



CHEROKEE COUNTY  
**BUILDING DEVELOPMENT SERVICES**

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1130 Bluffs Parkway, Canton, GA 30114  
Phone: (770)-721-7810

[www.cherokeega.com](http://www.cherokeega.com)

### Building & Development Services Department

- **All applications have been updated.** Visit website to get the most recent versions: Residential, Electrical Temporary Power, Pools, etc.
- **Home Location Plans (HLP)** at building permit will be required as of 1/1/2019. **Drawn by a design professional.**
- **Form Board Surveys** before 1<sup>st</sup> concrete pour and must be approved before scheduling of **footing inspection or acceptance of engineer report letter. Required on all 2019 and later permits.** This survey will replace the **setback inspection.**
- **Time slots for inspections** – The Building Inspectors are now placing a window of time on all inspections viewable on the CityView Portal for your convenience in the comment section of the scheduled inspection by 8:30 AM. **AM** - between 8 AM and 11:30 AM  
**MID-** between 10 AM and 2 PM  
**PM** – between 12 PM and 3 PM  
**EDGE** - between 2 PM and 4 PM (with high volume MAY BE PUSHED TO THE NEXT DAY)
- **Plumbing Inspections in FREEZING WEATHER CONDITIONS:**  
After Plumbing has been tested, water may be released. We will not be requiring a water test during extreme low temperatures where test water will freeze and damage piping. This will also apply to under slab and rough inspections. All finals will require water to be on with water heater operational. (DECEMBER-FEBRUARY, **ONLY**)
- **Model Home Permits** will need to be dropped off with the Development Service Center to be verified before issuance. Please **allow 24 hours** for the to be completed. Submitting 2nd foundation survey after final plat showing corrected address and layout is required.
- **Permit Limits** - In the event you have **more than 3 permits** that need to be processed, you may be asked to leave these and we will contact you once they are ready to be paid and issued. .
- Cherokee County will be providing training on the **Residential Building Codes**. These will be **free** to Builders. We will be giving our interpretations on the building codes.  
Please check with the DSC for Dates and Times.

The Cityview portal on the Cherokee County website is the most convenient way to view all you permit information.

Thank you      Paul Laney - CBO  
                         Director of Building and Development Services.

*Cherokee County – Where Metro Meets the Mountains*



# RESIDENTIAL BUILDING PERMIT APPLICATION

## Residential Building Permit Application Guideline

**Building Department**  
**1130 Bluffs Parkway, Canton, Ga. 30114**  
**Phone: 770-721-7810**

**Submittal Date** \_\_\_\_\_

A complete Residential application shall include the following:

- A complete permit application.
- Accessory Structures requires supplemental application. See DSC Team for form.
- If Engineer conducting all inspections? (Engineer Affidavit, State License & Copy of Insurance)
- Driveway permit approval (If Applicable)
- All subcontractor Affidavits (Inspections will not be performed until all affidavits are in)
- A site plan, survey, scaled drawing or house location plan (HLP), not more than two years old and no larger than 8.5"x11", prepared by a design professional (an architect, engineer, landscape architect, or land surveyor). Incomplete or illegible plans will not be accepted. Refer to the attached site plan drawing checklist for additional information.
- Approval for the Environmental Health Department (If Septic Tank).
- Water Department proof of meter and/or sewer fees. (If Applicable)
- State Contractor's License (If Applicable)
- Driver's License
- Business License
- Authorized Permit Form (If Applicant is not the State License Holder)
- Home Owner Affidavit (If Homeowner Acting as General Contractor)
- Payment of All fees (Including Impact Fee If Applicable)

### APPLICANT'S AFFIDAVIT

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that NO work or installation has commenced prior to the issuance of a permit and that all work will be performed to the standards and all laws regulating construction in Cherokee County, GA. I understand that a separate permit may be required for Electrical, Plumbing, Heating and Air Conditioning, Pools, Signs, etc.

I certify that all the foregoing information is accurate and all work will be done in compliance with all applicable laws and ordinances regulating construction and zoning in Cherokee County and the State of Georgia.

