

City of Manchester
116 West 2nd St
Manchester GA 31816
706-846-3141

General Information

Phone

706-846-3141

Charles Abbott Associates

Will Hart- Building Official

Alan Brown- Inspector

Stephen Fincher- Inspector

Glen Gosa / Chris Ward-

Code Enforcement

229-603-9046

470-391-6352

404-273-1352

706-846-3141

Current Codes Observed- as adopted by the Georgia DCA

2018 ICC International Building Code
2018 ICC International Residential Code
2018 ICC International Mechanical Code
2018 ICC International Plumbing Code
2018 ICC International Fuel Gas Code
2018 ICC International Fire Code
2018 International Swimming Pool Code
2015 Energy Conservation Code
2020 National Electrical Code
2018 ICC International Property Maintenance
Code City of Manchester Ordinances

General

1. A permit is required to construct, alter, repair, move, demolish, or to change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the appropriate Code or Ordinance of the City.
2. Construction documents must be submitted with a completed permit application and approved prior to a permit being issued.
3. Permits for construction shall be issued only if all other regulations and zoning restrictions are complied with as required by the City.
4. An elevation certificate will be required for construction in a floodplain at the time of permit application.
6. Commercial projects may require plans designed by a licensed Georgia Architect and/or Engineer per O.C.G.A. Title 43.
7. Construction may **not** commence until all permits have been issued and are **posted** on the site.
8. **Permit holders are responsible for obtaining all required inspections. Inspection request received by 4:00pm will be conducted the next regular business day, excluding holidays or emergencies.**
9. All contractors and Subs are required to be licensed by the State of Georgia O.C.G.A. Title 43.

What you will need to obtain a building permit.

1. Complete set of plans will need to be submitted for all construction projects. Construction documents for commercial projects are required to be signed and sealed by the appropriate design professional in accordance with O.C.G.A. Title 43-4 and 43-15 regulating the practice of Architecture, Professional Engineering and Land Surveying.
2. **Site Plan-** must show lot dimensions, building footprint with dimensions, and dimensions from building to property lines and all other buildings on the property.
3. Commercial construction require civil, architectural, structural, electrical, mechanical and plumbing plans, as well as all material specifications and calculations to be submitted.
4. Retaining walls greater than 48" in height measured vertically from the footing require a permit and a design from a Registered Georgia Engineer.
5. A copy of the engineer's drawings and calculations are required for all pre-engineered steel buildings and other pre-manufactured structures as determined by the Building Official.
6. A completed permit application must accompany all construction documents.
7. Cell tower modifications or alterations also require a structural analysis signed and sealed by a Registered Georgia Engineer be provided in addition to construction documents at permit application.
8. Construction trailer permit applications may require the submittal of the manufacturer's set-up specifications in addition to a site plan. The trailer shall be adequately supported, anchored and access landing and stair installed prior to electrical connection approval.
9. All suspended slabs are required to be designed by a State of Georgia Registered Engineer.
10. Health Department approval is required for all food service, public swimming pools or institutional permits or if there is a private on-site sewage disposal system proposed or existing.
11. All contractor and sub-contractor information will need to be provided at application.

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.

Commercial Permit Application Checklist

- ☐ A. Site Plan
- ☐ B. Signed and Sealed Architectural Plans (if applicable) with a code summary and scope of work
- ☐ C. Foundation Plan
- ☐ D. Accessibility Plan (if applicable)
- ☐ E. Life Safety Plan
- ☐ F. Signed and sealed Structural Plans (if applicable)
- ☐ G. Signed and Sealed Structural Calculations (if required)
- ☐ H. Electrical Plans
- ☐ I. COMcheck energy compliance worksheets
- ☐ J. Mechanical Plans
- ☐ K. Plumbing Plans
- ☐ L. Fire Protection Plans as required by the Fire Marshal

A. Site Plan: Scaled drawing, which shows the size and location of all new construction and all existing structures on the site and the distances from structure(s) to lot lines and to other structures on site.

Specifications: Requirements for submittal vary on how much information is shown on construction drawings.

B. Architectural Plans: Dimensioned plans for each floor that shows room layouts and use of space. Also includes a complete code summary; elevation views; wall sections; schedules for windows, doors and finishes; stair dimension and details, such as riser height, tread width, guard/handrail height and headroom dimension. Include all information used for building height or size increases.

C. Foundation Plans: This plan contains the foundation design, sections, allowable soil bearing pressure, the depth of the foundation and the proposed materials to construct the foundation.

D. Accessibility Plan: Provide a plan that shows all accessible features of building, including routes, both interior and site, entrances and means of egress, areas of refuge, facilities and elevations, hardware, handrail ramps and other requirements for an accessible building per the IBC, ICC/ANSI A 117.1 and Georgia Accessibility Code.

E. Life Safety Plan: Provide a plan that shows egress calculations, occupancy loads and uses for each room, travel distance, exit widths, emergency lighting and exit signs.

