



# City of Riverdale Department of Community Development

Building & Permitting Services  
 971 Wilson Road  
 Riverdale, GA 30296  
 770-909-5486  
 www.riverdalega.gov

## Building Permit Application

APPLICANT INFORMATION		
<b>Name:</b>		
<b>Applicant is the:</b> <input type="checkbox"/> <b>Property Owner/Tenant</b> <input type="checkbox"/> <b>Contractor</b> <input type="checkbox"/> <b>Engineer/Architect</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Contact Name:</b>		
<b>Phone:</b>	<b>Email:</b>	
OWNER INFORMATION		
<b>Name:</b>		
<b>Address:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Contact Name:</b>		
<b>Phone:</b>	<b>Email:</b>	
Type of Work		
<b>Commercial:</b> <input type="checkbox"/> <b>New Construction</b> <input type="checkbox"/> <b>Addition</b> <input type="checkbox"/> <b>Alteration</b> <input type="checkbox"/> <b>Repair</b> <input type="checkbox"/> <b>Exterior Work</b> <input type="checkbox"/> <b>Driveway</b> <input type="checkbox"/> <b>Demolition</b>		
<b>Residential:</b> <input type="checkbox"/> <b>New Construction</b> <input type="checkbox"/> <b>Addition</b> <input type="checkbox"/> <b>Alteration/Renovation</b> <input type="checkbox"/> <b>Other</b>		
<b>Cost of Construction: \$</b>		<b>Construction Type:</b>
<b>Finished Floor Area:</b>	<b>Unfinished Floor Area:</b>	<b>Building Height:</b>
<b>Building Use:</b>	<b>Property Zoning:</b>	<b># of Dwelling Units:</b>
<b>Occupancy Classification:</b>		
<b>Sanitary Facilities:</b> <input type="checkbox"/> <b>Septic</b> <input type="checkbox"/> <b>Sewer</b>		
<b>Setbacks:</b> <input type="checkbox"/> <b>Front</b> <input type="checkbox"/> <b>Rear</b> <input type="checkbox"/> <b>Side (L)</b> <input type="checkbox"/> <b>Side (R)</b>		
<b>Brief Description of Work:</b> _____		
_____		
_____		
_____		

Official Use Only: \_\_\_\_\_ Date Received \_\_\_\_\_ Date Complete \_\_\_\_\_ Permit # \_\_\_\_\_



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### **APPLICANT'S CERTIFICATION**

To the best of my knowledge, this variance application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Riverdale Zoning Ordinance and/or City Code.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Type or Print Name and Title

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary Seal

**\*\*Note: Only the Property Owner, Architect, Engineer, or General Contractor should sign this application.**

EXCEPTION: An Authorized Agent may also sign, when an Authorized Permit Agent Form is completed on behalf of a State of Georgia licensed contractor. Before signing, please carefully read the statements below. I do solemnly swear that the information on this application is true, and that no false or misleading statement is submitted herein to obtain a Building Permit or Certificate of Occupancy.

I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of any Building Permit or Certificate of Occupancy issued as a result of this application. I understand that I must comply with all City ordinances and regulations. I hereby agree to provide any clearance(s) and/or inspection report(s) required prior to the issuance of a Building Permit of Certificate of Occupancy. I agree to exonerate, indemnify and save harmless the City from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the Building Permit issued as a result of this application.

**PLEASE NOTE: Inspection are conducted on Monday, Wednesday and Fridays, they must be called in at least 24 hrs. in advance**

Official Use Only: \_\_\_\_\_ Date Received \_\_\_\_\_ Date Complete \_\_\_\_\_ Permit #

**PROPERTY OWNER’S CERTIFICATION**

I do solemnly swear and attest, subject to criminal penalties for false swearing, that I am the legal owner, as reflected in the records of Clayton County, Georgia, of the property identified below, which is the subject of the attached Variance Application before the City of Riverdale, Georgia. As the legal owner of record of the subject property, I hereby authorize this application and/or authorize the individual named below to act as the applicant in the pursuit of the Variance Application, as indicated below.

I, \_\_\_\_\_, authorize, \_\_\_\_\_,  
(Property Owner) (Applicant)

to file for \_\_\_\_\_, at \_\_\_\_\_  
(Variance) (Address)

on this date \_\_\_\_\_, 20\_\_\_\_\_  
(Month) (Day)

- I understand that failure to supply all required information (per the relevant Applicant Checklists and requirements of the Riverdale Zoning Ordinance) will result in REJECTION OF THE APPLICATION.
- I understand that preliminary approval of my design plan does not authorize final approval of my plans or signage request. I agree to arrange additional permitting separately, after approval is obtained.
- I understand that representation associated with this application on behalf of the property owner, project coordinator, potential property owner, agent or such other representative shall be binding.

\_\_\_\_\_  
Signature of Property Owner Date

\_\_\_\_\_  
Type or Print Name and Title

\_\_\_\_\_  
Signature of Notary Public Date Notary Seal