



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

Water/Sewer	<input type="checkbox"/> Storm Water	<input type="checkbox"/> Zoning <input type="checkbox"/> Application complete	<input type="checkbox"/> Environmental	<input type="checkbox"/> Sewer
FO Water <input type="checkbox"/> Yes <input type="checkbox"/> No	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
FO Sewer <input type="checkbox"/> Yes <input type="checkbox"/> No	Approved by: Date:	Approved by: Date:	Approved by: Date:	Approved by: Date:

Application received by _____ Date _____

Permit# _____ Issue date _____ Entered by _____

Revised 8/15/23