



Instructions:

- 1.) Complete form
- 2.) "Save" and /or "Print" for your Records.
- 3.) Send an email to info@pinelakega.com and attach completed form, drawings and photos as required.
- 4.) Click "Pay" if you wish to pay on line. You can also pay in-person at City Hall or mail payment to the PO Box address.

**CITY OF PINE LAKE**  
 P.O. Box 1325  
 462 CLUBHOUSE DRIVE  
 PINE LAKE, GA 30072  
 404 292-4250  
 INFO@PINELAKEGA.COM

## Construction Application and Checklist

**\*\* \$250.00 Fee is required at time of submission for initial Zoning Compliance Review, survey and scope of work by City Zoning Administrator.**

\*\*Fee Schedule Adoption by Council 9/26/17

*City Clerk provides the italicized information:*  
*Application number \_\_\_\_\_*  
*Payment of \$250 Check, Cash, Credit Card*  
*Accepted by \_\_\_\_\_ Date \_\_\_\_\_*

\_\_\_\_\_  
 Property Tax Parcel ID Number

\_\_\_\_\_  
 Property Address

\_\_\_\_\_  
 Name of Property Owner

\_\_\_\_\_  
 Contact Phone Number (primary and second)

\_\_\_\_\_  
 Contact Address (Include P.O. Box, street address and zip code.)

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Name of Applicant (If different from property owner, attach an authorizing letter signed by the owner)

\_\_\_\_\_  
 Contact Phone Number (primary and second)

\_\_\_\_\_  
 Email Address

\_\_\_\_\_  
 Contact Address (Include P.O. Box, street address and zip code.)

\_\_\_\_\_  
 Signature

\_\_\_\_\_  
 Date

(Please check one)  
 Brief description of \_\_\_\_\_ proposed construction \_\_\_\_\_ proposed renovation \_\_\_\_\_ proposed addition

(If more space is needed, please attach additional page(s) to this application.)

## Pine Lake, Georgia Construction Check List

The checklist, below, will help ensure that your application is complete. In the blank before each checklist item, please write the page number where the item appears. Provide four (4) copies of each of the 5 items, sized 20" x 30" or more, at the scale indicated. Include a title, the last revised date, and a page number on each page.

Renovations require only #1. Materials list, #2. Photographs, and #5. Elevations, when renovations are strictly limited to an existing building facade, and do not alter the existing facade location, footprint, height or size.

1. \_\_\_\_ Materials List: All applications require a list of proposed materials and their use, such as roof, building facade, chimney, foundation, driveway, parking, patio, windows, steps, etc.
2. \_\_\_\_ Photographs: Include existing property as seen from the street and each exterior facade.
3. \_\_\_\_ Property survey & site plan by certified surveyor or engineer. Include a north arrow and indicate a scale at either ¼ inch = 1 foot, or 1 inch = 10 feet on all pages.
  - a. \_\_\_\_ Adjacent street rights-of-way and street names
  - b. \_\_\_\_ Weather property is or is not within the flood plain
  - c. \_\_\_\_ Distance in feet to any stream
  - d. \_\_\_\_ Lot lines and dimensions
  - e. \_\_\_\_ Required building setback lines and dimensions (as required by code)
  - f. \_\_\_\_ Existing driveways and other access
  - g. \_\_\_\_ Existing location of neighboring structures within 20 feet of the lot line
  - h. \_\_\_\_ Existing trees and type with a caliper of 8 inches or greater at 4 ½ feet above grade
  - i. \_\_\_\_ Existing trees to be removed, and number, and outline of edge of remaining tree canopy
  - j. \_\_\_\_ Existing buildings, porches, sheds, garages, decks, fences, walks, pools, drives, etc.
  - k. \_\_\_\_ Proposed buildings, porches, sheds, garages, decks, fences, walks, pools, drives, etc.
  - l. \_\_\_\_ Proposed new trees to be planted, location, size and type.
  - m. \_\_\_\_ Proposed stormwater run-off, include calculations and indicate detention locations
  - n. \_\_\_\_ Proposed total lot coverage, calculate as a percentage of the entire lot
  - o. \_\_\_\_ Topographic survey of existing conditions, with overlay of proposed grade changes. (construction of new buildings or additions and any change of grade will require a topographic survey, with 1-or 2-foot interval elevation above mean sea level, and finished floor elevations.)

Note: See the City Administrator about additional storm water or tree protection requirements.

4. \_\_\_\_ Plans: Architectural plans of structures and buildings, at ¼ inch = 1 foot, or ½" = 1 foot scale
  - a. \_\_\_\_ Indicate finished floor elevation and distance from ground level.
  - b. \_\_\_\_ Clearly outline any existing building or structure area to remain.
5. \_\_\_\_ Elevations: Architectural elevations of exterior facades, at ¼ inch = 1 foot, or ½" = 1-foot scale
  - a. \_\_\_\_ Indicate proposed height, and show calculations.
  - b. \_\_\_\_ Clearly outline any existing structure or building facade area to remain.
  - c. \_\_\_\_ Show location of adjacent streets, and neighboring structures within 20 feet of lot line.

## Pine Lake, Georgia Construction Check List

There will be a **FINAL** Plan Review performed by Safe Built the company that will do all of the inspections and issue the Certificate of Occupancy. Time frame for the final plan review is approximately 2 weeks.

Please see [Fee Schedule](#) for the City of Pine Lake, GA

Note: Relevant codes, include but are not limited to:

- [Building Code](#),
- [Zoning Code](#),
- [Floodplain Management](#)
- [Tree Ordinance](#),
- [Storm Water Ordinance](#).

If there will be an addition or new construction you must obtain a Water & Sewer Capacity Clearance Letter from DeKalb County Watershed Department at 330 West Ponce de Leon Avenue, Suite 200, Decatur, GA. 404-687-2401. This clearance letter is necessary before releasing a building permit.

Methods of payment are cash, checks, cashier checks, credit/debit cards and money orders.

City of Pine Lake  
404-292-4250  
[www.pinelakega.com](http://www.pinelakega.com)

462 Club House Drive  
Pine Lake, GA 30072

### Hours of Operation

8:30 am - 12:30 pm

1:30 pm – 4:30 pm

Monday - Friday