

# Commercial Application Packet

City of Villa Rica  
571 W. Bankhead Hwy.

Department of Community Development  
Villa Rica, GA 30180 (770) 459-7000



## COMMERCIAL BUILDING PERMIT APPLICATION PACKET

### OVERVIEW

This packet contains the information required for Commercial Projects in the City of Villa Rica. To apply for a Commercial Building Permit complete the following:

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#### STEP 1:

Pick up the Commercial Application Packet from the **Department of Community Development (City Hall, 571 W. Bankhead Highway, Villa Rica, Georgia)**

#### STEP 2:

A. Complete the **Commercial Application Packet**.

*Information check list (before the City procedure can begin, every form must be filled out correctly and include)*

- Property address
- Property owner's names, address, phone number and work number
- Contractor's name, address and phone number (Electrical, Plumbing, and HVAC)
- Contractor's state license and Occupational Tax License
- One complete set of original stamped construction plans
- Engineered site plan with erosion control measures

B. Have your contractor complete the **Building Permit Application** and the **Erosion Control Affidavit** for Commercial Construction.

C. Have your contractor fill out and sign the **Contractor's Affidavit** with a notarized signature. Administrative staff will notarize the documents for you at no additional charge. *Contractors must have on file with the Department of Community Development the following documents: Contractor's State License and Occupational Tax Certificate.*

#### STEP 3:

Have the contractor return the completed **Commercial Application Packet** to the Department of Community Development.

*The completed application will contain:*

- Four complete sets of original stamped construction plans
- Completed building permit application
- Contractor Affidavit with notarized signature
- If no NOI has been filed, engineered site plan with erosion control measures
- Erosion Control Affidavit
- If applicable, Authorized Permit Agent Form

After the forms have been reviewed by Community Development and water and sewer tap fees have been paid, you **will be telephoned** and notified that the review process has been completed, and all of your permits will be issued. All permitting fees will be payable when you pick up your permits. **Certificate**

*of Occupancy (CO) will be issued after the **final inspection** has been completed. Please refrain from moving into your home until this time.*

## **PACKET CONTAINS**

- Commercial Building Permit Application Checklist
- Building Permit Application
- Contractor Affidavit
- Authorized Permit Agent Form
- Erosion, Sedimentation and Pollution Control Plan Checklist
- Erosion Control Affidavit
- Fee Schedule
- Contact Sheet

## **FEE SCHEDULE**

Building Permit, Review, and Land Development Fee Schedule for the City of Villa Rica is attached. Permit fee will be based upon the attached fee schedule and the ICC Building Valuation. Community Development staff will contact applicant when building plan review has been completed and provide amount due. Work done without a permit will result in a double permit fee. **Payment can be made by cash, check (payable to City of Villa Rica) or most credit/debit cards.**

## **INSPECTIONS**

Inspections are scheduled by calling the phone number on your Building Permit. This is a recorded line where you will give all of the information pertinent to the permit. Inspections called in before 7 a.m. can be done the same day. Failed inspections will result in a re-inspection fee of \$25.00.

## **EXPIRATION NOTICE**

Permits will expire if no activity takes place for six months. All work performed under the permit must be completed within (1) year from permit issuance. If a permit expires, payment will be required in the amount of half of the original permit fee.



## Commercial Building Permit Application Checklist

### General Information:

- Four (4) set of plans must be submitted with the Building Permit Application. All plans must be stamped by a licensed architect, accurate, legible, with dimensions and drawn to a standard scale.
- Three (3) set of site plans must be submitted along with Building Permit Application. Site plan must include items specified on erosion control checklist and must be stamped by a licensed civil engineer.
- Zoning review: Two to three (2-3) business days from date received.
- Building Plan Review: Seven (7) business days for initial review. Five (5) business days for subsequent reviews.
- Site Plan Review: This can take up to forty-five (45) days if there is no NOI (Notice of Intent) on file for the development. If a Notice of Intent is on file, site plan review can be completed in three (3) days.
- **Work cannot begin** until a building permit has been approved and issued.
- All building activity shall cease between the hours of 10:00 p.m. and 7:00 a.m. No work on Sunday will be allowed.
- All vehicles must be parked on a hardened surface. Parking on grass, sidewalks, and public right-of-way is strictly prohibited.
- Best Management Practices (B.M.P) and basic housekeeping shall be observed at all times.

### Site Plan (Not required if interior work only)

**Note: Any building plans over 5000 sq. ft. must be stamped by a Georgia Registered Land Surveyor or Civil Engineer. Any plans less than 5000 sq. ft. can be drawn to scale.**

- All site plans must be drawn to scale.
- All site plans for new construction (i.e. new primary residence, additions, etc.) must be stamped by a Georgia Registered Land Surveyor or Civil Engineer.
- Must show location of building, driveway and all proposed improvements to be constructed (fence, walls, patios, accessory structures, pools, etc.)
- Lot coverage indicated:  
"The percentage of a lot which may be covered with buildings, or structures, excluding walks, drives, and other similar uses, and recreational facilities which are accessory to a permitted use."
- Floor area space indicated:  
"The total number of square feet of floor space within the exterior walls of a building not including storage space in cellars or basements, and not including space used for parking of automobiles."
- Details on proposed property enhancements such as sidewalks, driveways, patio, decks, etc.
- Show dimensions of all setbacks.
- Finish floor elevation on footprint of building.
- Indicate any existing easements and the dimension.
- Indicate road right-of-way.
- Erosion and Sedimentation:
  - Erosion and Sedimentation Control measures must be in place and inspected weekly. If the construction area receives one quarter inch of rain or greater in a twenty-four (24) hour period, the site must be inspected by a contractor immediately following the rain.
  - Contractor **must** possess an Erosion and Sediment Control Level 1A Certification (Blue Card) and provide verification. **All subcontractors** must provide Erosion and

Sedimentation Awareness Certification (White Card) as verification of attendance and provide verification upon request.

- Construction exit consists of a stone stabilized pad using one and one half to three and one half inch stone with a filter fabric under the entire pad. Pad length shall be fifty (50) feet. The pad width shall be twenty (20) feet. Any variation(s) must be approved prior to the start of construction.
- Temporary vegetation in place within fourteen (14) days of land disturbance activity.
- Land disturbance activity must be measured in acres.
- Grading Plan:
  - Show existing and proposed ground contours.
  - No land disturbance activity conducted with fifty (50) feet of banks, streams, lakes, and wetlands, etc. (i.e. "state waters").
- Tree Ordinance Compliance:
  - Include tree inventory, removal, and/replacement plan, if applicable.
  - Tree protection area must be indicated on plans.
  - If a tree survey is needed; a certified arborist shall be contacted by the applicant and must be approved by the City of Villa Rica. Arborist contact information must be provided. The tree survey must be provided by the certified arborist and approved by Community Development.

### **Construction Details**

- Structural Details:
  - Show a wall section detail including foundation through roof.
  - Show egress components (stairs, ramps, etc.)
  - Show floor framing plans for each level, ceiling and roof framing plan.
  - Plan reviewer may require additional structural details.
  - Specify size and type of structural components:
    - Beams, headers, joist, and rafters.
    - Columns.
    - Trusses.
- Foundation Plan:
  - Turndown slab and footings.
- Elevations:
  - All four elevations for new dwellings and detached accessory structures.
- Floor Plan:
  - Thickness of walls.
  - Windows and door sizes.
  - Width of stairs and height of risers and handrails.
  - Room names (i.e. master bedroom, bathroom)
- Roof Plan:
  - Material used in roof construction indicated.

### **Lighting**

- Site lighting plan.
- Proposed location and types of on premise security and safety lighting.

### **Flood Plain**

- Property located in Flood Plain  Yes  No
- Details which address waterway courses and flood hazard protection.
- Identify flood (i.e., x, ae, ao, etc.)

### Dumpster

- Dumpster Needed?
  - Yes    No
- Location on property: \_\_\_\_\_

### Demolition

- Erosion and Sedimentation Control measures must be in place and inspected weekly. If the construction area receives one quarter inch of rain or greater in a twenty-four (24) hour period, the site must be inspected by a contractor immediately following the rain.
- Contractor** possesses an Erosion and Sediment Control Level 1A Certification (Blue Card) and provided verification of attendance and provide verification upon request. **All subcontractors** must provide Erosion and Sedimentation Awareness Certification (White Card) verification upon request.
- Construction exit (CO) consists of a stone stabilized pad using one and one half to three and one half inch stone with a filter fabric under the entire pad. Pad length shall be fifty (50) feet. The pad width shall be twenty (20) feet. Any variation(s) must be approved prior to the start of construction.
- Temporary vegetation in place within fourteen (14) days of land disturbance activity.
- Land disturbance activity must be measured in acres. Fees will be addressed on the application.
- Provide site plan to scale including all elevations.
- Erosion and sedimentation control plan within 24-hour contact person information
- Verification of utility service disconnection:
  - Utility Protection Center- (770) 623-4344
  - Atlanta Gas Light- (404) 230-6503
  - Georgia Power Company- (888) 660-5890
  - Villa Rica Water and Sewer
  - Cable/phone service provider (if applicable).
  - Gas line sealed off.
  - Sewer line capped off.
- Rodent control inspection letter (*Contractor's Responsibility*)
- Asbestos Abatement Letter (*Contractor's Responsibility*)
- Landscape Tree Plan:
  - Provide a copy of the landscape/tree plan.
  - Tree save area must be properly identified.

### Permit/Inspections

- Permit placard with applicable permits shall be posted on building site at all times.
- Once your permit is issued, the permit can be picked up. The telephone number to call for inspections will be on your permit. Inspections which are called in before 7 a.m. can be done on the same day.
- Deviation or alteration of the approved building permits and/or site plans will require approval from the City of Villa Rica.**

### Stop Work Orders

- The City of Villa Rica will issue a **STOP WORK ORDER** if any of the following occurs:
- Buffer violation.
- Soil erosion and sedimentation control measurements are not installed or maintained properly.
- A situation that is unsafe or otherwise a threat to the safety or well-being of the citizens of Villa Rica which needs to be corrected.
- Any disregard or failure to adhere to the ordinances, regulations, guidelines or conditional approval set forth by the City of Villa Rica.

**City Of Villa Rica**

571 W. Bankhead Hwy., Villa Rica, GA 30180  
 770-459-7000 – [www.villarica.org](http://www.villarica.org)  
**Building Permit Application**



<b>DATE:</b>		<b>PARCEL ID:</b>		<b>LAND LOT/DIST:</b>		<b>ZONING:</b>		<b>PERMIT NUMBER:</b>	
Historic Preservation Commission Approval Date (if applicable):				Flood Plain: <input type="checkbox"/> YES <input type="checkbox"/> NO		Occupancy:			
<b>PROJECT DETAILS</b>									
Work Classification: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family <input type="checkbox"/> Industrial <input type="checkbox"/> Other (Specify):									
Site Address:									
Project Location: <input type="checkbox"/> Interior <input type="checkbox"/> Exterior					<b>Cost Estimate for Project:</b>				
Project Description:									
<b>CONSTRUCTION DETAILS</b>									
Lot Size		Size of Structure (Sq. Ft.)			Setbacks Required: Front _____ Side _____ Rear _____				
		Floor Area:		Basement:		Garage Floor Area:			
Height:		No. Stories:		No. Rooms:		No. Baths:		No. Kitchens:	
Swimming Pool Area:				Shed/Storage Area:		Porch Area:			
Deck Area:			Sunroom Area:			Patio Area:			
Roofing Materials:					Construction Materials:				
<b>APPLICANT INFORMATION</b>									
Company Name:					Address/City/Zip Code:				
Contact Name:									
Phone:			Fax:			Email:			
<b>PROPERTY OWNER INFORMATION</b>									
<input type="checkbox"/> Check here if same as applicant <input type="checkbox"/> Check here to certify owner permission									
Owner's Name:									
Owner's Address:									
Phone:			Fax:			Email:			
<b>CONTRACTOR INFORMATION</b>									
<input type="checkbox"/> Check here if same as applicant									
Company Name:					Address/City/Zip Code:				
Contact Name:									
Phone:		Fax:		Email:			Zip:		
State Trade License Number(s):							Expiration Date:		
Local Business License Number:				County/City:			Expiration Date:		
<b>TERMS &amp; CONDITIONS</b>									
The undersigned, upon oath, states that the above information is true and correct, understands that the Permit issued is only for construction as stated and that occupancy of the structure is not permissible until all requirements are met and a Certificate of Occupancy has been issued by the City. This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of said ordinances. A complete set of approved plans must be furnished to the City. Construction will begin no later than six months from the issue date of the permit. All required Contractor State Licensures, Contractor Affidavits, and Business Licenses must be submitted with the completed application. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold the city harmless from all damages, demands, or expenses of every character which may in any manner be caused by construction and/or the structure.									