F. Structural Plans & Calculations: Typical floor and roof framing plans. The plan(s) size of members to be used, allowable stresses and all the information to erect the joints, beams, rafters, columns or girders within the structure including calculations. A registered engineer must seal all structural plans for pre-engineered buildings. Calculations may be required.

G. Structural Calculations: These must be provided for all telecommunication tower alterations and some building structural alterations to a degree as determined by the plans examiner. These may be required for new construction as well

H. Electrical Plans: Drawn to scale upon suitable material and shall include the location, nature and extent of work proposed, service riser, panel schedule and all other work conforming to the provisions of the NEC.

I. COMcheck: This energy compliance evaluation must be submitted for all new construction or substantial alterations.

J. Mechanical Plans: Location, size and listed/labeled information for all equipment and appliances that comprise parts of the buildings mechanical system. Ventilation and exhaust calculations, schedules, supply and exhaust duct work, chimney termination, materials and any other information required to complete the buildings HVAC System.

K. Plumbing Plans: Includes isometric riser diagrams for potable water supply and the drain waste and vent systems. With the locations and materials specified for all the piping and fixtures within the plumbing system. Also details of special devices (backflow preventer, grease traps, etc.) shall be shown. Hogansville wastewater pre-treatment approval may be required for all structures involved in food and drink service or production, automobile service/repair and car washing.

L. Fire Protection Plans: When required by the Fire Marshal, the construction documents may include a submission for the suppression system, the fire alarm system, the smoke control system, single/multiple station detectors, standpipes, fire department connections and fire extinguisher(s) size and location.



Below are examples of the required inspections and when to call for them. Some circumstances might require special inspections or other inspections not listed be performed. Please check with the inspector to see if any other inspections are required. The permit card and the approved plans are required to remain on the job site and must be present to receive inspections.

Footing- Once excavation and footing forming is complete and prior to any placement of concrete.

Foundation- Upon completion of all forming and the required steel is in place and prior to any placement of concrete.

Under-Slab Plumbing- After all building drain piping and water piping (if applicable) is complete and the required pressure test is on.

Slab Prep- Once all plumbing is backfilled, turn-down footings and grade beams are excavated, vapor barrier is installed and reinforcement is in place. All chemical soil termite treatment is also done at this time.

Wall Sheathing- The wall sheathing nail off inspection is done prior to installation of the moisture barrier.

Moisture Barrier- The moisture barrier is installed, all joints taped and windows and doors flashed.

Rough Building, Electrical, Mechanical and Plumbing- Once all work is complete, required pressure test is on, and prior to placement of any insulation or drywall. All rough inspections are done at the same time.

Wall or Ceiling Cover- This is done prior to closing walls or ceilings in commercial projects.

Insulation- This is done after all insulation is installed in walls or sloped ceilings prior to drywall. Floors exposed to unfinished areas and blown attics may be done by final.

Suspended Slab- Inspection shall be done after all forming and required steel reinforcement is in place.

Temp. Electric- After meter base, panel or disconnect, mast or underground conduit and or wiring is installed and ready to energize. GFCI outlets and proper grounding must also be in place. Note: all temporary services must be erected and sufficiently braced.

Permanent Electrical Service- All electrical must be complete, all circuits landed in the panel and proper grounding installed. Open outlet boxes where lighting fixtures are missing must be capped with wire nuts and blank covers installed on boxes. Burial depths for underground services must be inspected prior to backfilling

Sewer or Water Connection- This inspection, if applicable, is made once all piping is installed and prior to backfilling.

Final Building, Electric, Mechanical and Plumbing- Whenever all construction, final grading, testing or other items are completed and the building is finished and prior to occupancy. All landscaping must also be complete at this time.

Demolition- Once utilities have been disconnected and capped and final grading is completed and site stabilized.

Requirement for a Licensed Contractor Quick Reference

Work to be done	License Required	Not Required
Residential construction < \$ 2500		✓
Residential construction > \$ 2500	✓	
Residential electrical, mechanical or plumbing	✓	
Specialty contractor work such as but not limited to: concrete work, landscaping, painting, drywall, roofing, flooring, door or window installation, insulation, trim work, cabinet and counter installation, siding, masonry work, etc.		✓
Work performed by homeowners on their own property not for sale or lease		✓
Commercial construction < \$ 2500		✓
Commercial construction > \$ 2500	✓	
Commercial electrical, mechanical or plumbing	✓	
Commercial work performed by owner for their own use and not for use by the general public and not for sale or lease		✓
Agricultural building construction		✓
Mechanical, electrical and plumbing work conducted by a full-time employee of the institution, manufacturer or business when working on the premises of the employer		✓

This guide is only a quick reference to indicate that a Georgia Licensed Contractor may be required. Please reference O.C.G.A Title 43-14 and 43-41 for complete licensed contractor requirements.

Permit Requirement Q&A: Do I need a permit?

Often, we receive questions as to what work being done requires a permit. Below are questions and examples of work requiring a permit or exempt from a permit. These are only examples and not all-inclusive of permit requirements. If you have any questions pertaining to a permit requirement, feel free to contact an inspector at 229-603-9046. Permit requirements may differ for commercial projects.

What residential construction work may I do without a permit?

Typically, non-structural repair such as sidewalks and driveways, painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work may be done without a permit. Prefabricated swimming pools that are less than 24 inches (610 mm) deep, swings and other playground equipment are also exempt from requiring a permit.

What residential electrical work may I do without a permit?

Minor repair work, including the replacement of lamps, receptacles, switches, replacement of branch circuit overcurrent devices of the required capacity in the same location or the connection of *approved* portable electrical *equipment* to *approved* permanently installed receptacles may be done without a permit. Also, Electrical wiring, devices, *appliances* or *equipment* operating at less than 25 volts and not capable of supplying more than 50 watts of energy or *listed* cord-and-plug connected temporary decorative lighting may be installed without a permit.

What residential plumbing work may I do without a permit?

The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, faucets, sinks and lavatories, provided such repairs do not involve or require the replacement or rearrangement of pipes may be done without a permit. Any alteration of the piping system, installation of a new water heater or relocation of existing fixtures would require a permit.

What residential mechanical work may I do without a permit?

The installation of portable cooling units or the replacement of any minor part that does not alter approval of *equipment* or make such *equipment* unsafe may be done without a permit. Replacement of furnaces, air conditioning condenser units or alteration or replacement of duct work would require a permit.

Can I do my own work to my house?

If you currently occupy the home, you may do the work yourself. We highly recommend you contact a licensed contractor if you are not familiar with the work involved. Improperly installed electrical, mechanical or plumbing systems may result in a greater risk of sickness, fire or death. Be sure to protect your family, yourself and your investment.

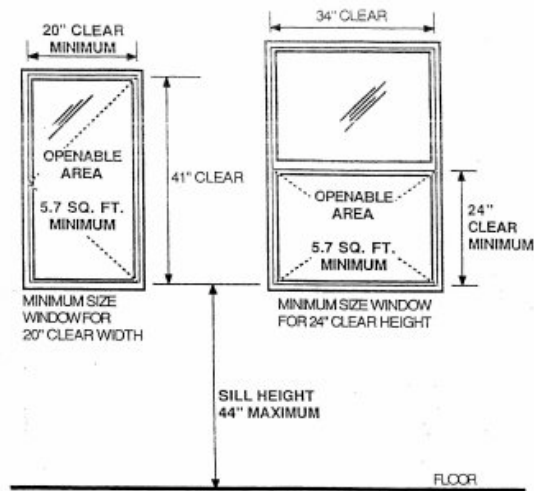
Residential Inspection Checklist (most frequent violations)



This list is for informational purposes and by no means encompasses all items to be inspected while on site.

- Footings must extend 12" minimum into undisturbed soil and rest upon solid, firm soils.-R403.1.4 & R401.4.1.
- Provide a letter from an engineer approving pour on fill or unstable soils-R401.4.2.
- Need vapor barrier and rebar installed in slab-R403.1.3.2 & R506.2.3
- Provide foundation reinforcement per table R404.1.2(8).
- Provide required height above grade at foundation- 4" with masonry and 6" elsewhere- R404.1.6.
- Provide continuous header over garage door per figure R602.10.6.2.
- Provide hold downs or header strap at garage door per figure R602.10.6.2.
- 7 ¾" max stair riser and risers can't vary more than 3/8" in a flight- R311.7.5.1
- 10" minimum tread-R311.7.5.2
- Winder stair tread 6" minimum on inside and 10" at 12" from inner edge- R311.7.5.2.1
- Stair nosing required on stairs with solid risers. ¾" to 1 ¼" max nosing- R311.7.5.3
- Landing required at the top and bottom of stairs- R311.7.6
- Handrail required on one side of stairs with 4 or more risers- R311.7.8
- Handrail height is 34"-38" plumbed vertically from nosing- R311.7.8.1
- 36" minimum guard height and 4" max opening- R312.1.2 & R312.1.3
- Provide stair illumination-R303.7
- Attach deck guards per Georgia Prescriptive Deck Detail- Figure 27-31
- Provide hanger at stair stringer
- Provide diagonal or knee bracing on decks > 4' above grade per Georgia Prescriptive Deck Detail- Figure 22-24
- Provide post- to-beam connectors or post anchors.
- Provide deck ledger attachment per Georgia Prescriptive Deck Detail- Figure 14-20
- Need air barrier behind tub.
- Provide joist hangers where missing.
- Provide proper hanger nails per manufacturer.
- Provide additional plate anchors per R403.1.6 (within 12" of plate ends and spaced no more than 6').
- Nail all plate anchor straps.
- Fireblock top of walls, chases drop ceiling level or soffits; under bath tubs; or openings around pipes, ducts or cables-R302.11.
- Provide truss drawings.
- Truss bracing missing.
- Girder truss ply's not nailed together per truss detail.
- Need engineered repair for cut or broken truss from truss engineer.
- Need collar ties-R802.3.1

