



City of West Point

**Building Fee's Checklist – New Construction**

Development Name: \_\_\_\_\_

Address: \_\_\_\_\_ Lot # \_\_\_\_\_

**FEES:**

Building Permit: \_\_\_\_\_ Acct# 16

Sewer Capacity: \_\_\_\_\_ Acct# 52  
(GPD x \$5.00 per gallon)

Water Connection Fee: \_\_\_\_\_ Acct# 30

Electrical Connection Fee: \_\_\_\_\_ Acct# 26

Gas Connection Fee: \_\_\_\_\_ Acct# 33

Fire Protection Fee: \_\_\_\_\_ Acct# 128

Other Fees: \_\_\_\_\_

Total Fees Due: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_



# APPLICATION FOR BUILDING PERMIT

Permit No. \_\_\_\_\_

FOR CITY USE ONLY  
DATE REC'D \_\_\_\_\_  
ISSUED BY \_\_\_\_\_

DESCRIPTION OF WORK (Please mark all that apply)		<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> INDUSTRIAL
<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> OTHER	
<input type="checkbox"/> INTERIOR FINISH	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> SHELL ONLY		

Description of Proposed Construction \_\_\_\_\_

Project Name or Business Location Name \_\_\_\_\_

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

Zoning \_\_\_\_\_ Is property in Downtown Business District? \_\_\_\_\_ If yes, a C.O.A. is required for exterior work

**BUILDING INFORMATION (NEW OR AFFECTED AREA ONLY - PLEASE COMPLETE ALL THAT APPLY)**

BASEMENT    SLAB    CRAWL SPACE (Circle One)

TOTAL SQ FT \_\_\_\_\_ CONSTRUCTION COST \_\_\_\_\_

OWNER \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Fax ( \_\_\_\_\_ )    Cell ( \_\_\_\_\_ )    E-Mail \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ Phone ( \_\_\_\_\_ ) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Fax ( \_\_\_\_\_ )    Cell ( \_\_\_\_\_ )    E-Mail \_\_\_\_\_

Business License # \_\_\_\_\_ Issuing Authority \_\_\_\_\_ Exp. Date \_\_\_\_\_

PERMIT AMOUNT - \_\_\_\_\_ (To be completed by city official)

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 plot plan is required, said structure will be located as shown on the plot plan. If the permit is granted, I shall construct same according to the development regulations, ordinances and code of the City of West Point. Further, I shall be responsible for complying with all subdivision protective covenants (where applicable) and required set backs. 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 Department of Planning & Development. Applicant must hold a valid Occupational Tax Certificate (AKA "business License") for the type of contraction 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 and licensed subcontractor affidavits must be submitted and accepted. 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.

Applicant Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

**DEPT***General Government***SERVICE****FEES****Building Permits**

\$1 - \$2000

**\$25.00**

\$2001 - \$15,000

**\$25 + \$7.80 per thousand**

\$15,001 - \$100,000

**\$135 for first  
\$15,000, plus \$4.50  
for each additional \$1,000**

\$100,001 - \$500,000

**\$517.50 for first  
\$100,000, plus \$2.50  
for each additional \$1,000**

\$500,001 - \$1,000,000

**\$1,517.50 for first  
\$500,000, plus \$1.00  
for each additional \$1,000**

Over \$1,000,000

**\$2,017.50, plus \$0.30  
for each additional \$1,000**

Rezoning Application Fee

**\$300.00**

Variance Application Fee

**\$200.00**

Zoning Verification Letter

**\$25.00**

Re-inspection fee after violation notice

**\$25.00****Land Development Plan Review**

Residential Subdivision

**\$5.00/lot \$300 min.**

Multi-family/Condominium

**\$5.00/unit \$300 min.**

Office/Commercial

**\$0.03/sq.ft \$300 min.**

Industrial

**\$0.02/sq.ft \$300 min**

Grading Plans only

**\$100.00****Subdivision Plats**

Preliminary Subdivision Plat

**\$2.00/lot \$100.00 min.**

Final Subdivision Plat

**\$100.00**

Final Subdivision Plat (minor)

**\$50.00****Site Plan Review****\$50.00****Rezoning/Annexation Application**

Single-Family Application Multi-

**\$300.00/plus \$15.00 per acre \$300.00/**

Family Application

**plus \$25.00 per acre \$300.00/plus**

Office/Institutional Application

**\$15.00 per acre \$300.00/ plus \$25.00**

Commercial Application

**per acre \$300.00/ plus \$25.00 per acre**

Industrial Application

**\$500.00/plus fees per acre for zoning district**

Annexation Application

**Land-Disturbing Permits****\$40.00 an acre**

1 or more acres

**\$100.00**

Clearing &amp; grubbing or demolition (1 or less)

**Sign Permits****\$15.00**

1-10 SF

**\$20.00**

11-20 SF 21-

**\$25.00**

30 SF 31-40

**\$30.00**

SF 41-50 SF

**\$35.00**

51-100 SF

**\$40.00**

101-150 SF

**\$45.00**

Billboards

**\$50.00**

Repair Fee

**\$25.00**

## Sewer Capacity Fees

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Providing water and sewer are keys to development. As the City of West Point continues to grow there is a need to generate revenue that will provide additional treatment and handling facilities. Most developers realize that they must contribute, not only to the construction of infrastructure, but also to "capacity" requirements placed on the City by new development. The city currently has in place water and sewer connection or "tap" fees. These fees cover the cost of installing individual connections on existing water or sewer lines. Tap fees do not address the cost of building additional sewer capacity needs. If a developer builds all infrastructures, mains and service lines, at no cost to the city there will be no tap fees, but the developer will be required to pay a sewer capacity fee. If the developer is tying into an existing line the developer will pay the tap fee and the sewer capacity fee.

