

State License Number.

Occupational Tax Number:

CITY OF DACULA
APPLICATION FOR BUILDING PERMITS

442 Harbins Road
Dacula, Georgia 30019
770-963-7451

Email completed form to daculacityhall@daculaga.gov

For Administrative Use Only

Permit No.

Date Approved:

Application is hereby made according to the laws and ordinances of the City of Dacula for a permit to erect/alter and use a structure as described herein or shown on accompanying plan and specifications, to be located as shown on accompanying play plan and if same is granted, agree to conform to all laws and ordinances regulating same.

Use: _____ Zoning: _____ Power Company: _____

Gwinnett Environmental Health Approval Must Be Attached (Septic Tank Lots Only)

Select Most
Appropriate Permit:

New Building	Addition	Interior Alteration	Demolition
HVAC Only	Electrical Only	Plumbing Only	Elevator
Accessory Structure	Deck	Swimming Pool	Fence

Scope of Work: _____

Site Address: _____ Estimated Cost: \$ _____

Land District: _____ Land Lot: _____ Parcel: _____ Permit and Inspection Fees: \$ _____

Subdivision Name: _____ Lot/Block: _____

Width of Lot: _____ No. of Stories: _____ Character of Walls, Siding: _____

Depth of Lot: _____ No. of Rooms: _____ Sq. Ft. Floor Area: Heated _____
Total _____

Width of Bldg.: _____ No. of Baths: _____ Type of Heating: _____

Depth of Bldg.: _____ No. of Bedrooms: _____ Type of Sewage Disposal: Co. _____
Private _____

Setbacks from Property Lines: Left _____ Right _____ Front _____ Rear _____

Name of Property Owner: _____ Phone Number: _____

Bldg. Contractor: _____ Business Address: _____

Contractor Phone No. _____ Contractor E-mail: _____

This application is made with the full understanding that the City of Dacula cannot legally maintain private roads or driveways and will not be requested to do so.

Dacula, Georgia

Personally appeared the above named applicant who on says that (he) (she) is the applicant for the foregoing, and that all the above statement are true to the best of (his) (her) knowledge.

Application is also made for the Certificate of Occupancy for the above stated uses. The building for which this permit is issued will not be occupied until a Certificate of Occupancy has been issued.

Applicant's Signature

Printed Name of Applicant

Phone No. of Applicant

For inspections and inspection related questions, please call 770-338-8000 or email inspections@ppi.us.
A 24-hour advance notice is required before the City Inspector can perform a construction inspection.

BUILDING PERMIT PROCESS

- 1) Obtain Approval from Gwinnett Environmental Health for Homes Served by a Private Septic System
If the primary use is served by a private septic tank system, Gwinnett Environmental Health must approve the location of any proposed addition or new structure including accessory structures with slab to ensure that the existing or proposed septic tank and drain field are not affected and are sized appropriately based on number of the bedrooms. Proof of approval by Gwinnett Environmental Health must be attached to the building permit application. Phone No. 770-963-5132
- 2) Submit Stamped Architectural Plans (COMMERCIAL)
- 3) Submit a Building Location Plan and Detailed Narrative (RESIDENTIAL)
The purpose of the location plan is to verify compliance with City regulations regarding building setbacks, encroachments into drainage or utility easements, and zoning buffer. The plan must be drawn to scale and must show the lot boundaries, location of the existing home, driveway, easements, streams, buffers and the proposed location of new structures or additions. A copy of the subdivision final plat showing the lot dimensions is available from the Deed and Record's Office of the Clerk of Superior Court, 75 Langley Drive, Lawrenceville, GA 30046.
- 4) Complete the Building Permit Application and Submit Sub-Contractor Affidavits (if applicable)
Building permit applications and sub-contractor affidavits can be picked up at Dacula City Hall, 442 Harbins Rd, Dacula, GA 30019 or at www.daculaga.gov. The contractor's information should be attached to the building permit application and subcontractor affidavit: occupational tax certificate, state license, and picture identification. Paperwork can be submitted at Dacula City Hall, through fax at 770-513-2187 or email at daculacityhall@daculaga.gov. Incomplete and unpaid building permit applications will be retained for no more than 30-days.
- 5) Obtain Building Permit from Dacula City Hall and Pay Permit and Inspection Fees
Building permits must be picked up at Dacula City Hall and fees must be paid at time of permit issuance. Construction must start no later than six months from date on permit. Building permits are valid for no longer than 12 months from issuance. PERMIT FEES ARE NON-REFUNDABLE AFTER PERMIT HAS BEEN ISSUED.
- 6) Display Permit Card on On-Site in a Visible Location
- 7) Call the Inspection Department at 770-338-8000 between 8:30AM and 5:00PM Monday – Friday, or email at inspections@ppi.us for All Required Inspections. A 24-hour advance notice is required before the City Inspector can perform a construction inspection.
 - Footing Inspection – Made after all trenches are excavated, forms erected and all steel (if required) in place. Building setbacks will be verified at this time.
 - Monolithic Slabs – Plumbing, electrical and heating inspections shall be signed off first; gravel (if specified) and vapor barrier shall be installed before footing inspection is signed off.
 - Basement Foundation Walls – Call building inspector for information regarding inspections.
 - Basement Slabs – Plumbing shall be signed off first; gravel, vapor barrier and interior footings (where required) shall be installed before slab inspection is signed off.
 - Garage/Carport Slab – When on fill, a design by a PE is required with reinforcing noted. Floor must be slope to vehicle entrance.
 - Heating Rough Inspection – Boot stackheads in; furnace vents roughed in; thermostat wire in place; pre-fab fireplaces and decorative appliances set; concealed gas lines installed and pressure tested.
 - Plumbing Rough Inspection – Waste lines and vent installed; waste line braced and strapped every 5 feet; water test on waste lines; water piping installed; water piping strapped every 5 feet.
 - Electrical Rough Inspection – Electrical panel set in place; all wiring installed and terminated in approved boxes or fittings; service cable installed and meter can set; all splices and taps made up and all wire fastened or stapled according to code.
 - Framing Inspection – Made after heating, plumbing and electrical rough inspections are complete and signed off; all framing complete; fireblocking and bracing in place; roof complete; pre-fab fireplace must be set, vented through roof and capped; bath fans vented. Insulation to be installed after framing inspection is signed off. Call building inspector for further information.
 - Firewall Inspection – Done at the time of framing inspection. Four-hour fire-wall must be inspected by approved third party engineer.
 - Residential Final Building Inspection – Made after electrical, plumbing, and heating rough inspection have been signed off; framing inspection has been signed off; all affidavits are on file; all holds, if any, have been released; interior and exterior is complete including driveway. All zoning conditions must be met prior to issuance of Certificate of Occupancy.
 - Swimming Pool Inspection – Site inspection, basket inspection, foundation, electrical, HVAC (if gas line is included) and plumbing inspections required prior to final inspection. Final inspection of Certificate of Occupancy should be called in after all other inspections have been approved.
- 8) Once All Inspections are Complete and a Gwinnett County Fire Marshall Certificate of Occupancy Has Been Issued, the City Will Issue a Certificate of Occupancy
New residential homes must pay a pro-rated sanitation fee prior to issuance of the certificate of occupancy.