

BUILDING PERMIT APPLICATION INFORMATION AND CHECKLIST



GENERAL INFORMATION TO ALL APPLICANTS

All fees must be paid with cash or by check made payable to the City of Berkeley Lake. A copy of the adopted fee schedule is available at City Hall and on the City's website at www.berkeley-lake.com

Applicants are encouraged to review Chapter 78 of the City Code, the Zoning Ordinance, for regulations pertaining to land use and construction within the City. The City's ordinances are available at www.berkeley-lake.com. Staff is available to answer questions about application of the City's zoning regulations and any other questions related to the building permit process; however, staff cannot provide legal advice.

For information about building codes, please contact the building inspector at 770-368-9484 (x444) or at inspector@berkeley-lake.com. For all other inquiries, please call City Hall at 770-368-9484. If you need to fax information to the City, the fax number is 770-368-8810. The City's mailing address is 4040 South Berkeley Lake Road, Berkeley Lake, GA 30096.

Building Permits expire 12 months from issuance. If construction will not be completed within this time-frame, you will need to re-permit the job for an additional 12 months. The permit fee will be based on the construction cost of the work remaining. Beginning construction without a permit or continuing construction under an expired permit is a violation of city ordinances and may result in enforcement action and fines.

In order to ensure that your plan is compliant with all applicable code sections, please allow a minimum of 5 business days for necessary reviews to be completed. Most delays are the result of incomplete or inaccurate information.

NEW CONSTRUCTION

- 1. Complete and submit a City of Berkeley Lake Building Permit Application. Note any known variances or zoning conditions that affect the project site.
- 2. Submit 2 sets of plans, drawn to scale. One copy should be no larger than 11"x17". Also, please submit a set of electronic plans via email to clerk@berkeleylake.com. Plans should include building materials to be used, any engineered components, drawings of proposed work including foundation and framing plans, a copy of the REScheck or other energy calculations and compliance report, and a site plan which provides the following information:
 - Actual dimensions of the lot upon which the structure is proposed to be built;
 - Location and size of any existing buildings or structures, with all setback measurements noted;
 - Dimensions of the building/structure proposed for construction, including shape, size, height, use and location on the lot, with setback measurements noted;
 - Percentage of lot coverage of all existing and proposed impervious surfaces (i.e. driveways, swimming pools, sidewalks, etc.);
 - Percentage of building coverage of all existing and proposed buildings /structures;
 - Flood zone information.
 - For houses using a septic system, the location of the septic tank and drain fields on the lot, noting setback measurements; and
 - Such other information as deemed necessary by city staff to determine compliance with applicable codes.
- 3. If the owner is acting as general contractor, submit an Owner's Affidavit stating that all federal, state and local codes will be met.
- 4. If the general contractor is not the owner, submit copies of the general contractor's state license, business license and photo id.
- 5. For a new water tap, submit a copy of Gwinnett County Water Resources (678-518-6800) application and approval.

- 6. For a new sewer tap, submit a copy of Gwinnett County Water Resources (678-518-6800) application and approval.
- 7. For properties which will be serviced by a septic system, submit a copy of the septic permit from Environmental Health (770-963-5132).
- 8. For properties located within 2,000 feet of the Chattahoochee River, review and approval by the Atlanta Regional Commission (404-463-3100) is required prior to permit issuance to ensure compliance with the Metropolitan River Protection Act. (See. Sec. 78-346) Submit a copy of ARC approval.
- 9. For commercial projects, plans must be reviewed and approved by Gwinnett County Fire (678-518-6129) prior to submittal to the City of Berkeley Lake.
- 10. For restaurants, plans must be reviewed and approved by Gwinnett County Fire (678-518-6129), Gwinnett County Environmental Health (770-963-5132) and Department of Water Resources (grease trap) (678-376-6713) prior to submittal to the City of Berkeley Lake.