Residential developments that are over 5 units will be required to purchase sewer capacity. All commercial developments will be required to purchase sewer capacity. Sewer capacity will be paid when applying for a building permit.

Sewer capacity of a particular development will be based on the City of West Point Standard of Design and Construction Specifications. Sewer capacity will be sold in gallons per day required by the development. The sewer capacity per gallon per day cost is currently \$5.00 GPD and will be reviewed from time to time by city staff and the Mayor and Council.

### Example:

A developer wants to build a 200 unit hotel in the city. Each unit requires 60 gallons of capacity per day; therefore, the sewer capacity requirement will be 12,000 gallons per day. Each gallon of sewer capacity cost the developer \$5.00, so the cost to the developer will be \$60,000.00.

### III. DESIGN CAPACITIES AND WATER DEMANDS:

An important factor in the planning and design of a water system is an accurate estimate of the quantities of water, which must be supplied to meet water needs. These estimates are pivotal to the entire design including the production of water, pumping, treatment, storage, and the distribution system. Each water system component is designed to meet certain flow requirements and to insure that water will be available at the various water use points throughout the system in adequate quantities to meet demands.

#### A. Estimating Basic Water Demands:

- (1) The various components of a water system are designed to meet specific water flow criteria which are dependent upon the type of water system and the objectives of the system.
- (2) Average Daily Demand expresses the quantity of water used in a system in an average day. It is based upon experience from water meter readings in similar water systems over an extended period of time and reflects the normal seasonal and daily variations. For design purposes, it is usually determined by estimating the population or units of housing or other units and multiplying by an average per person or per unit water consumption derived from past experience. The average daily demand will be exceeded on many days (during peak demands), so it is not appropriate to design merely for the average. The greatest amount- of water usage in one day or other period of time must be considered.

The following provides a guide for estimating the average daily demand for various types of establishments, in gallons per day per unit. The unit is persons per day unless otherwise indicated. The values are for normal water requirements and do not include special needs or unusual conditions. Additional allowances should be made for fire fighting, lawn watering, swimming pool, industrial or commercial process water and other special uses.

Type of Establishment	Average Daily Use (GPD)
Assisted Living Facilities (per room)	100
Assembly Halls (per seat)	2
Barber Shop (per chair)	20
Beauty Shop (per booth or bowl)	50
Car Wash (per site)	1500
Churches (per member)	1
Convenience Store (per bathroom)	125
Day Care Facilities	10
Factories, sanitary uses, per shift	15-35
Food service—Restaurants (per seat)	20

<u>Type of Establishment cont.</u>	<u>Average Daily Use</u>
The unit is per person unless otherwise stated	(gallons per day)
- With bars (per seat)	25
- Fast food (per seat)	15
Highway Rest Areas	5
Hotels (2 persons per room)	60
Institutions - Hospital (per bed)	150
- Nursing Homes (per bed)	150
- Others	75-125
Office Buildings	15
Laundries, self service (per machine)	250
Motels (2 persons per room)	60
Parks - Day use (with flush toilets)	5
- Mobile Homes (per unit)	200
- Travel trailers (per unit)	90-100
Picnic Areas (with flush toilets)	5-10
Residential Communities	
- Single Family Dwelling	200
- Apartments, townhouses, condo's	180
- Rooming house/tourist home (per bedroom)	150
Resort Motels and Hotels (per room)	75-100
Retail Stores (per toilet room)	200
Schools - Day, no showers or cafeteria	15
- Day, with cafeteria	20
- Day, with showers and cafeteria	25
- Residential types	75-100
Shopping centers, per sq. ft. sales area	0.16
Swimming Pools and Beaches	10
Theaters - Drive-in (per car)	3-5
Others (per seat)	3

3. Maximum Daily Demand expresses the greatest amount of water a system will use in one day. Small residential water systems may experience that their maximum day is 1.5 to 2 times the average day. However, this ratio may not apply to other water systems. In general, the smaller the water system, the greater the variation between the average and the maximum day.

4. Maximum Hourly Demand expresses the greatest amount of water, which will be used in any hour during the day. This is sometimes referred to as the peak hour demand, although there will be short term peak demand rates lasting for several minutes which will exceed the maximum hourly demand rate. Each type of system exhibits its own maximum hourly and short-term peak demands and the hours of peak occurrence will vary.

**City of West Point  
Development Utility Construction and Fee Guidelines**

For the purpose of this document Development is defined as a residential project with more than 5 residential units being constructed or any commercial construction inside the City Limits of West Point.

