



Building Permit Application

Upload your completed form to;

https://unioncityga.portal.iworq.net/portalhome/unioncityga

Please make your payment online when submitting your application

https://unioncityga.governmentwindow.com/payer_login.html

Site address _____ Owner _____

Owner's mailing Address _____

Phone _____

Contractor _____ Phone _____

Address _____

Building site information:

Subdivision name _____ Lot number _____

Parcel _____ Lot size _____ No. of Dwelling Units _____

Information on building: (v All That Apply)

Type of improvement:

Commercial Residential (1 or 2-Family Dwelling)

New Building Addition Remodel/Repair or Modification/Alteration

- Attached Garage Deck Storage Building Other
Detached Garage Carport Interior Alteration
Finished Basement Pool Exterior Alteration
Siding Detached sign Windows

Electric Service New service Upgrade Existing Service Repair Service

Amps. _____ Utility Co. _____

System Modifications

Electrical Mechanical Plumbing Water/Sewer

Residential Structure information: (v All That Apply)

No. of Bed rooms _____ No. of Bathrooms _____ No. of stories _____

Basement Crawl space Slab Finished Basement Garage

Construction Cost \$ _____ Heated sq. ft. _____ Unheated sq. ft. _____

Permit fee \$ _____ Plan Review fee \$ _____ Electrical Trade fee \$ _____

Mechanical Trade fee \$ _____ Plumbing Trade fee \$ _____

Total fee \$ _____

Conditions of Permit Application:

All necessary information requested by the Code Official shall be provided to insure for a complete plan review of my proposed project. Approval of construction documents does not release the builder from complying with all codes and ordinances adopted by the City of Union City. Per O.C.G.A. 43-4-14(b)(3), new or existing assembly occupancies, educational, health care, correctional or detention facilities, hotels, dormitories or lodging facilities, multifamily housing or apartment complexes and care facilities require the plans to be prepared by a State of Georgia licensed Architect. These drawings shall bear the seal and signature of the Architect of record. Our department must approve all changes from the approved construction documents. The permit shall become invalid if work is not commenced within 180 days of permit issuance and shall become invalid if the authorized work is suspended or abandoned for a period of 180 days after the time of issuing the permit. I certify I have read and fully understand these conditions.

Signature of Applicant/Agent

Date

Instructions: Please complete the following form and submit all the required items. This application will not be processed if the application is not complete. Each trade permit is \$50 plus \$3.00 per \$1,000 estimated cost of construction. This application takes 1-2 weeks to process (depending on workload). Make your check payable to City of Union City.

Residential- Please submit two (2) complete sets of the following:

Commercial- Please submit three (3) complete sets of the following: **Note:** Commercial plans may be required to be signed and sealed by a State of Georgia Registered Architect and or a Registered Engineer. Commercial plans will also require plumbing, electrical, mechanical, and structural plans.

Site Plan-

An outline of your property showing all property lines with dimensions. Also provide building location on property with dimensions of building footprint and dimensions from building to property line.

Footing and Foundation Plan-

Show footing and foundation of building and also beam and pier location, size, and spacing.

Floor Plan-

Label all rooms and include dimensions. Also show window locations and kitchen & bath layout.

Framing Plan-

Show framing member layout, size and spacing, bearing points and girder size and span.

Wall Section-

Show typical section from footing through roof and label all materials used and spacing.

Elevation-

Show at least a front and right side view of home.

Deck Framing Plan- Complete

Figure 7 of the Georgia Prescriptive Deck Detail.

Fire Protection Plans as required by the Union City Fire Marshall (If applicable)

- Fire Alarm
- Sprinkler System
- Life Safety Plan