

Cobb County Residential Building Permit & Demolition Application

\* Required Fields

Permit #: \_\_\_\_\_ Parcel ID: \_\_\_\_\_ Date: \_\_\_\_\_

New Home  Townhome  Condo  Duplex  Addition  Renovation  Basement Finish

Fire Damage  Demolition  Accessory Structure (Type): \_\_\_\_\_

\*Parcel ID \_\_\_\_\_ \*Lot: \_\_\_\_\_ \*Subdivision: \_\_\_\_\_

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

\*Property Owners Current Mailing Address: \_\_\_\_\_

\*Property Address: \_\_\_\_\_

\*City: \_\_\_\_\_ \*State: \_\_\_\_\_ \*Zip: \_\_\_\_\_

\*Finished Sq Footage (Heated/Livable): \_\_\_\_\_ # of Rooms: \_\_\_\_\_ # of Baths: \_\_\_\_\_

Unfinished Basement Sq Ft (Not Garage): \_\_\_\_\_ Full \_\_\_\_\_ Partial: \_\_\_\_\_

Finished Basement Sq Ft: \_\_\_\_\_ Full \_\_\_\_\_ Partial: \_\_\_\_\_

Finished  Unfinished Attic Sq Ft (Usable Space Only): \_\_\_\_\_

Fireplace (Give Type & Quantity):  Masonry x \_\_\_\_\_  PreFab x \_\_\_\_\_  Gas x \_\_\_\_\_

Installed By: \_\_\_\_\_

Porch Sq Ft: \_\_\_\_\_ Patio Sq Ft: \_\_\_\_\_ Deck Sq Ft: \_\_\_\_\_ Accessory Sq Ft: \_\_\_\_\_

Garage Sq Ft: \_\_\_\_\_

Carport Sq Ft: \_\_\_\_\_  Enclosed  Open Shed / Storage Bldg: \_\_\_\_\_

Exterior Covering:  Brick Veneer  Vinyl  Wood Siding  Other \_\_\_\_\_

Please check if building/job will have any of the following new work performed:

Heating/Air  yes  no Electrical\*  yes  no Plumbing  yes  no Foundation Demo  yes  no

\*only one electrical meter allowed per residential lot

\*Briefly Describe work being done: \_\_\_\_\_

Construction Cost: \$ \_\_\_\_\_

\*Contractor / Company: \_\_\_\_\_ e-mail \_\_\_\_\_

\*Address: \_\_\_\_\_ \*City \_\_\_\_\_ \*State \_\_\_\_\_

\*Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ \*State License # \_\_\_\_\_ \*Exp. \_\_\_\_\_

\*Erosion Control Certification# \_\_\_\_\_ \*Exp: \_\_\_\_\_ \*Business License # \_\_\_\_\_ \*Exp: \_\_\_\_\_

All accessory structures must meet Zoning Setbacks. If electrical, plumbing or heating is allowed, a separate permit is required.

- Permit clerks DO NOT read plans or determine square footage.
- All forms must be notarized prior to being processed by the permit clerks unless they WITNESS your signature and you present a photo ID

Sewer \_\_\_\_\_  Septic \_\_\_\_\_ LDP \_\_\_\_\_ Site Approval \_\_\_\_\_

\*Signature of Applicant: \_\_\_\_\_ \*Printed Name: \_\_\_\_\_

ID Verified  Proof of Ownership Verified Clerks Initials: \_\_\_\_\_

**Cobb County Permit Requirements (770-528-2060)**

All permits require site plan showing house, driveway, and any additions. **This must be a legal record of the lot.** It can be obtained from Deeds & Records, Bldg C in the basement (770) 528-1300 or visit their website at [www.cobbsuperiorcourtclerk.com](http://www.cobbsuperiorcourtclerk.com). The following approvals must be obtained in the order listed prior to permitting.

