



COBB COUNTY
COMMUNITY DEVELOPMENT AGENCY | DEVELOPMENT & INSPECTIONS
 Residential Building Permit & Demolition Application

Permit #: _____ Parcel ID: _____ Date: _____

- New Home
 Addition
 Renovation
 Fire Damage
 HB493
 Basement Finish
 Demolition
 Accessory Structure (Type): _____

*Lot: _____ *Subdivision: _____

*Property Owner: _____

*Property Owner's Current Mailing Address: _____

*Property Owner's Phone: _____ Email: _____

*Property Address: _____

*City: _____ *State: _____ *Zip: _____

Total Finished sqft (Heated): _____ # of Rooms: _____ # of Baths: _____

Unfinished Basement sqft: _____ Full: _____ Partial: _____

Finished Basement sqft: _____ Full: _____ Partial: _____

Attic Sq Ft: _____ (Usable Space Only): _____ Finished or Unfinished? _____

Fireplace: Yes No Quantity: _____

Covered sqft: _____/_____/_____ Un-Covered sqft: _____/_____/_____

Porch Patio Deck Porch Patio Deck

Accessory sqft: _____ Garage sqft: _____ Carport sqft: _____

***Interior Remodel/Renovations Only:** (upgrade/remodel of existing space)

Total sqft of existing areas to be renovated: Heated/Finished _____ Unheated _____

Foundation Demo? YES NO

Check if building/project will have any of the following new work performed:

Heating/Air: YES NO Electrical: YES NO Plumbing: YES NO

Only one electrical meter allowed per residential lot.

Briefly describe work being done: _____

*Project Cost: _____

*Contractor/Company: _____ Email: _____

*Address: _____ *City: _____ State: _____ *Zip: _____

Phone: _____ *State License #: _____ *Exp: _____

*Erosion Control Certification #: _____ *Exp: _____

*Business License Number: _____ *Exp: _____

- **All accessory structures must meet Zoning Setbacks.**
- If electrical, plumbing, or heating is in the scope of work, a sub-contractor form is Required. (Not stand-alone request)
- 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.
- **Residential Building Permits:** send your completed form to ResidentialPermitReview@cobbcounty.org
- **Demo Permits:** please send your completed form to CommBldgApplication@cobbcounty.org

Sewer Septic LDP: _____ Site Approval: _____

* Signature of Applicant: _____ * Printed Name: _____

ID Verified Proof of Ownership Verified Clerk's Initials: _____

Cobb County Permit Requirements (770-528-2060)

All permit applications for exterior site modifications require either a Regular Site Plan or a Simple Site Plan. A *Regular Site Plan* accurately depicts the proposed project on a survey prepared by a GA Registered Land Surveyor. A *Simple Site Plan* depicts the proposed project on a site plan prepared using a building permit site plan preparation website, or it may be hand-drawn to scale on a Cobb GIS aerial image or parcel boundary map. A *Simple Site Plan* is only acceptable if the proposed project clearly does not sit within ten feet (10') of any property line, building setback line, zoning buffer, state water buffer, FEMA floodplain, septic field, access easement, or public utility easement.

Applicant should consult with Site Plan Review staff prior to application submittal to determine the appropriate site plan format.

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 - 770-419-6200
If on sewer, sewer availability letter is required from the Cobb Water Engineering Department (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 - 770-419-6435 *appointment required, call for more information.*
4. Planning Division - 770-528-2018
5. Address Verification - 770-528-2002
6. Zoning Approval - 770-528-2035
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 770-528-2035 and Storm Water Management 770-419-6435 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 owner's 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 and a 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

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:
- Copy of current business license.
- Copy of your current state license as required by the state of Georgia.

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%

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.

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: _____

Personal Care Homes and Community Living Arrangements must use the Commercial Permit Application.

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

Zoning Department / Historic Preservation Comments: _____

Setbacks: Left: _____ Right: _____ Front: _____ Back: _____

Approved By: _____ Date: _____

Site Plan Review Approval: _____

Approved By: _____ Date: _____

Please send your partially completed form to subpermits@cobbcounty.org and arrive in-person at the Permitting Office to complete your application.