Once the above information has been submitted to City Hall, a plan review number will be assigned and a plan review fee collected according to the adopted fee schedule. The Building Inspector and Ordinance Enforcement Officer will review the plans for compliance with local building codes and city ordinances. Review typically takes 3 to 5 business days. Any comments generated from the plan review will be provided to the applicant. If necessary, additional information will be required to be provided and further review may be necessary prior to issuance of a building permit. Once the Building Inspector and Ordinance Enforcement Officer have approved the plans, and a permit fee collected according to the adopted fee schedule, a building permit will be issued.

ADDITIONAL INFORMATION TO APPLICANTS:

- ❖ Sub-contractor affidavits for electrical, plumbing and heating/air work shall be submitted prior to a request for inspection related to subject special trade. The Sub-contractor's state license, business license and photo id must be submitted with affidavit. Sub-contractor affidavits are available in City Hall or at www.berkeley-lake.com.
- ❖ If any trees are to be removed, a Tree Removal Permit may be required. The City defines a tree as anything three (3) inches in diameter at a height of 4.5 feet. The city requires 20 Tree Density Units for each half-acre (See Sec. 42-265). If trees are to be removed below this requirement, a tree replacement plan is required.
- ❖ If you are adding or replacing a driveway, a separate right-of-way permit may be required. (See Sec. 70-3)
- ❖ If you are installing a mailbox, it must be a traditional stake and arm design or meet the guidelines outlined in the National Cooperative Highway Research Program Report 350. Masonry or stone mailboxes are not permitted to be constructed on the right-of-way. (See Sec. 70-1(l)).
- ❖ If you are installing an irrigation system, the system must be equipped with a rain-sensor shut-off device.
- ❖ If you are constructing/installing a new swimming pool, refer to Sec.14-185 for construction and design criteria.
- ❖ According to Section 78-317(c) the Planning & Zoning Commission must approve any construction which partitions a dwelling into two or more non-interconnected spaces or results in more than one kitchen in a dwelling.
- ❖ If plan review results in staff determining that the proposed construction does not meet the requirements of the zoning ordinance, a building permit cannot be issued without a variance having been granted by the Planning & Zoning Commission. Please discuss the requirements for submitting a variance application with staff.
- ❖ Advanced Disposal is the exclusive sanitation provider within the City of Berkeley Lake. To set up new residential service, call 678-495-0058.
- ❖ If the property is in a development subject to covenants with architectural standards, the applicable homeowners/property owners association should be consulted prior to applying for any permits from the City of Berkeley Lake.

ADDITIONS AND ACCESSORY STRUCTURES

- 1. Complete and submit a City of Berkeley Lake Building Permit Application. Note any known variances or zoning conditions that affect the project site.
- 2. Submit 2 sets of plans, drawn to scale. One copy should be no larger than 11"x17". If available, also submit an electronic copy of plans on CD or DVD. Plans should include building materials to be used, any engineered components, drawings of proposed work including foundation and framing plans, and a survey which provides the following information:

- Actual dimensions of the lot upon which the structure is proposed to be built;
 - Location and size of any existing buildings or structures, with all setback measurements noted;
 - Dimensions of the building/structure proposed for construction including shape, size, height, use and location on the lot, with setback measurements noted;
 - Percentage of lot coverage of all existing and proposed impervious areas (i.e. driveways, swimming pools, sidewalks, buildings);
 - Percentage of building coverage of all existing and proposed buildings / structures;
 - Flood zone information.
 - For houses using a septic system, the location of the septic tank and drain fields on the lot, noting setback measurements; and
 - Such other information as deemed necessary by city staff to determine compliance with applicable codes.
3. If the owner is acting as general contractor, submit an Owner's Affidavit stating that all federal, state and local codes will be met.
4. If the general contractor is not the owner, submit copies of the general contractor's state license, business license and photo id
5. For properties located within 2,000 feet of the Chattahoochee River, review and approval by the Atlanta Regional Commission (404-463-3100) is required prior to permit issuance to ensure compliance with the Metropolitan River Protection Act. (See Sec. 78-346) Submit a copy of ARC approval.
6. For an addition (whether or not adding a bedroom) to a house using a septic system, submit a copy of the septic permit from Environmental Health (770-963-5132).
7. For commercial projects, plans must be reviewed and approved by Gwinnett County Fire (678-518-6129) prior to submittal to the City of Berkeley Lake.
8. For restaurants, plans must be reviewed and approved by Gwinnett County Fire (678-518-6129), Gwinnett County Environmental Health (770-963-5132) and Department of Water Resources (grease trap) (678-376-6713) prior to submittal to the City of Berkeley Lake.

