



## Rome/Floyd County Building Inspection Department Check List for Single Family Dwellings

\*\*\*We cannot accept or review any application until all items are provided\*\*\*

### Address

If you live in Floyd County, contact the Floyd County Engineering Department @ 706-291-5114.  
If you live within the city limits, contact the City of Rome Public Works Department @ 706-236-4466.

### Driveway Permit

Floyd County residents, to obtain a driveway permit, contact Floyd County Engineering Department located @ 12 E. 4<sup>th</sup> Avenue, 706-291-5114.

### Zoning Verification

This form states the required setbacks for properties located in Rome & Floyd County. The Zoning Office is located @ 607 Broad Street, 706-236-4675 or 236-5025.

### Site Plan/Erosion Control Plan

You are required to submit a site plan to show that the selected site complies with provisions of the standard building code. The location of the proposed dwelling must be outlined on the site plan. Also required are setbacks, sediment barriers, and construction entrance locations.

### Septic Tank/Sewer Receipt

If your home will be connected to a septic tank, you must provide us with a certificate from the Floyd County Health Department located @ 16 E. 12<sup>th</sup> Street, 706-295-6316.

If your home will be connected to public sewer, you must provide us with a receipt from the City of Rome Water Billing Office or Floyd County Water Department depending upon your location.

### Building Plans

In the review process, you must submit 1 full set of building plans. The plans must consist of foundation plan, framing plan, and exterior elevations. Building plans need to be submitted electronically or as 11 x 17 hard copy.

Rome/Floyd County Building Inspection Department  
Single Family Dwellings Plan Review

Date: \_\_\_\_\_

Project Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_

**PROPERTY OWNER INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**CONTRACTOR INFORMATION:**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

Building Dimensions (Overall): \_\_\_\_\_ x \_\_\_\_\_ Number of Stories: \_\_\_\_\_

Heated Square Feet: \_\_\_\_\_ Unheated Square Feet: \_\_\_\_\_

Cost of Construction: \_\_\_\_\_

Number of Total Rooms: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Baths: \_\_\_\_\_

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# Contractor Affidavit

This form must be completed, signed and submitted to the Rome/Floyd County Inspections Department.

Combination Permit Number \_\_\_\_\_ Date of Permit Issuance \_\_\_\_\_

**Contractor** \_\_\_\_\_

State Card # \_\_\_\_\_

## **Electrical Contractor**

Company or Contractor \_\_\_\_\_

Address \_\_\_\_\_

State Card # \_\_\_\_\_ Issued Date \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

## **Plumbing Contractor**

Company or Contractor \_\_\_\_\_

Address \_\_\_\_\_

State Card # \_\_\_\_\_ Issued Date \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

## **Conditioned Air Contractor**

Company or Contractor \_\_\_\_\_

Address \_\_\_\_\_

State Card # \_\_\_\_\_ Issued Date \_\_\_\_\_

Card Holder's Signature \_\_\_\_\_

I DO CERTIFY THAT I AM RESPONSIBLE FOR EACH REQUIRED LICENSED CONTRACTOR.  
ANY FALSE INFORMATION WILL VOID PERMIT.

X \_\_\_\_\_

## Rome/Floyd County Building Inspection Department 1&2 Family Dwellings Inspection Procedures:

1. Footing Inspection – Prior to concrete placement.
2. Underslab Plumbing Inspection – Test required.
3. Slab Inspection – Prior to concrete placement.
4. Basement Wall Inspection – Prior to concrete placement.
5. Foundation Inspection – Prior to framing.
6. Floor Joist Inspection
7. Sheathing Inspection – Prior to siding
8. Rough-In Inspections – PLG, electrical, HVAC, gas lines, fireplaces.
9. Framing Inspection – After or concurrent with rough-ins.
10. Electrical Meter Inspection – for service.
11. Gas Inspection – for service.
12. Driveway Pipe Inspection.
13. Final Inspections – Concurrently for Certificate of Occupancy.

