

# The City of Newnan, Georgia

## Building Department

25 LaGrange Street, 2<sup>nd</sup> Floor, Newnan, GA 30264 – 770-254-2362 – Fax 770-254-2361

Email – [jcantrell@newnanga.gov](mailto:jcantrell@newnanga.gov)

### NEW RESIDENTIAL PERMIT CHECKLIST and APPLICATION

Contractor: \_\_\_\_\_

House Address: \_\_\_\_\_ Lot # \_\_\_\_\_

Email to send Inspection Results: \_\_\_\_\_

Foundation Type:                     Slab     Basement     Crawl space

Basement Sq. Ft: \_\_\_\_\_  Finished     Unfinished                    Garage Sq. Ft. \_\_\_\_\_

Bonus Rm Sq. Ft: \_\_\_\_\_  Finished     Unfinished                    Total Heated Sq. Ft. \_\_\_\_\_

First Floor Sq. Ft: \_\_\_\_\_ Second Floor Sq. Ft: \_\_\_\_\_ # bathrooms \_\_\_\_\_ # bedrooms \_\_\_\_\_

- City of Newnan Impact Fees Receipt (Community Development)
- Newnan Utilities Water and Sewer Fees Receipt (Newnan Utilities)
- House Location Plan (HLP) – 2 each – see residential site plan elements on next page for information required on this plan
- Notice of Intent (NOI) – provide copy of NOI and copy of certified receipt showing that it was sent to State
- Manual J and Manual D or other energy and duct sizing calculations showing envelope insulating values, total CFM's and duct sizing calcs – the compliance certificate is not sufficient for permitting
- Detached retaining wall over 4' high (measured from bottom of footing to top of wall, any portion) – requires drawings submitted to engineering
- Architectural drawings – see next page for information required on the drawings

I understand that a CO will not be issued without a **tree preservation inspection** and a Newnan Utilities **water service and sewer line inspection**, and all other City departments have signed-off on their respective final inspections. and that all **building department fees** are to be paid at the time the permit is issued, **after the City review has been completed**. For HVAC, electrical and plumbing, a signed affidavit may be submitted before the issuance of the C.O.

I certify that the above items are included with this document, and additional items may be required prior to a building permit being issued, as the submitted documents are routed and reviewed by City departments.

Date: \_\_\_\_\_

Applicant Signature

\_\_\_\_\_  
State Card Holder (GC) License number and Signature if not the Applicant

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### ARCHITECTURAL AND SITE PLAN ELEMENTS

Residential site plans shall consist of a current stamped and signed plat by a registered engineer in the State of Georgia, and contain the following information. Item 12 applies to architectural drawings only.

1. North arrow and scale
2. Width and location of any adjoining street right-of-way
3. Lengths and bearing of property lines
4. Area of property (square feet and acres)
5. Outlines of existing and proposed buildings and structures on the site indicating ground floor area (footprint), include all areas under roof such as porches, and any projections, such as chimneys and bay windows
6. Utility easements
7. Setbacks from property lines indicated by labeled setback lines or dimensioned arrows (drawn square to the lot lines) from the lot lines to the nearest point of building(s)
8. Flood plain boundaries or disclaimer statement, the disclaimer statement must contain the panel number of the Flood Insurance Rate Map (FIRM) and most current effective date, (if any portion of the property is in the flood plain, the finish floor elevation must be given and a Certificate of Elevation provided before a C.O. will be issued)
9. Driveway imprint (not to exceed 18' in width and must be at least 19' long)
10. Sidewalk imprint (cross slope not to exceed 2%)
11. Show the location of all erosion BMP's - silt fence, (type C), inlet protection, construction exit and arrows indicating lot drainage
12. Sealed and signed by licensed architectural drawings, or letter stating ownership (City Ordinance) – must be detailed, showing footer size, depth, reinforcement, foundation details, slab details, grade beams, spans and spacing of lumber, beams, rafters, and joists. Complete roof and floor truss drawings if used. Show exterior materials and elevations; must be to scale and can be no larger than 11"x17", electronic submission is acceptable and encouraged

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