

**APPLICATION FOR BUILDING PERMIT (also acts as application for Use Permit)**  
**City of Berkeley Lake, 4040 S. Berkeley Lake Rd, Berkeley Lake, GA 30096**  
 (770)368-9484 Fax (770)368-8810 [www.berkeley-lake.com](http://www.berkeley-lake.com) inspector@berkeley-lake.com

**Description of Work (please mark all that apply)**

Residential

New Construction     Addition     Repair     Accessory Structure     Alteration

Commercial

New Construction     Addition     Repair     Accessory Structure     Alteration  
 Shell only     Interior Finish     Sign

**Description of Proposed Construction**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Construction Contract Price \$** \_\_\_\_\_

**Address where work is to be completed**

\_\_\_\_\_

**OWNER of property** \_\_\_\_\_ **Phone** (\_\_\_\_) \_\_\_\_\_  
**Cell** (\_\_\_\_) \_\_\_\_\_ **E-Mail** \_\_\_\_\_ **Fax** (\_\_\_\_) \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_ **Phone** (\_\_\_\_) \_\_\_\_\_  
**Address** \_\_\_\_\_ **City/Zip** \_\_\_\_\_  
**Fax** (\_\_\_\_) \_\_\_\_\_ **Cell** (\_\_\_\_) \_\_\_\_\_ **E-Mail** \_\_\_\_\_  
**Business License #** \_\_\_\_\_ **Issuing Authority** \_\_\_\_\_ **Exp. Date** \_\_\_\_\_

**RESIDENTIAL BUILDING INFORMATION**

**Rooms** \_\_\_\_\_ **Bedrooms** \_\_\_\_\_ **Baths** \_\_\_\_\_ **Heated Sq Ft.** \_\_\_\_\_ **Un-heated Sq ft** \_\_\_\_\_ **Total Sq Ft.** \_\_\_\_\_  
**Total lot size in Sq ft** \_\_\_\_\_ **Total footprint of all buildings in sq ft.** \_\_\_\_\_ **Septic or Sewer** \_\_\_\_\_  
**Percentage of lot coverage (all buildings)** \_\_\_\_\_ (Max. 15% allowed unless one story building)  
**Setbacks: Front** \_\_\_\_\_ **Back** \_\_\_\_\_ **Left (from the road)** \_\_\_\_\_ **Right** \_\_\_\_\_

**Permission granted by Subdivision Architectural Review Board? Yes / No / N/A. Please attach copy of approval.**

As the contractor, builder, owner or authorized agent, I hereby apply for a permit to erect/alter and use the structure as described herein and/or shown on accompanying plans and specifications. If a plat required, said structure will be located as shown on the plat. If the permit is granted, I shall construct same according to the development regulations, ordinances and code of the City of Berkeley Lake. Further, I shall be responsible for complying with all subdivision protective covenants (where applicable) and required setbacks. I also understand that the structure authorized by the permit shall not be occupied or used until all inspections have been made, all re-inspection fees and fines paid and the Certificate of Occupancy/Completion has been issued by the City of Berkeley Lake (and by the Gwinnett County Department of Fire & Emergency Services, when applicable). Applicant must hold a valid Occupational Tax Certificate (AKA "Business License") for the type of construction covered by the permit issued. A homeowner is not required to have an Occupational Tax Certificate if building one's own personal home (not more than one home per year). I understand that before any inspections will be made, erosion control measures must be installed and properly maintained daily. I hereby certify that I am the property owner or the authorized agent of the property owner and that all information contained hereon is true and accurate.

**Signature** \_\_\_\_\_ **Print Name** \_\_\_\_\_ **Date** \_\_\_\_\_

**FOR CITY USE ONLY**    **Tax Parcel #** \_\_\_\_\_ - \_\_\_\_\_ **Date Received:** \_\_\_\_\_  
**Plat** \_\_\_\_\_ **Building plan** \_\_\_\_\_ **Septic Approval** \_\_\_\_\_ **Conforming/Non Conforming (circle)**  
**Plan review Yes/No**    **Review Fee** \_\_\_\_\_    **Check No.** \_\_\_\_\_    **Plan Review number** \_\_\_\_\_  
**CO or CC fee** \_\_\_\_\_    **Permit Fee** \_\_\_\_\_    **Total Fee** \_\_\_\_\_    **Check No.** \_\_\_\_\_    **Permit number** \_\_\_\_\_