Applicant's Name:				
Applicant's Signature:			Date:	
<b>FOR OFFICE USE ONLY</b>				
	Sq. Footage	Valuation Type	Valuation \$	Total Valuation
Heated				
Unheated				
TOTAL				
	Plan Review Fee:	Permit Fee:	CO Fee:	Total Fee:



**CONTRACTOR'S AFFADAVIT**  
**AFFIDAVIT FOR A \_\_\_\_\_ PERMIT**

\_\_\_\_\_, personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted approval for a \_\_\_\_\_ permit under the Ordinances of the City of Villa Rica:

*The information contained within the application attached hereto and filed in the Department of Community Development consists of facts within my personal knowledge that I know are true and correct, and will be relied upon by officials of the City of Villa Rica in making a decision whether to issue this Application, License, Permit, or other Department approval.*

*On behalf of the Applicant, I declare that the Applicant, regardless if a partnership, corporation, or other organization or entity that is receiving a benefit under this Application, License, Permit, or other Department approval (whichever is applicable) is not delinquent in the payment of any taxes or fees due to the City of Villa Rica.*

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
AFFIANT (signature)

Sworn to and subscribed  
before me this \_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If Affiant is authorized to sign on behalf of a partnership, corporation, or other organization or entity, please set forth the entity and address

\_\_\_\_\_  
**Notary Public**

My Commission Expires:

Entity:  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**City of Villa Rica**

571 W. Bankhead Hwy., Villa Rica, GA 30180  
Phone: (770)459-7000 Fax: (770)459-7008



**Authorized Permit Agent Form**

License verification by permitting office should be completed by visiting: [sos.ga.gov/plb/](http://sos.ga.gov/plb/)

Licensed Contractor:  Individual  Qualifying Agent

Name of Licensed Person:

\_\_\_\_\_  
\*Please attach a copy of Individual license or Company License (Reflects company and qualifying agent license number)

License number of Individual or Qualifying Agent: \_\_\_\_\_

Name of licensed Company (if applicable): \_\_\_\_\_

License number of Company (if applicable): \_\_\_\_\_

I, \_\_\_\_\_, hereby designate \_\_\_\_\_  
Licensed Individual or Qualifying Agent

\*Please attach a copy of the authorized permit agent's driver's license.

to apply for and obtain the permit(s) for the project at:

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Apartment or Suite Number

\_\_\_\_\_  
City Zip Code

Authorized Permit Agent's  
Driver's License Copy  
Here (Required)

I, the undersigned, being the contractor as either an individual or a qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

Signature of individual or qualifying agent \_\_\_\_\_ State of

\_\_\_\_\_ County of \_\_\_\_\_ Subscribed and sworn to

me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Signature of Notary Public \_\_\_\_\_ (Seal)

**EROSION, SEDIMENTATION & POLLUTION CONTROL PLAN CHECKLIST  
USE FOR SINGLE LOTS**



SWCD: \_\_\_\_\_

Project Name: \_\_\_\_\_ Address: \_\_\_\_\_

City/County: \_\_\_\_\_ Date on Plans: \_\_\_\_\_

**TO BE SHOWN ON ES&PC PLAN**

1. The applicable Erosion, Sedimentation and Pollution Control Plan Checklist established by the Commission as of January 1 of the year in which the land disturbing activity was permitted.

*(The completed Checklist must be submitted with the ES&PC Plan or the Plan will not be reviewed.)*

2. Level II certification number issued by the Commission, signature and seal of the certified design professional.

*(Signature, seal and Level II number must be on each sheet pertaining to ES&PC plan or the Plan will not be reviewed.)*

3. Limit of disturbance shall be no greater than 50 acres at any one time without prior written authorization from the EPD District Office. If EPD approves the request to disturb 50 acres or more at any one time, the plan must include at least 4 of the BMPs listed in Appendix 1 of this checklist\*

*(A copy of the written approval by EPD must be attached to the plan for the plan to be reviewed.)*

4. The name and phone number of the 24-hour local contact responsible for erosion, sedimentation and pollution controls.

5. Provide the name, address and phone number of primary permittee.

6. Note total and disturbed acreage of the project or phase under construction.

7. Initial date of the Plan and the dates of any revisions made to the Plan including the entity who requested the revisions.