### Policies Regarding Inspections:

1. All inspections require a minimum of 24 hour notice.
2. All inspections shall be scheduled through the Building Inspection office 706-236-4480.
3. When calling in your inspection, you must have the address, permit number, and type of inspection before your inspection is scheduled.
4. Appointments may be scheduled by the inspector after an inspection has been assigned to the inspector and as their schedule will allow. Consideration is given to time sensitive inspections such as electrical changer-overs, footings, slabs, etc.
5. No inspection will be made if erosion control measures are not in place and acceptable. (Re-inspection fee will be required).

Re-inspection fees are currently \$60.00

# Rome/Floyd County Building Inspection Department

## Required Minimum Building Plans: Single Family Dwelling

### **Site Plan (Plot Plan)**

1. Property Boundary Lines and Adjacent Public Ways (roads, waterways, railways, etc.).
2. Adjacent Property Owners and Uses.
3. Existing Structures and Easements.
4. Location of Proposed Improvements and Minimum Setbacks.
5. Flood Plain Areas; if applicable.

### **Foundation Plan/Basement Plan**

1. Footing Size(s), Location, and Type.
2. Include Reinforcement Steel Information and Concrete Type.
3. First Floor Framing Information: (Girders, Beams, Joists-Grade, Sizes and Spans.) Foundation Vent Locations.
4. Slab Information: Thickness, Strength, and Expansion/Crack Control.
5. Foundation Wall: Material, Thickness, Moisture Proofing and Reinforcement Schedule as Required.

### **Floor Plan**

1. Room Layout, Names, and Dimensions.
2. Door and Window Sizes and Types.
3. Fire Protection Requirements: Garages, Stairways, Smoke Detector Location, Exits.  
Ceiling or Second Floor Framing Information: Bearing Walls and Columns; Beams and Joists-Grades, Sizes, and Spans.
4. Porches and Decks: Framing Information, Flashings, and Supports.
5. Location of HVAC Equipment, Electrical Service Panel and Meter, Appliances, Plumbing Fixtures, Fires Places and Other Major Accessories.

### **Exterior Elevations**

1. Exterior Finishes; (Siding, Roofing, Etc.)
2. Handrails and Guardrails.
3. Roof Slopes.
4. Chimneys.
5. Doors and Windows: Sizes and Types.

### **Additional Information Required for Plan Review**

1. Septic Tank Certificate or Sewer Receipt (as applicable).
2. Verification of Water Source to Property.
3. Zoning Verification: City and County.
4. Property Address.



## Rome/Floyd County

Building Department  
607 Broad Street  
Rome, Georgia 30165  
(706) 236-4481



### HOME OWNER AFFIDAVIT

Date \_\_\_\_\_

Job Address \_\_\_\_\_

As the owner of the above mentioned property which is a single residence, and which is, or will be on completion my place of residence and no part of which is used for rental or commercial purposes nor is contemplated for such purpose, I hereby make application for a Homeowner's permit to install/construct/add \_\_\_\_\_ as listed on the permit application.

I certify that I am familiar with the provisions of the applicable Codes, Ordinance(s) and the rules governing the type of installation which is contemplated at the above mentioned location and hereby agree to make the installation in conformance with the Ordinance(s).

In making this application, I realize I am assuming the *responsibility of a licensed contractor* for the installation of work mentioned in the permit application.

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CELL NUMBER: \_\_\_\_\_

EROSION AND SEDIMENT CONTROL AFFIDAVIT FOR INDIVIDUAL  
ONE and TWO FAMILY RESIDENTIAL LOTS  
ROME / FLOYD COUNTY  
BUILDING INSPECTION DEPARTMENT  
607 Broad Street, Rome, Georgia 30162  
(706) 236-4480

A building permit WILL NOT be issued until this form is completed.