- Drywall under stair area per R307.2.
- Need test on plumbing piping- 312 of the IPC.
- 2 hose bibs required per residence- 403.1 Ga Amendments
- Need test on gas piping.
- Nail guards missing.
- Need water hammer arrestors-604.9 IPC
- Need expansion tank at water heater-607.3 IPC
- Can't wet vent from the story above- 912.1 IMC
- Need vacuum breakers on hose bibs- 608.15.4.2 IPC
- Provide air gap at food prep sinks, dishwashers or ice bin- 802.1.1 IPC
- Need smoke detector in bedrooms, outside bedrooms and on each level.
- Need 2 dedicated counter top small appliance circuits.
- Need water proof light above tub or shower- 410.10 NEC
- Can lights in contact with combustibles or insulation must be IC rated-410.116 NEC
- Can't have an incandescent light within 12" horizontally of closet shelf-410.16 NEC
- Provide conductor burial depth per 300.5 of the NEC.
- Need emergency/exit lighting installed.
- GFCI protection required per article 210.8 of the NEC
- GFCI service receptacle within 25' of mechanical equipment- 210.63 NEC
- Group service disconnects- 230.72 NEC
- Provide proper receptacle spacing- 210.52 NEC
- Provide proper working space at panel- 110.26(A)(1) NEC
- Provide proper pool bonding- 680.26 NEC
- GFCI pool equipment- 680.21C NEC
- Receptacles must be at least 6' from pool edge and all receptacles within 20' of pool must be GFCI.
- Breaker size for furnace or A/C unit must meet nameplate rating for minimum and maximum overcurrent protection- 440.22 NEC
- Locking refrigerant port caps are required per 1101.10 of the IMC.
- Vent bath fans to outdoors- 501.3 IMC
- Provide auxiliary condensate drain or float switch- 307.2.3 IMC
- Provide furnace or water heater pan- 307.2.3.2 IMC
- Can't have gas appliance that draws combustion air from a bedroom- 303.3 IMC
- Clothes dryer exhaust duct length (35' max. minus radius deductions)- 504.6 IMC
- Can't have single wall vent pipe in attic or crawl space- 503.7 IFGC
- Provide sediment tee on gas pipe per 408.2 of the IFGC.
- Need gas shutoff in same room and within 6' of fireplace- 409.5.1 IFGC
- Fire dampers require in duct per 607.5 and 607.6 of the IMC
- Provide combustion air to gas appliance in the closet.
- Post energy code statement at the electrical panel.

