



**BUILDING DEPARTMENT**  
 12453 Hwy 92 Ste 105  
 Woodstock, GA 30188  
 Phone: 770-592-6036  
 www.woodstockga.gov  
 woodstockbuilding@woodstockga.gov

**BUILDING  
 PERMIT  
 APPLICATION**

SUBMITTAL DATE: \_\_\_\_\_

**PLEASE TYPE OR PRINT**

PERMIT No.: \_\_\_\_\_

**PROJECT INFORMATION:**

Project Name: \_\_\_\_\_ Subdivision/Business Name: \_\_\_\_\_ Lot/Suite #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ ZIP: \_\_\_\_\_ COUNTY: CHEROKEE

- RESIDENTIAL       COMMERCIAL  
 NEW       ALTERATION       ADDITION       ACCESSORY STRUCTURE       REPAIR  
 IF **NEW** SINGLE FAMILY HOME:     DETACHED       ATTACHED

**OWNER INFORMATION:**

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ Email: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

COMPANY NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ LICENSEE NAME: \_\_\_\_\_ STATE LICENSE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_ ALT. PHONE: \_\_\_\_\_

ALTERNATE CONTACT: NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**ARCHITECT/ENGINEER:**

NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_ PHONE: \_\_\_\_\_

**SUBCONTRACTOR INFORMATION (AFFIDAVITS FOR NEW SINGLE FAMILY HOMES ONLY):**

ELECTRICAL CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

PLUMBING CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

MECHANICAL CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

GAS CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

LOW VOLTAGE CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_

**DESCRIPTION OF WORK:** \_\_\_\_\_

OCCUPANCY TYPE: \_\_\_\_\_ CONSTRUCTION TYPE: \_\_\_\_\_ SQ. FEET: \_\_\_\_\_ CONSTRUCTION VALUE:\$ \_\_\_\_\_



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**PLEASE SUBMIT THE FOLLOWING ITEMS WITH THIS COMPLETED APPLICATION**

**INCOMPLETE SUBMITTALS WILL NOT BE ACCEPTED FOR REVIEW**

- 2 SETS OF BUILDING PLANS & SITE PLANS WHICH MUST INCLUDE A DETAILED SCOPE OF WORK.
- THE PLAN SUBMITTAL CHECKLIST
- COMPLETED FIRE DEPARTMENT REVIEW APPLICATION (FOR ALL COMMERCIAL PROJECTS, ATTACHED MULTIFAMILY HOMES AND ATTACHED SINGLE FAMILY HOMES)
- DRIVER'S LICENSE
- BUSINESS LICENSE
- PROOF OF PAYMENT FOR WATER METER (IF APPLICABLE)
- STATE CONTRACTOR'S LICENSE (IF APPLICABLE)
- AUTHORIZED PERMIT AGENT FORM (IF APPLICANT IS NOT THE STATE LICENSE HOLDER)
- OWNER BUILDER AFFIDAVIT (FOR HOMEOWNERS ACTING AS GENERAL CONTRACTOR)
- FOR ALL COMMERCIAL PROJECTS AN UPFRONT PLAN REVIEW FEE IS REQUIRED BASED ON THE CONSTRUCTION VALUE
  - FOR CONSTRUCTION VALUE OF \$5,000 OR LESS = \$25
  - FOR CONSTRUCTION VALUE OF \$5,000.01 - \$50,000 = \$100
  - FOR CONSTRUCTION VALUE OF \$50,000.01 - \$150,000 = \$200
  - FOR CONSTRUCTION VALUE OF \$150,000.01 OR MORE = \$300

**APPLICANT'S AFFIDAVIT**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Woodstock. I understand that a separate permit must be obtained for electrical, plumbing, heating, ventilation and air conditioning, pools, signs, etc.

I certify that all the foregoing information is accurate and all work will be done in compliance with all applicable laws and ordinances regulating construction and zoning.

APPLICANTS NAME

SIGNATURE

OWNER

AGENT

CONTRACTOR

TENANT

\_\_\_\_\_

\_\_\_\_\_

OWNER SIGNATURE: \_\_\_\_\_

Application reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_