



City of Covington

BUILDING PERMIT APPLICATION

Date Received: _____

Received By: _____

Permit No.: _____

Invoice No.: _____

PLEASE COMPLETE THE FOLLOWING:

Commercial plan review fee: \$250.00 Residential plan review fee: \$75.00

Incomplete applications will be denied and returned to the applicant.

I. PROJECT INFORMATION:

Project Address: _____

Parcel ID: _____ Parcel Size (Acres): _____ Zoning District: _____

Project Name: _____

Description of Project: _____

Permit Type: ☐ Residential ☐ Commercial ☐ Industrial ☐ Other

Project Type: ☐ New Construction ☐ Interior Build/Remodel ☐ Exterior Remodel ☐ Basement Finish

☐ In Ground Pool ☐ Shell Only ☐ Other _____

New Construction:

of bedrooms: _____ # of full baths _____ # of half baths _____ detached ___ attached ___ garage

Project Cost/Valuation (excluding land cost): _____

Total Square Footage: _____

Intended Use of Structure(s): ☐ Single Family House ☐ Multifamily House ☐ Apartment

☐ Retail ☐ Restaurant ☐ Professional ☐ Other _____

Building Height: _____ Number of Levels: _____

Will a temporary power pole be needed? ☐ yes ☐ no Fire Sprinkler System Provided? ☐ yes ☐ no

Is the property located within a historic district? ☐ yes ☐ no

If yes, applicant must also submit proof of a Certificate of Appropriateness.

II. APPLICANT INFORMATION:

Name: _____

Address: _____

Phone: _____ Email: _____

Applicant is: ☐ Property Owner ☐ General Contractor ☐ Business Owner/Tenant

☐ Architect/Engineer ☐ Other _____



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III. REQUIREMENTS:

- ☐ 1 full set of stamped building plans on 24" x 36" paper (including site layout plan, Tree Preservation Plan, backflow protection device and grease trap – if applicable)
- ☐ 2 separate sets of electrical plans (non-residential) ☐ 1 separate set of gas plans (non-residential)
- ☐ 1 set of digital plans in pdf format ☐ Plan review fee
- ☐ Signed affidavit ☐ Copy of state license ☐ Copy of business license ☐ Copy of driver's license
- ☐ Signed subcontractor affidavit for each subcontractor
- ☐ If structure is to be placed on a septic system, please provide proper documentation from the Newton County Health Department.
- ☐ If your home is in Covington's Historic Districts, you will need to complete a Certificate of Appropriateness **prior** to the completion of this application.

IV. CONSTRUCTION TYPE- IBC 503

- ☐ Type I **(Fire Resistive)** concrete and steel structure (including roof)
- ☐ Type II **(Non-Combustible)** steel or concrete walls – similar to Type I but roof material is combustible
- ☐ Type III **(Ordinary – Brick and Joist Structure)** masonry bearing walls with floors, structural framework and roof made of wood or other combustible material
- ☐ Type IV **(Heavy Timber)** masonry wall similar to Type II but interior consist of heavy timber
- ☐ Type V **(Wood Frame)** interior and exterior walls are wood framed

Exterior Building Material: ☐ Brick ☐ Stone ☐ Stucco EIFS ☐ Other _____

Roofing Material: ☐ Metal ☐ Asphalt ☐ Other _____

V. CONTRACTOR INFORMATION:

Contractor Business Name: _____

Address: _____

Qualifying Agent Name: _____

State License Number: _____ Expiration Date: _____

License Type: ☐ General Contractor ☐ General Contractor-limited tier ☐ Residential Basic
☐ Residential/Light Commercial

Address: _____

Phone: _____ Email: _____

Primary Contact for Project: _____ Phone: _____



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VI. GEORGIA LICENSED SUBCONTRACTOR INFORMATION:

Electrical Contractor

Business Name: _____ Contact Name: _____

Address: _____

Qualifying Agent Name: _____

State Card number: _____ Expiration Date: _____

Phone: _____ Email: _____

Plumbing Contractor

Business Name: _____ Contact Name: _____

Address: _____

Qualifying Agent Name: _____

State Card number: _____ Expiration Date: _____

Phone: _____ Email: _____

Mechanical Contractor

Business Name: _____ Contact Name: _____

Address: _____

Qualifying Agent Name: _____

State Card number: _____ Expiration Date: _____

Phone: _____ Email: _____

Low Voltage Contractor

Business Name: _____ Contact Name: _____

Address: _____

Qualifying Agent Name: _____

State Card number: _____ Expiration Date: _____

Phone: _____ Email: _____



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I do hereby certify that I am responsible for each required licensed subcontractor to hold a current Georgia subcontractor license and local business license where the business is located from. It is my sole responsibility to notify the City of Covington Planning and Zoning Department in writing of any change in the status of myself as the contractor or any subcontractor performing work listed on this page. Any false information or representation will be prosecuted under all applicable laws and ordinances.

General Contractor: _____ Date: _____

Sworn to and subscribed before me on this _____ day of _____, 20____

Notary: _____

Notary Seal

VII. PROPERTY OWNER AFFIDAVIT:

I, _____, the owner of the subject property identified in this

application, do hereby authorize _____ to act on my behalf in all matters pertaining to the processing and approval of this application, including modifying the project accordingly to the terms and conditions set forth by the City of Covington. I agree to be bound by all representatives and agreements made by my designated representative. If this relationship changes at any time prior to the completion of this project, it is my sole responsibility to notify the City of Covington Planning and Development Department of said change in writing.

Name of Property Owner(s): _____

Mailing Address: _____

Phone: _____ Email: _____

Signature of Owner: _____ Date: _____

Sworn to and subscribed before me on this _____ day of _____, 20____

Notary: _____

Notary Seal



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NO PERMIT WILL BE SUBMITTED FOR REVIEW UNTIL THE PLAN REVIEW IS PAID.

NO PERMIT WILL BE ISSUED UNTIL THE PROPERTY OWNER AFFADAVIT IS SIGNED.

NO INSPECTION WILL BE PERFORMED UNTIL THE SUBCONTRACTOR AFFIDAVIT IS COMPLETED AND ON FILE.

PRIOR TO THE CERTIFICATE OF OCCUPANCY BEING ISSUED FOR NON-RESIDENTIAL CONSTRUCTION, THE APPLICANT SHALL PROVIDE THE FIRE MARSHAL AND BUILDING INSPECTOR A COPY OF THE FINAL APPROVED PLANS IN .PDF FORMAT.
THESE FILES MAY BE DIRECTLY EMAILED TO THE RECIPIENTS.

**** FOR OFFICIAL USE ONLY ****

PLANNING & DEVELOPMENT		File #	Fee Received: <input type="checkbox"/>
<input type="checkbox"/> Approved _____	<input type="checkbox"/> Approved with remarks _____	Is this property located within Covington's Historic District? <input type="checkbox"/> Yes, <input type="checkbox"/> No	
<input type="checkbox"/> Denied _____			