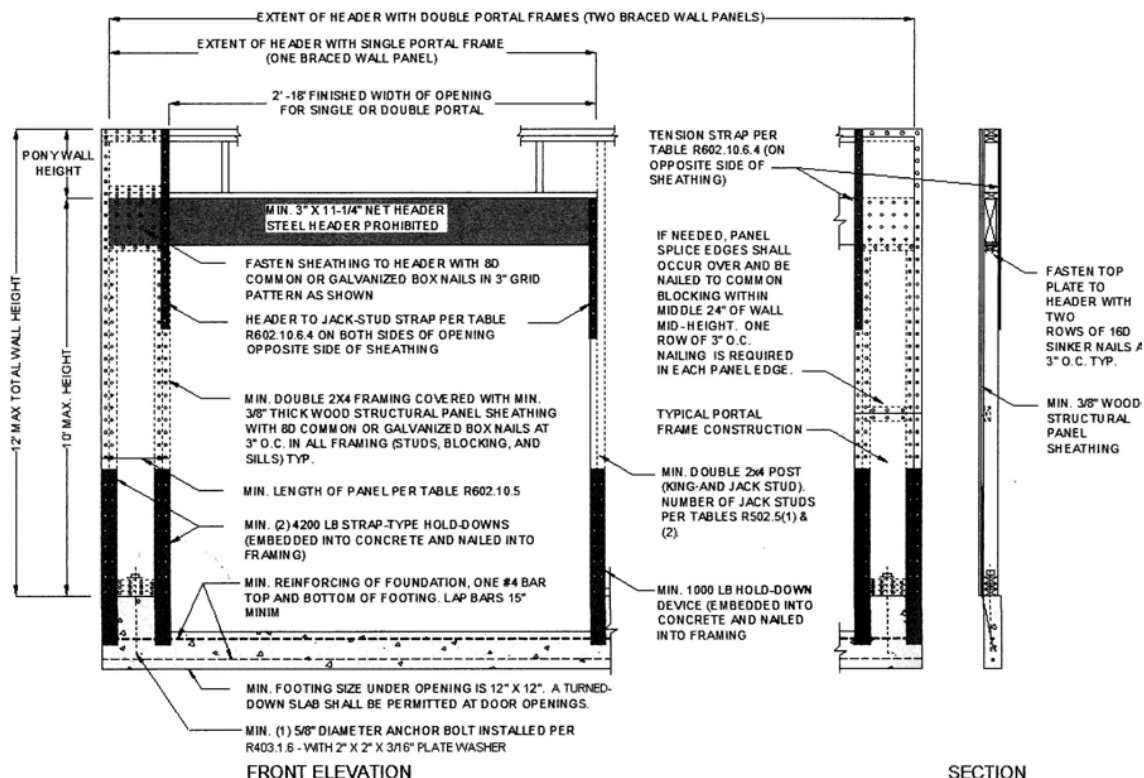


EGRESS WINDOW OPENING SIZE CHART

Area in Square Feet

(Inches) Height	Width	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
20																			5.69	5.83
21																	5.81	5.96	6.11	6.26
22																6.07	6.23	6.39	6.55	6.71
23														5.75	5.91	6.07	6.23	6.39	6.55	6.71
24													5.83	6.00	6.17	6.33	6.50	6.67	6.83	7.00
25										5.73	5.90	6.08	6.25	6.42	6.60	6.77	6.94	7.12	7.29	
26									5.78	5.96	6.14	6.32	6.50	6.68	6.86	7.04	7.22	7.40	7.58	
27								5.81	6.00	6.19	6.38	6.56	6.75	6.94	7.13	7.31	7.50	7.69	7.88	
28							5.83	6.03	6.22	6.42	6.61	6.81	7.00	7.19	7.39	7.58	7.78	7.97	8.17	
29						5.84	6.04	6.24	6.44	6.65	6.85	7.05	7.25	7.45	7.65	7.85	8.06	8.26	8.46	
30					5.83	6.04	6.25	6.46	6.67	6.88	7.08	7.29	7.50	7.71	7.92	8.13	8.33	8.54	8.75	
31				5.81	6.03	6.24	6.46	6.67	6.89	7.10	7.32	7.53	7.75	7.97	8.18	8.40	8.61	8.83	9.04	
32			5.78	6.00	6.22	6.44	6.67	6.89	7.11	7.33	7.56	7.78	8.00	8.22	8.44	8.67	8.89	9.11	9.33	
33		5.73	5.96	6.19	6.42	6.65	6.88	7.10	7.33	7.56	7.79	8.02	8.25	8.48	8.71	8.94	9.17	9.40	9.63	
34		5.90	6.14	6.38	6.61	6.85	7.08	7.32	7.56	7.79	8.03	8.26	8.50	8.74	8.97	9.21	9.44	9.68	9.92	
35	5.83	6.08	6.32	6.56	6.81	7.05	7.29	7.53	7.78	8.02	8.26	8.51	8.75	8.99	9.24	9.48	9.72	9.97	10.21	
36	6.00	6.25	6.50	6.75	7.00	7.25	7.50	7.75	8.00	8.25	8.50	8.75	9.00	9.25	9.50	9.75	10.00	10.25	10.50	
37	6.17	6.42	6.68	6.94	7.19	7.45	7.71	7.97	8.22	8.48	8.74	8.99	9.25	9.51	9.76	10.02	10.28	10.53	10.79	
38	6.33	6.60	6.86	7.13	7.39	7.65	7.92	8.18	8.44	8.71	8.97	9.24	9.50	9.76	10.03	10.29	10.56	10.82	11.08	

Portal wall construction @ garage door Figure R602.10.6.2- 2018 IRC



inch = 25.4 mm, 1 foot = 304.8 mm

Permit # _____

Building Permit Application

Site address _____ Owner _____

Owner's mailing Address _____

Phone _____ Email _____

Contractor _____ Phone _____

Address _____ Email _____

Building site information:

Subdivision name _____ Lot number _____

Parcel _____ Lot size _____ Manchester Overlay District Yes _____ NO _____

Information on building: (✓ All That Apply)

Type of improvement: ☐ Commercial ☐ Residential (1 or 2-Family Dwelling) ☐ Multi-family

☐ New Building ☐ Addition ☐ Remodel/Repair/Alteration ☐ Occupancy ☐ Adult Entertainment

☐ Attached Garage ☐ Detached Garage ☐ Finished Basement ☐ Siding
☐ Deck ☐ Carport ☐ Pool ☐ Temporary Structure
☐ Storage Building ☐ Interior Alteration ☐ Exterior Alteration ☐ Windows
☐ Other _____

☐ Electric Service ☐ New service ☐ Upgrade Existing Service ☐ Repair Service

Amps. _____ Utility Co. _____

System Modifications

☐ Electrical ☐ Mechanical ☐ Plumbing ☐ Water/Sewer

Residential Structure information: (✓ All That Apply)

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

☐ Basement ☐ Crawl space ☐ Slab ☐ Finished Basement ☐ Garage

Exterior Finish Materials _____

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

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 Manchester. 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 be valid for 12 months from date of issue and become invalid if work is not commenced within 180 days of permit issuance, shall become invalid if the authorized work is suspended or abandoned for a period of 180 days after the time of issuing the permit and may be revoked in a case there has been any false statement or misrepresentation as to the material fact in the application or plans on which the permit or approval was based. I certify I have read and fully understand these conditions.

Signature of Applicant/Agent

Date

Electric, Mechanical and Plumbing Permit Application

Property Owner: _____

Location Address: _____

Contractor: _____

Address: _____ Email: _____

Street

City,

ZIP

Phone#: _____

License#: _____

Manchester Overlay District Yes _____ No _____

Information on Project: (☒ All That Apply)

☐ Commercial

☐ Residential (1 or 2-Family Dwelling)

System Modifications

☐ Electrical

☐ Mechanical

☐ Plumbing

☐ Water/Sewer

☐ Electric Service

☐ New service

☐ Upgrade Service

☐ Repair Service

Amps. _____ Utility Co. _____

☐ Mechanical Change Out

☐ New Mechanical

☐ Low Voltage

☐ New Electric Circuits

☐ Plumbing Repair

☐ New Plumbing

☐ Water Heater

☐ Gas Service

☐ New Gas Piping

☐ Other

Detail of Work: _____

Estimated Construction Cost _____

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. THE GRANTING OF AN ELECTRIC, MECHANICAL OR PLUMBING PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF RELATED REQUIREMENTS. LATE PERMITS ARE SUBJECT TO INCREASED FEES. THIS PERMIT BECOMES NULL AND VOID IF WORK AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS STARTED.

CONTRACTOR SIGNATURE: _____

DATE: _____

This is to certify that I will personally supervise this installation

HOMEOWNER AFFIDAVIT

This form must be completed, signed, notarized , and submitted to the Building Department prior to permit issuance and any inspections associated with building electrical, plumbing, and/or mechanical work.

Subdivision _____ Lot _____ Address _____

Owner's Name _____

TIDS IS TO CERTIFY THAT I AM THE HOMEOWNER FOR THE ABOVE REFERENCED PROPERTY, THAT I AM AWARE OF AND WILL FOLLOW ALL STATE AND LOCAL BUILDING CODES FOR THE BELOW REFERENCED JOBS THAT I AM COMPLETING ON PROPERTY THAT I OWN:

PLUMBING ____ ELECTRIAL ____ MECHANICAL ____ BUILDING ____

IN THE EVENT OF ANY CHANGE IN MY STATUS ON THE ABOVE JOB, I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR THIS JOB UNTIL THE BUILDING DEPARTMENT HAS BEEN NOTIFIED IN WRITING OF ANY CHANGES.

I, the undersigned, do hereby understand that I may not hire another individual or firm to hire sub-contractors without that party being licensed as required by the State and further securing any additional required permits.

I further affirm that I am the legal owner of the property, intend to reside in the property for a minimum of 24 months and it will not be offered for sale.

I further agree to build in accordance with applicable codes and strictly adhere to the inspections as required by the jurisdiction. Undersigned acknowledges that inspections must be performed in an established sequence as required by the jurisdiction and that work done in violation of the building codes must be corrected or may be ordered removed.

Furthermore, I acknowledge that I am aware that a permit issued under the provisions of the code may be revoked for false statements of misrepresentations as to the material fact in the application on which the permit was based

PRINTNAME _____ SIGNATURE _____

Sworn to and subscribed before me this _____ day of _____, 20 ____

NOTARY PUBLIC, STATE OF GEORGIA

MY COMMISSION EXPIRES: _____

SUBCONTRACTOR AFFIDAVIT

This form must be completed, signed, notarized, and submitted to the Building department prior to permit issuance any inspections associated with electrical, plumbing, and/or mechanical work.

Subdivision _____ Lot _____ Address _____

Builder _____

THIS IS TO CERTIFY THAT I HOLD THE STATE LICENSE CHECKED BELOW AND AM USING FOR THIS JOB:

PLUMBING _____ ELECTRICAL _____ MECHANICAL _____

COMPANY NAME _____ PHONE # _____

COMPANY ADDRESS _____

STATE LICENSE # _____ BUS.TAX/OCCUPATION CTF.# _____

IN THE EVENT OF ANY CHANGE IN MY STATUS ON THE ABOVE JOB, I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR THIS JOB UNTIL THE BUILDING DEPARTMENT HAS BEEN NOTIFIED IN WRITING OF ANY CHANGES.