All construction plans and materials must be approved by the City of West Point prior to construction or installation.

All construction must be inspected by the City of West Point or its representative.

- All infrastructures built to provide service inside a development will be constructed and paid for by the Developer/BUILDER/Owner (Developer). If the new infrastructure is built with excess capacity to provide service for other developments or future expansion of the City of West Point (City) system the City and the Developer may enter into a Development Agreement. The agreement will define the conditions of the Cities and Developers responsibilities for construction and cost. The Developer may enter into agreements with other Developers to share cost of infrastructure. The City will be a party to any agreement that will include the construction of infrastructure that will become City property.
- **SEWER** - The Developer must pay a sewer capacity fee of \$5.00 per gallon of sewer required by the development. The number of gallons will be determined by the Cities Basic Water Demand Schedule and/or information provided by the Developer and research by the City. Sewer capacity will be purchased with the building permit.
- **WATER – RESIDENTIAL** - The Developer must pay a water connection fee of \$300.00. Developer will make the tap, run the service line and set meter box. City will install meter and backflow prevention device. Developer may pay the connection fees "up front" or the builder may purchase with the building permit. **COMMERCIAL** - All commercial connection fees will be based on the demands and conditions of the individual customer. The commercial connection fee will not be less than \$300.00.
- **ELECTRIC** - The Developer will be responsible for all cost associated with electric infrastructure inside the development. Electric service will be installed underground. The Developer may contract with the City or a private company to install the electric infrastructure. The builder/owner will be responsible to pay a \$100.00 meter connection fee when the building permit is applied for.
- **GAS – RESIDENTIAL** - Gas connection fee is \$100.00 per lot. The City will construct all natural gas infrastructure. The City requires each unit to have a gas hot water heater and 1(one) other gas appliance for a total of 2(two) gas appliances. **COMMERCIAL** – Commercial gas connection fees will be based on the customer's demands and conditions. The Commercial connection fee will not be less than \$300.00.
- **FIRE PROTECTION – COMMERCIAL** – The Developer will install all fire protection equipment including a fire line meter and back flow prevention device at the Developers cost.
- Multi-family residential units are not required to use gas.



## **Building Permit Guidelines**

### **Permit Applications must include at a minimum:**

- Building plan - 2 copies (attach site plan with each copy)
- Site plan - 2 copies prepared by a registered surveyor. Site plan shall show location of structure and dimensional requirements.
- Contractors licenses
- Application and fees
- Sewer capacity fees shall be paid when applying for building permit

### **Plan Submittals**

#### **DRAWINGS AND SPECIFICATIONS**

**REQUIREMENTS** - - Two copies of specifications and of drawings drawn to scale with sufficient clarity and detail to indicate the nature and character of the work, shall accompany the application for a permit. Such drawings and specifications shall contain information, in the form of notes or otherwise, as to the quality of materials, where quality is essential to conformity with the construction codes. Such information shall be specific, and the construction codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used, as a substitute for specific information. All information, drawings, specifications and accompanying data shall bear the name and signature of the person responsible for the design.

**DESIGN PROFESSIONAL** - - The design professional shall be an architect or engineer legally registered under the laws of this state regulating the practice of architecture or engineering and shall affix his official seal to said drawings, specifications and accompanying data, for the following:

1. All Group A, E, and I occupancies.
2. Buildings or Structures three stories or more high.
3. Buildings and structures 5,000 sq. ft. or more in area.

For all other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered.

**EXCEPTION-** Single-family dwellings (R-3 occupancy), regardless of size, shall require neither a registered architect nor engineer, nor a certification that an architect or engineer is not required.

**TITLE PAGE** – The cover page of the architectural plans must include all necessary and critical data for completing a thorough plan review. This page must include all owners' information, all contractors' information, and all project information. The project information must include:

1. Scope (description) of work.
2. All applicable construction code editions.
3. Construction Type, Use, and Occupancy Classification.
4. Square footage of each floor and basement areas.
5. Number of floors.
6. Allowable occupant load and required number of exits.
7. Zoning classification.
8. Indicate whether building is sprinklered or non-sprinklered.
9. Original stamp, date and signature from the design professional.
10. Page index.

**REVIEW TIME FRAME** (review times may vary based on work load)

Residential – 2 to 5 days

Commercial – 7 to 10 day

Industrial – 7 to 10 days

### **CODES ADOPTED**

It is the intent of the City of West Point to enforce the latest edition of the following Georgia State Minimum Standard Codes, as adopted and amended by the Georgia Department of Community Affairs:

- ✓ Georgia State Minimum Standard Building Code
- ✓ Georgia State Minimum Standard One and Two Family Dwelling Code
- ✓ Georgia State Minimum Standard Fire Code
- ✓ Georgia State Minimum Standard Plumbing Code
- ✓ Georgia State Minimum Standard Mechanical Code
- ✓ Georgia State Minimum Standard Gas Code
- ✓ Georgia State Minimum Standard Energy Code
- ✓ Georgia State Minimum Standard Electrical Code

### **CONTACT**

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