



# Residential Building Permit Application

## New Construction, Additions and Alterations

Community Development Department Phone: 678-421-2027  
65 Lawrenceville Street Norcross, GA 30071

### NEW CONSTRUCTION, ADDITIONS AND ALTERATIONS

This application is for a **New Construction Residential, Additions and Alterations** to the exterior of the structure. This application includes alterations that will expand a building's existing footprint or alter an exterior wall. This permit also includes any interior remodeling associated with the project.

**Description** - Enter a brief summary of your project such as "Address – Shed Addition or New Construction."

**Square Feet** – Please include the total square footage of all rooms affected by the renovation.

**Valuation** – This is the total construction cost to include both construction material and labor.

### REQUIRED ATTACHMENTS

1. **Residential Building Permit Application**
2. **Construction Drawings:** Please combine the construction drawings into a single PDF. All pages should be in the same landscape or portrait orientation (not a combination of the two). All drawings should be shown to scale with dimensions. All drawings submitted for plan review.
  - **Cover Sheet and Sheet Index** with the project address and a sheet list of all drawings submitted for plan review.
  - **Civil Drawings (If Applicable)**
    - **Existing Conditions/Survey**
    - **Site Plans** including all setbacks, buffers and easements clearly labeled and shall include the lot coverage calculations. Also include existing utility services such as water, sewer, septic fields, etc.
    - **Grading and Drainage Plans**
    - **Retaining Wall Details**, if applicable.
    - **Erosion Control Plans** clearly indicating the BMP locations with standard details.
    - **Tree Conservation Plan** including the canopy coverage calculation.
  - **Architectural Drawings**
    - **Floor Plans**
    - **Roof Plans**
    - **Elevations**
  - **Structural Drawings**
    - **Foundation Plans and Details**
    - **Framing Plans and Details**
    - **Truss Drawings**
  - **Erosion Control and Bond (If Applicable)**

### ANY APPLICABLE AFFIDAVITS

**Contractor Affidavits:** Required for every contractor and subcontractor. Please include a copy of the current state contractor's license, local business license and state's Driver's License.

**Residential Owner-Contractor Affidavit:** Required for owners of residential properties who wish to act as their own contractor.