APPLICANT'S NAME                      OWNER                      AGENT                      CONTRACTOR                      TENTANT

\_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      \_\_\_\_\_                      **DATE:** \_\_\_\_\_

**OWNER /APPLICANT SIGNATURE :** \_\_\_\_\_                      **DATE:** \_\_\_\_\_

Application reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_



1130 Bluffs Parkway  
 Canton, GA 30114  
 P 770-721-7810  
[www.cherokeega.com](http://www.cherokeega.com)  
[dsc@cherokeega.com](mailto:dsc@cherokeega.com)

ISSUANCE OF A BUILDING PERMIT IS A STATEMENT TO MEETS REQUIREMENTS OF STATE LAWS

RESIDENTIAL BUILDING PERMIT APPLICATION												
<b>PROJECT</b>	New Construction		Addition		Renovation		Accessory		Engineer Entire Project		Permit #	
	Street Address										Lot#	
	Subdivision			Bldg/Apt#		City				Zip		
	Application Type				Occupancy Type				Construction Type			
<b>CONSTRUCTION INFORMATION</b>	Zoning		Variance#			Front Setback		Rear Setback		Side Setback		
	Map		Parcel			Flood Plain		Septic Permit #				
	Serving Utility Company					Sewer			Well			
	REQUIRED DATA FOR 1- AND 2- FAMILY DWELLING											
	# Stories		# Bedrooms		# Bathrooms		SQUARE FOOTAGE			R-3 (heated/finished)		
	Description of work					Unfinished Basement			U (garage/utility)			
						Covered Porch			Deck			
						Renovation			Finished basement and/or attic			
	Slab		Crawl		Electrical		Mechanical		Plumbing		Gas	Commerical Use?
	<b>CONTACT INFORMATION</b>	<b>Property Owner</b>								Phone #		
Address												
Email												
<b>General Contractor</b>								Phone #				
Company Name												
Address												
Email												
<b>Applicant</b>								Phone #				
Address												
Email												
<b>AUTHORIZED SIGNATURES</b>	The undersigned, upon oath, states that the above information is true and correct, that the structure will comply with all Building Codes as adopted by Cherokee County, understands that the permit issued is only for construction as stated and that the occupancy of the structure is not permissible until all requirements are met and a Certificate of Occupancy has been issued by Cherokee County.											
	APPLICANT'S NAME _____											
	APPLICANT'S SIGNATURE _____								DATE _____			
	OWNER'S NAME _____											
	OWNER'S SIGNATURE _____								DATE _____			

THE FIELD DATA UPON WHICH THIS PLAT IS BASED HAS A CLOSURE OF 1 FOOT IN 64,500+ FEET, AN ANGULAR ERROR OF .03 SECONDS PER ANGLE POINT AND WAS ADJUSTED USING THE LEAST SQUARES METHOD. THIS PLAT HAS BEEN CALCULATED FOR CLOSURE AND FOUND TO BE ACCURATE TO 1 FOOT IN 100,000+ FEET. AN ELECTRONIC TOTAL STATION AND A 100' CHAIN WERE USED TO GATHER THE INFORMATION USED IN THE PREPARATION OF THIS PLAT. NO N.G.S. MONUMENT WAS FOUND WITHIN 500 FEET OF THIS PROPERTY. THIS PLAT WAS PREPARED FOR THE EXCLUSIVE USE OF THE PERSON, PERSONS OR ENTITY NAMED HEREON. THIS PLAT DOES NOT EXTEND TO ANY UNNAMED PERSON, PERSONS, OR ENTITY WITHOUT EXPRESS RECERTIFICATION BY THE SURVEYOR NAMING SAID PERSON, PERSONS OR ENTITY. THESE DOCUMENTS, AS INSTRUMENTS OF SERVICE REMAIN THE PROPERTY OF A SURVEYING FIRM, INC. AND NO PART THEREOF MAY BE USED, COPIED OR REPRODUCED IN ANY FORM WITHOUT WRITTEN PERMISSION. COPYRIGHT ©2018 SURVEYING FIRM, INC. \*\*\* ALL MATTERS PERTAINING TO TITLE ARE EXCEPTED \*\*\*

BOUNDARY BY A SURVEYOR PER PB ###, PG ###, CLERK OF SUPERIOR COURT, CHEROKEE COUNTY.

NO MINIMUM FFE REQ'D PER PB ###, PG ###

ZONED: R15  
 FRONT YARD SETBACK: 15'  
 SIDE YARD SETBACK: 7.5'  
 REAR YARD SEBACK: 15'

**EXAMPLE**

**Before 1st Inspection**

1. Title as Foundation Survey
2. Physical address
3. Setback measurements at all corners.
4. All easements / Buffers
5. Stamped & Signed by Registered Land Surveyor.