8. Description of the nature of construction activity.

9. Provide vicinity map showing site's relation to surrounding areas. Include designation of specific phase, if necessary.

10. Identify the project receiving water and describe all sensitive adjacent areas including streams, lakes, residential areas, wetlands, etc. which may be affected.

11. Design professional's certification statement and signature that the site was visited prior to development of the ES&PC Plan as stated on page 15 of permit.

12. Clearly note the statement that "Non-exempt activities shall not be conducted within the 25 or 50 foot undisturbed stream buffers as measured from the point of wrested vegetation without first acquiring the necessary variances and permits."

13. Clearly note the statement that "The escape of sediment from the site shall be prevented by the installation of erosion and sediment control measures and practices prior to land disturbing activities."

14. Clearly note the statement that “Erosion control measures will be maintained at all times. If full implementation of the approved plan does not provide for effective erosion control, additional erosion and sediment control measures shall be implemented to control or treat the sediment source.”
15. Clearly note the statement “Any disturbed area left exposed for a period greater than 14 days shall be stabilized with mulch or temporary seeding.”
16. Graphic scale and north arrow.
17. Existing and proposed contour lines with contour lines drawn at an interval in accordance with the following:

Map Scale	Ground Slope	Contour Intervals, ft.
1 inch= 100ft or larger scale	Flat 0-2%	0.5 or 1
	Rolling 2-8%	1 or 2
	Steep 8% +	2.5 or 10

18. Use of alternative BMPs whose performance has been documented to be equivalent to or superior to conventional BMPs as certified by a Design Professional (unless disapproved by EPD or the Georgia Soil and Water Conservation Commission). Please refer to the Alternative BMP Guidance Document found at [www.gaswcc.org](http://www.gaswcc.org).
19. Delineation of the applicable 25-foot or 50-foot undisturbed buffers adjacent to state waters and any additional buffers required by the Local Issuing Authority. Clearly note and delineate all areas of impact.
20. Delineation of on-site wetlands and all state waters located on and within 200 feet of the project site.
21. The limits of disturbance for each phase of construction.
22. Provide a minimum of 67 cubic yards of sediment storage per acre drained using a temporary sediment basin, retrofitted detention pond, and/or excavated inlet sediment traps for each common drainage location. Sediment storage volume must be in place prior to and during all land disturbance activities until final stabilization of the site has been achieved. A written justification explaining the decision to use equivalent controls when a sediment basin is not attainable must be included in the plan for each common drainage location in which a sediment basin is not provided. A written justification as to why 67 cubic yards of storage is not attainable must also be given. Worksheets from the Manual must be included for structural BMPs and all calculations used by the design professional to obtain the required sediment storage when using equivalent controls. When discharging from sediment basins and impoundments, permittees are required to utilize outlet structures that withdraw water from the surface, unless infeasible. If outlet structures that withdraw water from the surface are not feasible, a written justification explaining this decision must be included in the plan.
23. Location of Best Management Practices that are consistent with and no less stringent than the Manual for Erosion and Sediment Control in Georgia. Use uniform coding symbols from the Manual, Chapter 6, with legend.
24. Provide detail drawings for all structural practices. Specifications must, at a minimum, meet the guidelines set forth in the Manual for Erosion and Sediment Control in Georgia.
25. Provide vegetative plan, noting all permanent vegetative practices. Include species, planting dates and seeding, fertilizer, lime and mulching rates. Vegetative plan shall be site specific for appropriate time of year that seeding will take place and for the appropriate geographic region of Georgia.

\*If using this checklist for a project that is less than 1 acre and not part of a common development but within 200 ft. of perennial stream the \*checklist items would be N/A.

Effective January 1, 2015

Erosion Control Affidavit



Please complete the blanks with the information requested. If any of the information or required materials is missing or incomplete, the application will not be processed.

Villa Rica Department of Community Development  
571 W. Bankhead Highway  
Villa Rica, GA 30180 (770) 459-7000

This affidavit must be submitted at time of Land Disturbance or Building Permit application.

Construction Site Name:

\_\_\_\_\_

Construction Site Address:

\_\_\_\_\_

Property Owner: \_\_\_\_\_

Phone: \_\_\_\_\_

Address (Owner):

\_\_\_\_\_

Authorized Representative/Applicant: \_\_\_\_\_

Phone: \_\_\_\_\_

24 Hour Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Georgia Soil and Water Conservation Commission certification number: \_\_\_\_\_

My signature hereto signifies that I am the person responsible for compliance with the Soil Erosion and Sedimentation Control Ordinance. I hereby acknowledge that Best Management Practices (BMPs), per the Manual for Erosion and Sediment Control in Georgia, must be used to control soil erosion on my job site which includes (but, not limited to) at a minimum the following:

1. Proper installation and regular maintenance of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exits the job site;
2. Proper installation and regular maintenance of a gravel construction entrance with geotextile under-liner to keep soil and mud from being tracked from vehicles onto the roadways;
3. Removal of mud from the roadway or adjacent property immediately following any such occurrence;
4. Maintenance and removal of sediment from detention ponds, sediment basins, sediment traps, etc.;

5. Conduct no land disturbing activities within 25 feet of the banks of streams, lakes, wetland, etc. (i.e. "state waters") or within 50 feet of any trout stream. For projects within the water supply watershed, check with the engineer for stream buffers and setbacks;
6. Cut-fill operations must be kept to a minimum;
7. Land disturbing activities must be limited to and contained within the site of the approved plans.
8. Disturbed soil shall be stabilized as quickly as practicable (within 14 days);
9. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development (blankets or matting are required on all slopes of 3 feet horizontal to 1 foot vertical (3:1) or steeper);
10. Cuts and fills may not endanger adjoining property;
11. Fills may not encroach upon natural watercourses or constructed channels in a manner so as too adversely affect other property owners;
12. Mud or silt (sediment) may not enter a stream, river, lake or other state waters.

**NOTE:**

1) Best Management Practices (BMPs): A collection of structural measures and vegetative practices which, when properly designed, installed and maintained, will provide effective erosion and sedimentation control for all rainfall events up to and including a 25 year, 24-hour rainfall event.

2) State Waters: Any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the State which are not entirely confined and retained completely upon the property of a single individual, partnership, or corporation.

Any person violating any provisions of the Erosion and Sedimentation Ordinance, permitting conditions, or stop work order shall be liable for monetary penalty not to exceed \$2,500 with a minimum of \$1,000 per day for each violation, by a sentence of imprisonment not exceeding 60 days in jail or both fine and jail or work alternative. Each day the violation or failure or refusal to comply shall constitute a separate violation. Property owners, developers, and contractors should be advised that while the Erosion and Sedimentation Act and local Ordinance provides for fines of up to \$2,500 per day per violation, the GA Water Quality Control Act provides for fines of up to \$50,000 per day per violation. Please note that the ORIGINAL LAND DISTURBING ACTIVITY PERMIT holder is responsible for all land disturbing activity on the property – even if the lots are sold. Some liability may be alleviated if the original LDA Permit holder writes into his agreements of sale specific wording which ties all future development to the approved LDA Plan and Permit, including references to State Law and Villa Rica City Ordinances.

**NOTE:**

1) All persons involved in land disturbing activities have been trained and state certified per O.C.G.A. § 12-7-19.

2) The finished floor elevation of the lowest habitable floor shall be at least (2) feet above (vertical elevation), or forty (40) feet from the (horizontal measurement) the 100-year floodplain or headwaters of any drainage easement or waterway (and not located in a dam-break area).

3) Driveway under drain pipes shall be a minimum of 18 inches in diameter, and shall be bituminous coated metal pipe, reinforced concrete pipe, or material approved, in advance, by the Villa Rica Community Development Department -- Phone: 770-459-7000 (Driveways on State Highways call: Georgia DOT – 770-646-5522).

4) No burial of wood waste, trees, stumps, or construction debris is allowed except in compliance with the procedure and rules of the Georgia Department of Natural Resources Environmental Protection Division, and inspections by the Development Department will be stopped at the request of the State if violations are found by them.