PRINT NAME _____ SIGNATURE _____

Sworn to and subscribed before me this _____ day of _____, 20 _____

NOTARY PUBLIC, STATE OF GEORGIA

MY COMMISSION EXPIRES: _____

City of Manchester

ELECTRICAL RECONNECTION PROCESS

Dear Customer,

To re-establish electrical service to a residence or structure, a permit must be obtained and an inspection conducted. Please bring proof of ownership, a signed lease or notarized authorization from the owner when applying for a permit. Once the permit has been obtained, you may schedule an inspection. Please give the address, permit number, type of inspection and a contact number. Also, please leave any special instructions such as lock box code or inspection instructions. Note: the inspector will need to enter the building to inspect inside the panel.

Once the inspection is complete and the service approved, a release will be sent to the utility company. Should the inspection fail due to electrical or life safety issues, a correction notice will be left on site.

Electrical & Life Safety issues include but are not limited to: Improper grounding or bonding of electrical systems, deterioration of electric equipment causing it to be unserviceable, Improperly maintained electrical services, hazardous existing wiring, new (recent) wiring installed without permits.

Sincerely,

William Hart
Building Official

City of Manchester

116 West 2nd Street
Manchester, GA 31816

706-846-3141



City of Manchester

Re-Roofing Inspection Process

Dear Customer,

Re-roofing projects (commercial and residential) within the City of Manchester require a permit and inspections. Please bring proof of ownership, a signed lease or notarized authorization from the owner when applying for a permit. Once you have the permit on site, you may schedule inspections. Please give the address, permit number, type of inspection and a contact number. Since we do not come out for a rough inspection, photographs of the roof preparation including felt, flashing and drip edge must be supplied in order to obtain a final inspection.

Once the inspection is complete and approved, the inspector will sign the permit card. Should the inspection fail, a correction notice will be left on site. The permit must be posted on site to get an inspection.

Note: please refer to the manufacturer's installation instructions for your roofing product. Some manufacturers will not accept metal valley flashing and require the 36" wide "ice and water" adhesive membrane be installed.

Sincerely,
William Hart
Building Official

City of Manchester

116 West 2nd Street
Manchester, GA 31816

706-846-3141



City of Manchester

Mechanical Replacement Inspection Process

Dear Customer,

Mechanical replacement projects (commercial and residential) within the City of Manchester require a permit and inspections. Please bring proof of ownership, a signed lease or notarized authorization from the owner when applying for a permit. The State of Georgia requires all mechanical contractors to be licensed. Please bring a copy of your State issued license as well. Once you have the permit on site, you may schedule an inspection. Please give the address, permit number, type of inspection, contact number and any special instructions. The contractor will need to make sure we have access to all equipment for inspection. If the building is not equipped with a roof hatch or access ladder, a secured OSHA approve ladder will need to be in place for inspection of roof top equipment. Once the inspection is complete and approved, the inspector will sign the permit card. Should the inspection fail, a correction notice will be left on site. The permit must be posted on site to receive an inspection.

Note: please refer to the manufacturer's installation instructions or label for overcurrent protection sizing and clearances.

Sincerely,

William Hart
Building Official

City of Manchester

116 West 2nd Street
Manchester, Ga 31816

706-846-3141



City of Manchester

Deck Construction and Inspections

Dear Customer,

Deck construction projects (new, replacement and some repairs) within the City of Manchester require a permit and inspections. Please contact the permit department to see if your repair may require a permit or inspections. To obtain a permit, please bring proof of ownership, a signed lease or notarized authorization from the owner when applying for a permit. New decks will also require a site plan that must be reviewed and approved by the Planning Department prior to the permit being issued. The State of Georgia requires all building contractors to be licensed. Please bring a copy of your contractor's State issued license as well.

Homeowners may construct a deck on a dwelling they are occupying and that is not for sale or lease. Once you have the permit on site, you may schedule an inspection. Please give the address, permit number, type of inspection, contact number and any special instructions. Deck construction must comply with chapter R507 of the 2018 IRC. All composite deck materials must be installed per the manufacturer's installation instructions. Please be aware that most composite decking materials have reduced spans when installed on an angle to framing members or when installed as stair treads. The required inspections are:

Footings- once piers are dug and prior to placement of concrete. Please note: all piers are required to be dug into undisturbed a minimum of 12" and must bear on firm soil. Piers may not rest on fill material unless designed by a Georgia Registered Engineer.