**HOUSE LOCATION PLAN**

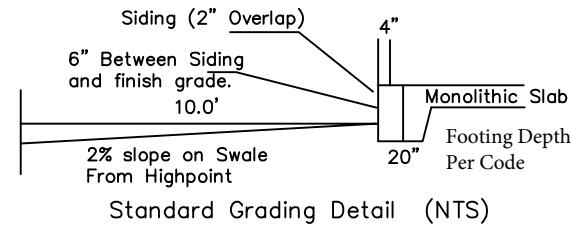
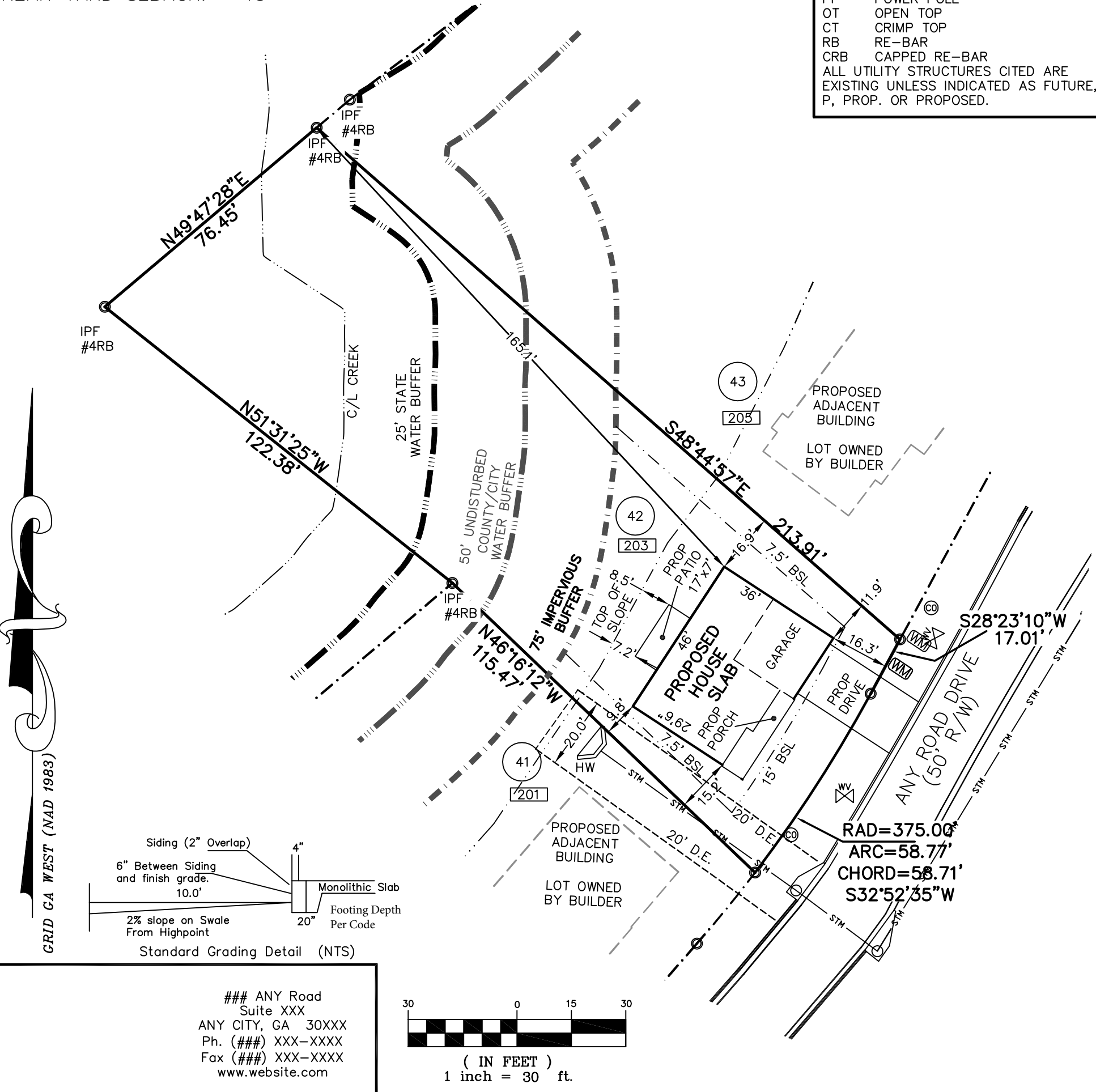
LOT 42  
 203 ANY ROAD  
 CANTON, GA.

