

CITY OF HARLEM BUILDING PERMIT APPLICATION
(2018 IRC and 2018 IBC now in force)

Property Address. _____ Zoning District. _____ Parcel ID _____
 Legal Description: Lot No. _____ Block No. _____ Subdivision _____
 Lot Dimensions: Road Frontage: _____ Depth. _____ Total Area. _____
 Contact Persons: (List email if possible)

	Name	Address	Zip Code	Phone
Property Owner				
Owner Email:	_____			
Contractor				
Contractor Email:	_____			
Plumber				
Plumber Email:	_____			
Electrician				
Electrician Email:	_____			
Mechanical				
Mechanical Email:	_____			
Sewer Connect	Robert Fields	Harlem City Hall, 320 N. Louisville	30814	706-556-0043
Yard Sprinklers				
Sprinkler Contractor Email:	_____			

Class of Work: New Addition Alteration Repair Demolition Pool Sign Roof
Temporary Power Irrigation Sprinkler Other HVAC Electrical Changeout

Residential Commercial (If Elect. Need Amps)

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 applications for new construction and building additions have a **MANDATORY 24 HOUR** wait period from the time the application is **ACCEPTED AS COMPLETE**

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 __ __ __

(PLEASE SEE REVERSE)

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INSPECTIONS

INSPECTIONS, EXCEPT FOR SOIL AND EROSION, ARE PERFORMED BY THE CITY OF HARLEM'S COMMUNITY DEVELOPMENT SERVICES, INSPECTOR DIVISION. PLEASE CONTACT THEM THE DAY BEFORE YOU NEED THE INSPECTION.

To better serve the contractors and subcontractors in the City of Harlem, use telephone number or email address below to ***request all inspections***. Please note that inspection requests will be accepted in either of the following:

1. Inspection Request Phone Line- (706)-556-0043
2. Permit and Inspection Request Email- buildingpermits@harlemga.org

Please contact the City of Harlem's Community Development offices by 4:00PM 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. Inspections will be scheduled on first come first served basis. All effort will be made to accommodate inspections the next day.

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. Exterior wall (if needed before rough-ins)
8. 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.)
9. Rough-In Plumbing (with test)
10. Rough-In Electrical
11. Rough-In Mechanical
12. Shower Pan (if applicable)
13. Energy Efficiency
14. Electrical Power (For check out only)
15. Final (Before owner move in) and Totally Completed with Landscaping
16. Columbia County Sewer and Water Inspection (before CO can be issued)

PLEASE HAVE READY

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