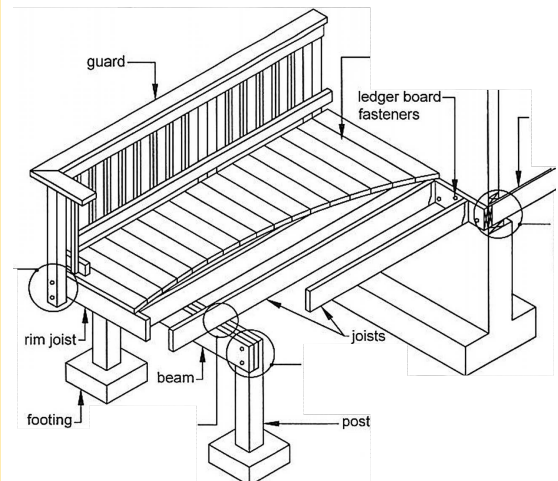
Framing and Final- once construction is complete. Once the inspections are complete and approved, the inspector will sign the permit card. Should the inspection fail, a correction notice will be left on site. The permit must be posted on site to receive an inspection.

Sincerely,
William Hart-Building Official

City of Manchester

116 West 2nd Street
Manchester, Ga 31816

706-846-3141



City Of Manchester

Swimming Pool Inspection Process

Dear Customer,

Swimming pools, spas and hot tubs within the City of Manchester require a permit and inspections. Please bring proof of ownership, a signed lease or notarized authorization from the owner when applying for a permit. Please bring a copy of your electrician's State issued license as well. Once you have the permit posted on site, you may schedule inspections. Please give the address, permit number, type of inspection, contact number and any special instructions. The contractor will need to make sure we have access to all work done for inspection. Inspection approvals will be signed on the permit card and a correction report will be left on site if needed.

Inspections Required:

Rough Plumbing- All plumbing piping must be inspected prior to covering with a pressure test on.

Rough Electric- All underground conduits, wires, light shells and feeders to pump panel must be inspected prior to being covered.

Pool Bonding- All bonding elements must be inspected prior to concrete placement. Pools with metal walls, braces, or other metallic parts must be bonded as well in accordance with Article 680 of the 2020 NEC.

Footings or Pool Rebar Basket- Prior to concrete placement once all rebar is in place. Some vinyl liner pool kits require a footing to brace walls. This footing must be inspected as well.

Underground Gas piping if applicable.

Final- Pool, fencing and alarms (if applicable) are all complete. All site work must be complete as well.

Note: when scheduling roughs, please make sure bonding, pool basket and rough plumbing are scheduled together.

William Hart
Building Official

City of
Manchester
116 West 2nd Street
Manchester, Ga 31816
706-846-3141



Building Permit Application



Scope of Work



NAME _____

ADDRESS _____

DATE _____

Check all that apply

Rooms work is to take place in:

☐ Basement ☐ Kitchen ☐ Bathroom ☐ M. Bath ☐ Living rm. ☐ M. Bed rm. ☐ Bd. Rm. 1
☐ Bd. Rm. 2 ☐ Bd. Rm. 3 ☐ Bd. Rm. 4 ☐ Exterior ☐ Other _____

Electric and Mechanical

<input type="checkbox"/> New or upgrade of electric service	<input type="checkbox"/> Adding or replacing electric circuit(s)
<input type="checkbox"/> Installing smoke detectors	<input type="checkbox"/> Adding or relocating receptacles or switches
<input type="checkbox"/> Installing new furnace	<input type="checkbox"/> Installing new AC condenser
<input type="checkbox"/> Installing new fireplace or heating stove	<input type="checkbox"/> New chimney or vent
<input type="checkbox"/> Installing bathroom exhaust fan	<input type="checkbox"/> Installing or replacing range hood
<input type="checkbox"/> Other _____	

Framing

<input type="checkbox"/> New deck, porch, or stairs	<input type="checkbox"/> Replacing deck, porch, stairs or railing
<input type="checkbox"/> Addition	<input type="checkbox"/> New attached garage or carport
<input type="checkbox"/> Detached garage, carport or storage bldg.	<input type="checkbox"/> New pool, spa or hot tub
<input type="checkbox"/> Altering or relocating existing window or door openings to accommodate new window or door	
<input type="checkbox"/> Installing or relocating non-load bearing walls	<input type="checkbox"/> Installing or relocating load bearing walls or beams
<input type="checkbox"/> Replacing or repairing damaged:	
<input type="checkbox"/> floor joist <input type="checkbox"/> stud <input type="checkbox"/> beam <input type="checkbox"/> header <input type="checkbox"/> ceiling joist <input type="checkbox"/> rafters or trusses <input type="checkbox"/> sheathing	
<input type="checkbox"/> Installing new drywall	<input type="checkbox"/> Installing sun room or other pre-manufactured structure
<input type="checkbox"/> Other _____	

Plumbing

<input type="checkbox"/> Installing or replacing water heater	<input type="checkbox"/> Replacing existing water or DWV piping
<input type="checkbox"/> Installing new water or DWV piping	<input type="checkbox"/> Installing or replacing gas piping
<input type="checkbox"/> Installing or replacing backflow device	<input type="checkbox"/> Installing new plumbing fixtures
<input type="checkbox"/> Relocating existing plumbing fixture(s)	<input type="checkbox"/> Installing new sump pump
<input type="checkbox"/> Other _____	

Additional Information