**New Home on a county road (not in a subdivision unless it is an in-fill lot):**

1. Copy of paid water receipt from Cobb Water- 770-528-2137  
If on Sewer sewer availability letter is required from the Engineering Department @ Cobb Water @ 770-419-6328 before you can obtain water.
2. If on Septic must be approved by Environmental Health -770-435-7815
3. Teardown / Build back or In-Fills lots must be approved by Storm Water Management - 770-419-6434
4. Planning Division - 770-528-2018
5. Address Verification - 770-528-2002
6. Zoning Approval - 770-528-2004
7. Site Plan Review Approval - 770-528-2147

**Fire Damage**

- A building inspector must inspect the structure to determine the percentage of damage prior to permitting. (See demolition permit info below)
- If an engineer's **inspection** letter is required by the inspector it must be presented when a permit is applied for.
- All heating, electrical, and plumbing must be done by a Georgia state licensed contractor.

**Demolition**

- Permit required when damage is over 25% of structure, as determined by County building inspector, or if work is not completed as part of a reconstruction permit.
- Once a structure is demolished or destroyed (i.e. by fire or flood) the lot may no longer comply with state or county ordinances regarding the build back of a structure or structures. If a build back is being considered at present or may be considered in the future it is recommended that the applicant contact zoning 770-528-2004 and Storm Water Management 770-419-6434 to discuss current requirements prior to pursuing a demo permit.
- If the foundation is to remain for a structure that has received fire damage of 25% or more, as determined by a County building inspector, an engineer inspection letter will be required to certify the foundation as code compliant for future use.
- **A building permit for reconstruction using the existing foundation must be obtained within 180 days after issuance of the demolition permit or Cobb County may have the foundation removed at the owners expense.**
- **NOTARIZED** letter from the property owner giving authorization to demo structure if a contractor is applying for a permit.
- Homeowner acting as contractor will need a copy of the warranty deed, an original \$10,000 Code Compliance Bond and photo ID. **The person taking out the permit must be on the warranty deed**
- Photos of three (3) sides of structure are required for approval from Historic Preservation -770 528-2010.
- Site Plan Review Approval -770-528-2147
- **The issuance of a permit does not grant permission to the owner / representative or permit holder to proceed with demolition prior to complying with Georgia laws and rules relative to air quality, solid waste, and asbestos, or other environmental contamination. For more information regarding state of Georgia requirements call EPD at 404-363-7026 or visit their website at [www.gaepd.org/Documents/index\\_land.html](http://www.gaepd.org/Documents/index_land.html)**

**Retaining Wall Permit**

- Engineers Section drawing with seal is required.
- Site Plan Review approval is required.
- Final building inspection required

\*\*\*\*Additional sign offs may be required depending on plat specifications\*\*\*\*

**All contractors must be registered with Cobb County Permit Section or office. The following will be required:**

- Original \$10,000 Code Compliance Bond with Power of Attorney. This can be obtained from your insurance company.
- Copy of current business license.
- Copy of your current state license as required by the state of Georgia.

Certification by Owner / Applicant

I understand and certify that the maximum percentage of impervious surface for the development activity associated with this permit application shall conform to the limit for the specific Zoning District as detailed by the Official Code of Cobb County, Chapter 134, Article IV, District Regulations, (11) Use Limitations. This impervious surface shall include structures (principal and accessory), parking lots, driveways, walkways, non wooden pool decks and the like and non-permitted work.

Table 1

ZONING DISTRICT	MAX. COVERAGE
RR,R-80	25%
R-40	30%
R-30,R-20,R-15,R-12	35%
PRD, OSC, RMR	
RA-5, RA-4, RD	40%
R-A6, RM-8, FST, RM-12, RM-16, RHR, SC	45%
UC	55%

Signature of property owner or owner representative \_\_\_\_\_

Printed name \_\_\_\_\_

Signature of applicant or applicant representative \_\_\_\_\_

Printed name \_\_\_\_\_

Zoning District (See Table 1) \_\_\_\_\_ Maximum Impervious Surface Allowed \_\_\_\_\_

\*\*\*\* OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE \*\*\*\*

**Zoning Department / Historic Preservation Approval:**

Comments: \_\_\_\_\_

Setbacks: Front: \_\_\_\_\_ Rear: \_\_\_\_\_ Right: \_\_\_\_\_ Left: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

**Site Plan Review Approval:**

\_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_