Job Site Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

General Contractor: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

My signature hereto signifies that I am the person responsible for compliance with the Rome / Floyd County Erosion and Sediment Control Ordinance for this building project. I hereby acknowledge that proper erosion control measures shall be used on this site which includes as a minimum the following:

1. The most appropriate option, from the back of this form, is option \_\_\_\_ or a combination of options \_\_\_\_ & \_\_\_\_.
2. Installation and regular maintenance of silt barriers at all points where surface water flows from the building lot; and
3. Installation and regular maintenance of a stone (1.5" – 3.5") driveway entrance/exit pad (15' wide x 20' long x 6" deep) to minimize the tracking of mud into the street; and
4. Immediate removal of any accumulation of mud, debris or sediment from the street; and
5. Conduct no land disturbing activities within 25 feet of the banks of any stream, lake, wetland or other water body classified as state waters; and
6. Establish temporary vegetation and or mulch on any disturbed areas upon completion of grading operations. **Lot shall at a minimum be seeded and mulched in order to receive a Certificate of Occupancy.**
7. Install other measures as found necessary by onsite inspection by Rome / Floyd County; and
8. Remove and properly dispose of silt fencing once property has adequate ground cover established.

SEE REVERSE SIDE FOR STANDARD EROSION CONTROL PLAN AND SPECIFICATIONS

I hereby further acknowledge that items 1&2 above shall be inspected and approved onsite by building inspection staff prior to or concurrent with any other required inspections. Failure to comply with erosion control requirements may result in the issuance of stop work orders, suspension of all permits and inspections and or issuance of a citation to appear before Rome Municipal or Floyd Magistrate Court for failure to comply with erosion control requirements.

\_\_\_\_\_  
Signature

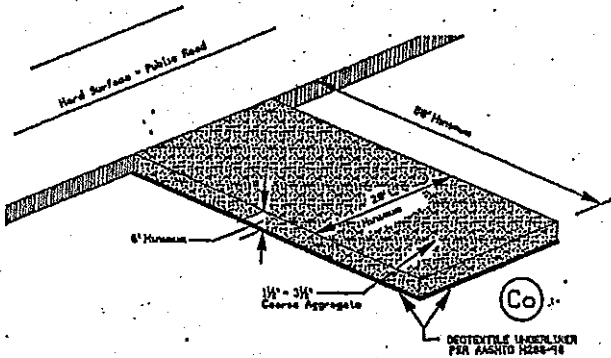
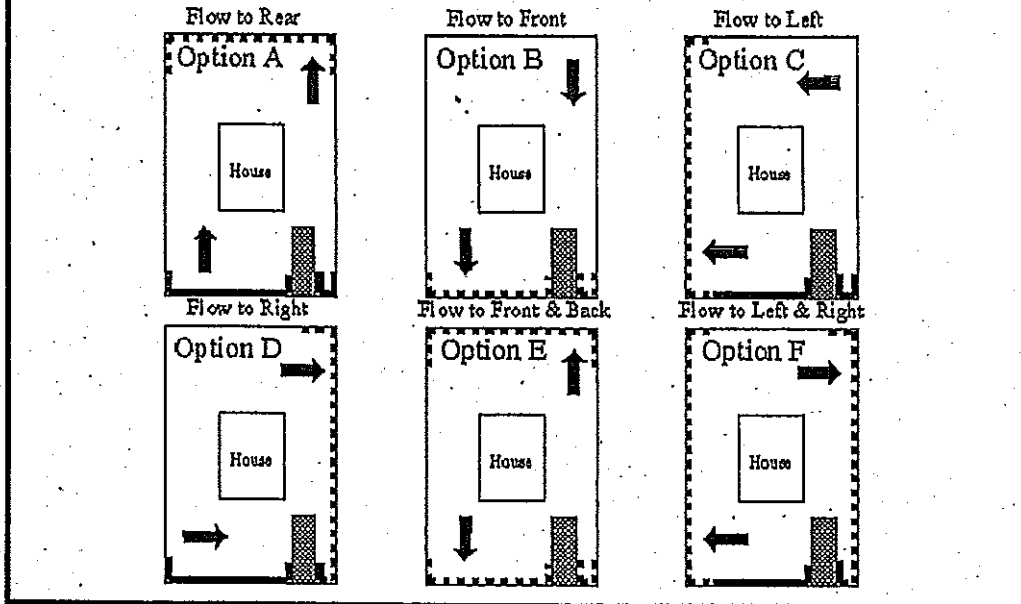
\_\_\_\_\_  
Date