16,404 Sq Ft  
 0.376 Ac.

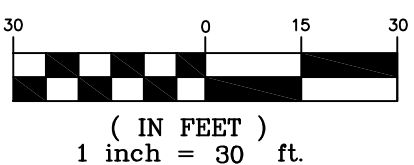
PIN: XX-XXXX-XXXX  
 TIN: XXXXXX-XXX

**LEGEND**

- CMP CORRUGATED METAL PIPE
  - DE DRAINAGE EASEMENT
  - SSE SANITARY SEWER EASEMENT
  - BSL BUILDING SETBACK LINE
  - IPF IRON PIN FOUND
  - IPS IRON PIN SET
  - CB CATCH BASIN
  - DI DROP INLET
  - YI YARD INLET
  - JB JUNCTION BOX
  - HW HEAD WALL
  - POB POINT OF BEGINNING
  - MH MAN HOLE
  - ⊙ CLEAN OUT
  - R/W RIGHT-OF-WAY
  - PP POWER POLE
  - OT OPEN TOP
  - CT CRIMP TOP
  - RB RE-BAR
  - CRB CAPPED RE-BAR
- ALL UTILITY STRUCTURES CITED ARE EXISTING UNLESS INDICATED AS FUTURE, P, PROP. OR PROPOSED.



### ANY Road  
 Suite XXX  
 ANY CITY, GA 30XXX  
 Ph. (###) XXX-XXXX  
 Fax (###) XXX-XXXX  
 www.website.com



<p>SURVEYOR'S STAMP</p>	JOB: _____		DATE: _____		
	<b>BUILDER;S NAME</b>				
	LAND LOT ###		# DISTRICT ## SECTION		CHEROKEE COUNTY, GEORGIA
	SUBDIVISION ANY SUBDIVISION		PHASE: # SECTIONS #		PB XXX PG XXX
	LOT(S) ###		REVISION:	BY:	DATE:
I HAVE THIS DATE, EXAMINED THE "FIA OFFICIAL FLOOD HAZARD MAP" AND FOUND REFERENCED PARCEL (●) (IS NOT) IN AN AREA HAVING SPECIAL FLOOD HAZARDS.					
MAP ID _____ FEMA MAP # _____ EFFECTIVE DATE : _____ DATE					
JOB #: XXXXX					

# Building Inspections Schedule

Cherokee County

To schedule an inspection please visit our [Cityview Portal](#) on our web page [www.cherokeega.com](http://www.cherokeega.com). All inspections must be scheduled online. Specific instructions on how to schedule an inspection online are available on our portal FAQ section.

Depending on volume of requests, inspections requested prior to 5:00PM will be scheduled for the following business day. Please cancel inspections before 6:30AM to avoid any charges. We recommend appointing one person to coordinate and request inspections.

**IMPORTANT TIPS:** **Secure all animals at the inspection site.** An adult must be present when it is necessary for the inspector to gain access into occupied properties.

Post your permit card so that it is visible from the street.

Inspection results can be seen on the portal as soon as they happen !!!

## REGISTER ON OUR CITYVIEW PORTAL TODAY!

List of inspections (

1-EROSION CONTROL & SET-BACK INSPECTION: Install erosion control devices (BMPs), a **Foundation survey (form board)** is required on all properties (**Must be uploaded and approved before any concrete inspection, bracing or rough can be scheduled**).

2-TEMPORARY POLES: Pole should be set for power connection. (**Erosion inspection must pass before T-pole will pass.**)

3-FOOTING/FOUNDATION: All trenches shall be excavated. Request an inspection prior to pouring foundation or a third party engineer letter will be required. (**Survey accepted before inspection scheduled or before engineer letter is accepted.**)

4-PLUMBING IN SLAB: Request an inspection when rough plumbing is complete, prior to preparing slab for concrete placement or a third party engineer letter will be required. (**Approved before bracing Insp.**)

5-SLAB/CONCRETE FLOOR SYSTEMS: Request an inspection of gravel and vapor barrier and rebar grid prior to placing concrete or a third party engineer letter will be required. (**Approved before bracing inspection**)\*\*\*\*Foundation walls in excess of 7' backfill require an inspection.\*\*\*\*

6-BRACING INSPECTION: Verification of nail pattern is required before exterior siding is installed. (**All Foundation Inspections or Engineer Letter must be approved before inspection can be scheduled**)

7-DECK FOOTING: Deck posts must be secured and rest on poured footings. Request an inspection prior to placing concrete or a third party engineer letter will be required.