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- ❖ Sub-contractor affidavits for electrical, plumbing and heating/air work shall be submitted prior to a request for inspection related to subject special trade. The Sub-contractor's state license, business license and photo id must be submitted with affidavit. Sub-contractor affidavits are available in City Hall or at www.berkeley-lake.com.
- ❖ If any trees are to be removed, a Tree Removal Permit may be required. The City defines a tree as anything three (3) inches in diameter at a height of 4.5 feet The city requires 20 Tree Density Units for each half-acre (See Sec. 45-265). If trees are to be removed below this requirement, a tree replacement plan is required.
- ❖ If you are adding or replacing a driveway, a separate right-of-way permit (\$50.00 permit fee) may be required. (See Sec. 70-3)
- ❖ If you are installing an irrigation system, the system must be equipped with a rain-sensor shut-off device.
- ❖ If you are constructing/installing a new swimming pool, refer to Sec.14-185 for construction and design criteria.
- ❖ If you are adding on to a structure which is non-conforming, the Planning & Zoning Commission must grant a variance for expansion of a non-conforming structure prior to staff issuing a building permit. See Sections 78-366 and 78-367 for more information.
- ❖ Pursuant to Section 78-317(c), the Planning & Zoning Commission must approve any addition which partitions a dwelling into two or more non-interconnected spaces or results in more than one kitchen in a dwelling or a kitchen in an accessory structure.
- ❖ If the property is in a development subject to covenants with architectural standards, the applicable homeowners/property owners association should be consulted prior to applying for any permits from the City of Berkeley Lake.

RENOVATIONS/ALTERATIONS (for interior work or exterior changes not increasing the footprint)

- 1. Complete and submit a City of Berkeley Lake Building Permit Application.
- 2. Submit 2 sets of plans, drawn to scale. One copy should be no larger than 11"x17". If available, also submit an electronic copy of plans on CD or DVD. Plans should include building materials to be used, any engineered components, drawings of proposed work including foundation and framing plans.
- 3. If the owner is acting as general contractor, submit an Owner's Affidavit stating that all federal, state and local codes will be met.
- 4. If the general contractor is not the owner, submit copies of the general contractor's state license, business license and photo id
- 5. If the house is using a septic system and being remodeled to increase the number of bedrooms, even if the building footprint is not being expanded, submit a copy of the septic permit from Environmental Health (770-963-5132).
- 6. For commercial projects, plans must be reviewed and approved by Gwinnett County Fire (678-518-6129) prior to submittal to the City of Berkeley Lake.
- 7. For restaurants, plans must be reviewed and approved by Gwinnett County Fire (678-518-6129), Gwinnett County Environmental Health (770-963-5132) and Department of Water Resources (grease trap) (678-376-6713) prior to submittal to the City of Berkeley Lake.

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ADDITIONAL INFORMATION TO APPLICANTS:

- ❖ Sub-contractor affidavits for electrical, plumbing and heating/air work shall be submitted prior to a request for inspection related to subject special trade. The Sub-contractor's state license, business license and photo id must be submitted with affidavit. Sub-contractor affidavits are available in City Hall or at www.berkeley-lake.com.
- ❖ According to Section 78-317(c), the Planning & Zoning Commission must approve any alteration which partitions a dwelling into two or more non-interconnected spaces or results in more than one kitchen in a dwelling or a kitchen in an accessory structure.
- ❖ If the property is in a development subject to covenants with architectural standards, the applicable homeowners/property owners association should be consulted prior to applying for any permits from the City of Berkeley Lake.