## SEDIMENTATION & EROSION CONTROL OPTIONS

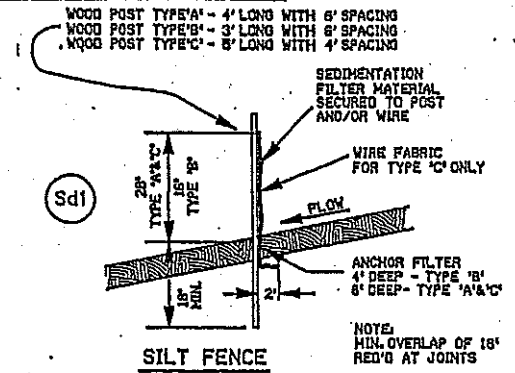
**INSTRUCTIONS:** Identify one or any combination of letters for the sedimentation control schematic that best describes the measures that will be used on this property during construction.

**Legend**

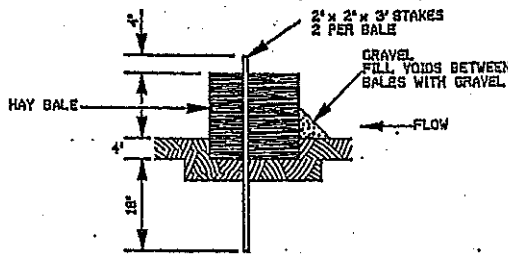
- ■ ■ ■ ■ Silt Fence
- ▨ Construction Entrance
- ➔ Direction of Flow (Point downhill)
- ▬ Barricade Fence (Such as silt fence, tree protection fence, etc.)



**GRAVEL CONSTRUCTION ENTRANCE**



**SEDIMENT BARRIERS**



**HAY BALE SILT BARRIER**

**Table 1. Mulching Application Requirements.**

Material	Rate	Depth
Straw or hay	2 1/2 Ton/Acre	6" to 10"
Wood waste, chips, sawdust, bark	6 to 9 Ton/Acre	2" to 3"
Cutback asphalt	1200 gal./acre or 1/4 gal./sq. yd.	—
Polyethylene film	Secure with soil, anchors, weights	—
Cutback asphalt	See manufacturer's recommendations	—
Geotextiles, jute matting, netting, etc.	See manufacturer's recommendations	—

**Table 2. Some Temporary Plant Species, Seeding Rates and Planting Dates**

Species	Rates Per 1,000 sq. ft.	Rates per Acre	Planting Dates by Region		
			M-L	P	C
Rye (Grain)	3.9 lbs.	3 bu.	8/15-11/19	9/15-12/1 3/1-4/1	10/1-11/1
Ryegrass	0.9 lb.	40 lbs.	8/15-11/15	9/1-12/15	9/15-1/1
Rye and Annual Lespedeza	0.6 lb. 0.6 lb.	0.5 bu. 24 lbs.	3/1-4/1	3/1-4/1	2/1-3/1
Weeping Lovegrass	0.1 lb.	4 lbs.	4/1-6/1	4/1-6/1	3/1-6/1
Sudangrass	1 lb.	60 lbs.	5/1-8/1	5/1-8/1	4/1-8/1
Browntop Millet	1.1 lbs.	50 lbs.	4/15-6/15	4/15-7/1	4/15-7/1
Wheat	4.1 lbs.	3 bu.	9/15-12/1	10/1-12/15	10/15-1/1

1. Unusual site conditions may require heavier seeding rates.  
2. Seeding dates may need to be altered to fit temperature variations and local conditions.