**\* PRIOR TO ROUGH INSPECTION, ALL TRADE AFFIDAVITS AND ANY ENGINEER LETTERS REQUESTED BY THE INSPECTOR UP TO NOW MUST BE UPLOADED TO THE PORTAL AND APPROVED BY THE INSPECTOR. A ROUGH INSPECTION WILL NOT BE SCHEDULED WITHOUT COMPLETING THIS STEP. \*ALL RE-INSPECTION FEES MUST BE PAID PRIOR TO SCHEDULING THE NEXT INSPECTION.**

8- ROUGH INSPECTION: Request inspection after roofing, framing, windows and doors installed, fire-blocking, bracing is in place and all roughed-in electrical, mechanical and plumbing are complete.

9- TEMP TO PERM CONSTRUCTION POWER (TCP): Performed in conjunction with rough inspection if scheduled.

10- INSULATION INSPECTION: Do NOT insulate prior to the rough inspection. This inspection is performed after all insulation is in place and prior to wall cover and ceiling cover.

**\*\*\* ENERGY LETTER & ALL PAPERWORK REQUIRED BY INSPECTOR MUST BE UPLOADED TO THE PORTAL AND APPROVED BY INSPECTOR PRIOR TO SCHEDULING A FINAL INSPECTION. (ENERGY LETTER, ENG. LETTERS, AFFIDAVITS, FLOODPLAIN CERTIFICATES,ETC.)**

11-FINAL INSPECTION: This inspection is performed after the structure is complete and ready for occupancy. Energy Compliance Letter posted and uploaded to the portal. Final landscaping shall include soil stabilization with ground cover and positive drainage away from foundation.

**TO OBTAIN A CERTIFICATE OF OCCUPANCY (CO) AFTER A SATISFACTORY FINAL INSPECTION, ALL PERMIT CONDITIONS MUST BE RESOLVED.**

COMMERCIAL PROJECTS: Commercial projects may require special inspections by third parties, all results should be uploaded before a final inspection. Commercial C.O.s will require approval from Fire Marshal, Building Inspections, Engineering Department and Health Dept if applicable.

**For additional information go to [www.cherokeega.com](http://www.cherokeega.com)**





CHEROKEE COUNTY  
COMMUNITY DEVELOPMENT AGENCY  
1130 Bluffs Parkway - Canton, Georgia 30114  
678-493-6074 - Fax 678-493-6088  
www.cherokeega.com

**May 25, 2018**

**To: All Persons Performing Land Disturbing Activities within unincorporated Cherokee County, Georgia**

**From: Cherokee County Community Development Agency  
Local Issuing Authority File: LIA-028-00**

**Re: Mulch Berms and Brush Barriers**

Cherokee County is a Local Issuing Authority (LIA), appointed by the Director of the Georgia Environmental Protection Division (EPD), for the purposes of the enforcing the Georgia Erosion and Sedimentation Act.

The LIA certification grants Cherokee County the authority to regulate land disturbing activities. Additionally, Cherokee County is responsible for ensuring land disturbing activities adhere to the requirements in the Official Code of Georgia, EPD regulations, the Georgia Soil and Water Conservation Commission *Manual for Erosion and Sediment Control in Georgia*, and the Cherokee County Code of Ordinances and Development Regulations.

Recently, Cherokee County received an interpretation from the Georgia Soil and Water Conservation Commission regarding the use of mulch berms and brush barriers (Sd1-BB).

Currently, brush barriers and/or mulch berms are being used on some sites in lieu of non-sensitive silt fence or other erosion control Best Management Practices (BMP's). All sites that are using this method for erosion control and have a current permit, and are in compliance with Cherokee County will be allowed to continue to use this method until the currently permitted work is complete as long as the site remains in compliance. Should the site become non-compliant, Cherokee County will require the installation of additional erosion control BMP's.

Cherokee County **WILL NOT** accept brush barriers and/or mulch berms in lieu of non-sensitive silt fence (or other structural BMP's) for any site permitted on or after **June 4, 2018**. Brush berms and/or mulch berms will still be allowed in conjunction with other structural BMP's as a secondary measure only.

If you have any questions, please feel free to contact the inspector assigned to your site.