I hereby further acknowledge that Villa Rica Department of Community Development inspection staff may refuse to make development inspections, may issue stop work orders, and may issue summons to Magistrate Court for failure to comply with erosion control requirements. I further grant the right-of-entry onto this property, as described above, to the designated personnel of the City of Villa Rica for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinance.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_



City of Villa Rica  
 Community Development Department  
 Fee Schedule

**Residential Building Permit Fee Schedule**

Valuation is calculated using the International Code Council's valuation table updated every six months. Total Valuation fees are as follows:

\$1,000 and less	No fees, unless inspection required, in which case a \$35.00 fee for each inspection shall be charged
\$1001 to \$50,000	\$25.00 for the first \$1000.00 plus \$5.00 for each additional thousand or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$260.00 for the first \$50,000 plus \$4.00 for each additional thousand or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$460.00 for the first \$100,000 plus \$3.00 for each additional or fraction thereof, to and including \$500,000
\$500,001 and up	\$1660.00 for the first \$500,000 plus \$2.00 for each additional thousand or fraction thereof

**Commercial/Industrial Building Permit Fee Schedule**

Valuation is calculated using the International Code Council's valuation table updated every six months. Total Valuation fees are as follows:

\$0 to \$3,000	\$50.00
\$3,001 to \$50,000	\$50.00 for the first \$3,000 plus \$6.00 for each additional thousand or fraction thereof, to and including \$50,000
\$50,001 to \$100,000	\$307.50 for the first \$50,000 plus \$5.00 for each additional thousand or fraction thereof, to and including \$100,000
\$100,001 to \$500,000	\$557.00 for the first \$100,000 plus \$4.00 for each additional thousand or fraction thereof, to and including \$500,000
\$500,001 and up	\$2,157.00 for the first \$500,000 plus \$3.00 for each additional thousand or fraction thereof

**Electrical, Plumbing and HVAC Permit Fee Schedule:**

<b>Electrical</b>	Residential - \$45.00 for the first 200 amp service, plus \$15.00 for each additional 200 amps or fraction thereof
	Commercial and Industrial - \$55.00 for the first 200 amp service plus \$25.00 for each additional 200 amps or fraction thereof
<b>Plumbing</b>	Residential - \$45.00 for the first twelve fixtures or traps plus \$5.00 for each additional fixture or trap thereafter
	Commercial and Industrial - \$55.00 initial fee for issuing each permit, plus \$5.00 for each fixture or trap

	Fire Protection - \$.25 for each sprinkler head with minimum permit fee of \$45.00.
<b>HVAC</b>	Residential - \$45.00 for the first 100,000 BTU and/or 5 ton heat-pump, plus \$20.00 for each additional 50,000 BTU heat-pump or fraction thereof  Commercial and Industrial - \$55.00 initial fee for issuing each permit, plus \$5.00 for each additional \$1,000 or fraction thereof, of valuation of the installation.

**Build-out or remodeling of existing shell** – The permit fee for a shell is reduced by 20% of the calculated fee for commercial/industrial construction.

**Project Improvement Fee** will be determined by number of vacant lots and incomplete infrastructure improvements.

**Re-Inspection Fee** – After an inspection is requested, if the work is disapproved by the Building Inspector, a \$25.00 re-inspection fee will be required to be paid prior to a re-inspection being made.

**Miscellaneous Construction Permit / Moving Fee** – For the moving of any structure, the fee shall be \$100.00.

**Demolition Fee** – 0 to 100,000 cubic feet. - \$50.00; 100,001 cubic feet and over - \$0.50 per cubic foot or fraction thereof.

**Penalties** – Where work for which a permit is required is started or proceeded prior to obtaining said permit, the fee herein shall be doubled. The payment of such double fee shall not relieve any person from fully complying with the requirements of applicable codes in the execution of the work, nor from any other penalties prescribed herein.

**Plan-Checking Fee** – When the valuation of construction exceeds \$2000.00, a plan is required to be submitted in compliance with Chapter 103.2 of Standard Building Code (SBCCI), a plan-check fee shall be paid to the Building Official at the time of submitting the plan and specifications for checking. The amount of the plan-check fee shall be equal to one-half (1/2) of the building permit fee as set forth herein. Such plan-check fee is in addition to the building permit fee.

