

INSTRUCTIONS

Complete the form below and submit all required documentation. Incomplete submittals cannot be processed.

Apply: Submit online at us.cloudpermit.com, by e-mail at permits@doravillega.us, or in-person at City Hall.

Process: Submit an application, go through plan review, pay fees, obtain permit, schedule an inspection(s), close out the permit.

Plan Review: Plan reviews may take up to 10-business-days per submittal.

Permit fee: Fees are due when the permit has been approved by all plan reviewers. Fees are paid online at us.cloudpermit.com.

Permit Issuance: Post a copy of the permit and stamped plans on the job site. Permit expiration is subject to Sec. 5-7(f).

REQUIRED DOCUMENTS

FOR PROPERTY OWNERS	FOR CONTRACTORS	FOR AUTHORIZED AGENTS
☐ Application ☐ Homeowner Affidavit Form ☐ Construction Plans ☐ Site Plan and/or Survey (if applicable) ☐ Property Owner's Photo ID* * The address on the photo ID must match the project address below.	☐ Application ☐ Property Owner Affidavit Form ☐ Construction Plans ☐ Site Plan and/or Survey (if applicable) ☐ Contractor's Photo ID ☐ Contractor's Business License ☐ Contractor's State Trade License	☐ All required documents for contractors ☐ Georgia Authorized Agent Form ☐ Agent's Photo ID
		FOR SUBCONTRACTORS
		☐ See subcontractor form

APPLICANT				CONTRACTOR			
Are you the: ☐ Property Owner ☐ Business Owner ☐ Agent ☐ Other				Name:			
Name:				Business Name:			
Address:				Address:			
City:		State:		City:		State:	
		Zip:		City:		State:	
				City:		State:	
Phone:				Phone:			
Email:				Email:			

PROJECT INFORMATION

PROPERTY ADDRESS		TOTAL SQUARE FEET OR LINEAR FEET	
DESCRIBE THE PROJECT			
PROJECT COST	ADD-ONS (ALL REQUIRE SEPARATE PERMITS)		
\$	☐ Heating/Air ☐ Electrical	☐ Plumbing ☐ Gas	☐ Land Disturbance ☐ Grease Trap
			☐ Fire (Alarm or Sprinkler) ☐ Hood Suppression

APPLICANT CERTIFICATION

I certify that all submitted information is correct and agree to construct this structure in accordance with plans and specifications submitted herewith, and in strict compliance with all applicable laws and ordinances regulating construction and zoning in the City of Doraville. I acknowledge that any false statements or misrepresentation as to the material fact in this application or in the plans on which the permit or approval was based on is subject to revocation by the Building Official. I authorize City staff to inspect the premises and I understand that the approved work shall follow all rules and Regulations pursuant of Chapter 5, Section 5-7 within the Doraville Code of Ordinances.

Print Name:

Signature:

Today's Date: