\_ Parcel ID \_\_\_\_\_

Legal Description: Lot No. \_\_\_\_\_ Block No. \_\_\_\_\_ Tract Name \_\_\_\_\_

Lot Dimensions: Road Frontage: \_\_\_\_\_ Depth \_\_\_\_\_ Total Area \_\_\_\_\_

Contact Persons:

	Name	Address	Zip Code	Phone
Owner				
Contractor				
Architect				
Engineer				
Plumber				
Electrician				
Mechanical				
Lender				

Class of Work:  New  Addition  Alteration  Repair  Demolition  Pool  Sign

Describe Work:

Existing Use: \_\_\_\_\_

Proposed Use: \_\_\_\_\_

Valuation of Work: \$ \_\_\_\_\_

Total sq. ft. under roof \_\_\_\_\_

Total heated area: \_\_\_\_\_

Capacity of A/C unit: \_\_\_\_\_ tons

Capacity of heat unit: \_\_\_\_\_ BTU's

Special conditions, if any

**SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 1 YEAR AT ANY TIME AFTER WORK IS COMMENCED**

Permit Fee _____	Fire Sprinklers _____
Bldg. Height _____	Approved Use _____
Front Setback _____	No. of Dwell uts. _____
Side Setback _____	Type of Constr. _____
Rear Setback _____	Source of Water _____
Sewerage Type _____	

Special Approvals	Req'd	Date Rec'd	Not Req'd
Zoning			
Health Dept.			
Fire Dept.			
Soil Conservation			
Engineering			
Water			
Sewer			
Other			

Permit applications for new construction and building additions have a **MANDATORY 24 HOUR** wait period from the time the application is **ACCEPTED AS COMPLETE**. **To submit trade permits electronically please send completed application to [buildingpermits@harlemga.org](mailto:buildingpermits@harlemga.org)**

I hereby certify that I have read and examined this application and know the same to be true and correct. I understand that the granting of a permit does not waive the provisions of any other state or local law regulating construction or the performance of construction. I agree to call for all building, plumbing, electrical, and mechanical inspections required by the City of Harlem.

\_\_\_\_\_  
Signature of contractor or authorized agent                      Date                      Permit approved by \_\_\_\_\_

\_\_\_\_\_  
Signature of owner (if owner/builder)                      Date                      Permit fee of \_\_\_\_\_ paid on \_\_\_\_\_

## **INSPECTIONS**

INSPECTIONS, EXCEPT FOR SOIL AND EROSION, ARE PERFORMED BY THE COLUMBIA COUNTY DEVELOPMENT SERVICES DIVISION. PLEASE CONTACT THEM THE DAY BEFORE YOU NEED THE INSPECTION.

To better serve the contractors and subcontractors in Columbia County, a new telephone number and email address was created to be used exclusively to ***request all inspections***. Please note that inspections will **only** be accepted via the following:

1. Inspection Request Phone Line- (706)-447-7733
2. Inspection Request Email- [inspections@columbiacountyga.gov](mailto:inspections@columbiacountyga.gov)

Please contact Columbia County Development Services by 4:30PM the day before you need the inspection by either the above telephone number or email. You will need to specify your permit number as well as the type of inspection needed and your contact information. These requests will be monitored throughout the day. We will in turn provide you with a confirmation number.

### **REQUIRED INSPECTIONS**

1. Soil and Erosion (Inspected by City of Harlem Planning & Zoning and Public Works)
2. Temp Power
3. Footing (with site plans)
4. Foundations
5. Plumbing (under slab with test)
6. Concrete Slab (before placement)
7. Rough in Framing (Note: If any portion of a lot is within the 100 year flood plain, an elevation certificate must be submitted to the Engineering Department prior to obtaining an inspection for the rough in framing.)
8. Rough-In Plumbing (with test)
9. Rough-In Electrical
10. Rough-In Mechanical
11. Shower Pan
12. Stucco
13. Energy Efficiency
14. Electrical Power (For check out only)
15. Final (Before owner move in) and Totally Completed with Landscaping

### **PLEASE HAVE READY**

1. Permit number
2. Address
3. Type of inspection
4. Contact information