



**City of Fort Oglethorpe**  
**Building Department**  
**Building Permit Application**

**INSTRUCTIONS TO APPLICANT:**

- Please print legibly and complete ALL fields
- AFTER all department approvals are obtained you will receive an email notification that permit is ready for collection of fees & issuance; all fees are collected in office
- Please give at least 24-hour notice for inspection requests. Re-inspection fee is \$25.00 & is due before re-inspection will be scheduled.
- If road cut is necessary a right of way encroachment form MUST be completed along with this application
- If work being done requires water/sewer connection; all tap fees must be collected before final CO request is made

**Applicant Name:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Site Address (assigned by 911):** \_\_\_\_\_

**Lot Number:** \_\_\_\_\_ **Parcel Number:** \_\_\_\_\_ **Subdivision:** \_\_\_\_\_

**Proposed use:**  Residential  Commercial  New  Existing

**IF for Commercial - What is the intended use of this structure:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Contractor:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Best time to contact you by phone:** \_\_\_\_\_ **Contractor Email:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**Contractor License Number:** \_\_\_\_\_ **Ga Occupational Tax ID:** \_\_\_\_\_ **Expire Date:** \_\_\_\_\_

**Heated Square Footage:** \_\_\_\_\_ **Unheated Square Footage:** \_\_\_\_\_ **Total Square Footage:** \_\_\_\_\_

**Number of Bedrooms:** \_\_\_\_\_ **Number of Bathrooms:** \_\_\_\_\_ **Estimated Project Cost: \$** \_\_\_\_\_

(\*PROVIDE BID SHEET\*)

**Description of work being done:** \_\_\_\_\_

Permit becomes null and void if work or construction authorized is not commenced and inspected within six (6) months or if the work is suspended or abandoned for a period of one (1) year. Permit renewal is ½ of the original permit fee.

The contractor is responsible for all work to be in compliance with all state codes and ordinances, whether or not any deficiency is found by the inspection department or known to exist by the inspection department.

In addition to any other penalties that may be imposed in the zoning ordinance, a double permit fee will be charged for violators not obtaining a building/development permit originally (prior to construction or development).

I hereby authorized officials of the City of Fort Oglethorpe to enter premises for inspections. The granting of a permit does not give authority to violate laws or codes governing construction performance. I certify that all information herein is correct and true.

**Signature :** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Department Approvals**

<b>911 Addressing</b>	<input type="checkbox"/> Storm Water	<input type="checkbox"/> Zoning <input type="checkbox"/> Application complete	<input type="checkbox"/> Environmental	<input type="checkbox"/> Sewer <input type="checkbox"/> FO water <input type="checkbox"/> FO sewer
Approved by:	Stamped Plans Received <input type="checkbox"/> Yes <input type="checkbox"/> N/A	Stamped Plans Received <input type="checkbox"/> Yes <input type="checkbox"/> N/A	Stamped Plans Received <input type="checkbox"/> Yes <input type="checkbox"/> N/A	Stamped Plans Received <input type="checkbox"/> Yes <input type="checkbox"/> N/A
Date:	Approved by: Date:	Approved by: Date:	Approved by: Date:	Approved by: Date:

Application received by \_\_\_\_\_ Date \_\_\_\_\_

Permit# \_\_\_\_\_ Issue date \_\_\_\_\_ Entered by \_\_\_\_\_

Revised 10/24/23