**Contractor and Subcontractor License Fees** – The contractor and subcontractor license fees will be established in accordance with the policies set forth in the City’s occupation tax ordinance.

**Exceptions to Fee Schedule** – The fees specified herein shall apply to any person, firm, or corporation, except as follows:

**Fee Waivers** - The fees shall be waived for permits to repair or rebuild property damaged by storms, tornadoes, snow, hail, wind or other natural disasters. Such disaster must be verified by the Building Inspector. Applicable permits must be obtained, but at no charge. All projects financed by Federal, State, County and City funds are exempt from permit fees. Applicable permits must be obtained, but at no charge.

**Blasting Permits** must be obtained from the County Fire Department in the County of record.

**Development Applications-Subdivisions**

Preliminary Subdivision Plan Review	\$100
Final Subdivision Plan Review	\$300
Each Resubmittal	\$150
Street and Utility Inspection	\$25 or \$.02 per total linear foot of a combination of streets, water, and sewer lines

Record Filing Fee	\$5.00 per lot, or \$10 per gross acreage (whichever is greater)
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### Development Applications-Single Family

Preliminary Plat Plan Review (w/o construction documents)	\$100
Preliminary Plat Plan Review (w/construction documents)	\$600 or \$10/lot (whichever is greater)
Final Plat Plan Review	\$300

### Development Applications-Non-Residential and Multi-Family Residential

Preliminary Plat Plan Review (w/o construction documents)	\$100
Preliminary Plat Plan Review* (with construction documents)	\$600 or \$65/acre (whichever is greater)
Final Plat Plan Review	\$300

### Other Plan Reviews

Clearing, Grubbing & Grading (soil erosion & sedimentation control)	\$150
Minor Building Additions	\$50

\*Review fees include two departmental reviews. All subsequent reviews will require an additional fee at 50% of original fee.

### Development Permit Fees- Single Family Residential Subdivision

Clearing, Grubbing & Grading (greater than 1 disturbed acre)	\$90/acre (disturbed acreage)
Development Permit**	\$40/lot

### Development Permit Fees -Non-Residential/Multi-Family/Mixed-Use Development (\$50 minimum)

Clearing, Grubbing & Grading	\$90/acre (disturbed acreage)
Development Permit (Multi-Family)**	\$30/unit
Development Permit (Non-Residential)**	\$150/acre (disturbed acreage)

### Development Permit Fees-Re-Inspection Fees

Building & Development	\$100
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\*Includes reviews by Planning & Zoning, Engineering, Inspections, Public Works, Water and Sewer Departments.

\*\*Includes inspections for Grading & Grubbing, Curbing and/or Gutter, Subgrade and Base, Paving Base and Topping, Water systems and Storm water systems.

### Rezoning Applications

Acreage	R-14; R-20; RD	CR; GC; OI	LI; GI	PUD
0-5	300.00	600.00	750.00	800.00
5.1-10	400.00	700.00	850.00	1000.00
10.1-20	600.00	1100.00	1100.00	1200.00
20.1-30	800.00	1200.00	1300.00	1500.00
30.1-40	900.00	1200.00	1400.00	1600.00
40.1-50	1000.00	1400.00	1600.00	1800.00
50.1-60	1100.00	1500.00	1700.00	1900.00
60.01+	1200.00+25.00/acre MAX. OF \$2500.00	1600.00+ 25.00/acre MAX. OF \$4000.00	1800.00+25.00/acre MAX. OF \$5000.00	2000.00+25.99/acre MAX. OF \$6000.00

### Miscellaneous Fees

Special Land Use Permit	\$ 250
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Temporary Land Use Permit (Business)	\$ 100
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Zoning Verification Letter	\$ 10
Certificate of Occupancy/Completion	\$ 10
Administrative Variance	\$ 150
City Council Variance	\$ 300
Conditional Use Application	\$ 250

**Sign Permit Fees**

Temporary	\$35
1-50 sf	\$50
51-100 sf	\$100
101-150 sf	\$150
151-200 sf	\$200
200-250 sf	\$250
251+ sf	\$300

## CONTACT US

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