

**CITY OF HARLEM BUILDING PERMIT APPLICATION**  
(Codes now in force are per State of Georgia DCA and amendments thereto)

\*Property Address: \_\_\_\_\_ 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
<b>*Property Owner</b>				
Owner Email:				
<b>*Contractor</b>				
Contractor Email:				
<b>Plumber</b>				
Plumber Email:				
<b>Electrician</b>				
Electrician Email:				
<b>Mechanical</b>				
Mechanical Email:				
<b>Sewer Connect</b>	Columbia County Water Utility	(must have proof of any/all payments)		
<b>Yard Sprinklers</b>				
Sprinkler Email:				

\*Class of Work: New Addition Alteration Repair Demolition Pool Sign Roof  
Temporary Power Irrigation Sprinkler HVAC Electrical Changeout Other  
Residential Commercial (If Electrical, Need Amps)

\*Describe Work: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

\*Valuation of work: \$ \_\_\_\_\_  
 \*Total Sq Ft under roof: \_\_\_\_\_  
 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 \_\_\_\_\_ **(PLEASE SEE REVERSE)**

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**INSPECTIONS**

INSPECTIONS, EXCEPT FOR SOIL AND EROSION, ARE PERFORMED BY THE CITY OF HARLEM COMMUNITY DEVELOPMENT DEPARTMENT'S, BUILDING INSPECTOR. PLEASE CONTACT THE **DAY BEFORE YOU NEED THE INSPECTION** at [buildingpermits@harlemga.org](mailto:buildingpermits@harlemga.org) OR PHONE NUMBER BELOW.

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

\*(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.)

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
8. Rough-In Plumbing (with test)
9. Rough-In Electrical
10. Rough-In Mechanical
11. Energy Efficiency
12. Electrical Power (For check out only)
13. Final (Before owner move in) and Totally Completed with Landscaping

**PLEASE HAVE READY**

1. Address
2. Type of inspection
3. Contact information