

CITY OF LAVONIA

BUILDING PERMIT APPLICATION GUIDELINES

A BUILDING PERMIT is required for all new construction (residential, commercial, industrial), and all interior or exterior building renovations within the City. Maintenance issues such as painting, gutter and roof repair, etc. are exempt. Listed below are the steps and documents needed to obtain a BUILDING PERMIT from the City of Lavonia:

FOR ALL CONSTRUCTION PROJECTS:

A Completed BUILDING PERMIT APPLICATION form. Fill in all sections including General contractor and all sub contractor information. If a section is not applicable, write or type a "N/A" in the space.

- **RESIDENTIAL CONSTRUCTION APPLICATIONS**

Site drawing of the proposed construction showing the property lines, all set backs, existing buildings and out buildings, soil and erosion plan, water / sewer connection and /or septic tank and drain field location, and "foot print" of the new home construction. **One** set of house blueprints (returnable).

- **COMMERCIAL OR INDUSTRIAL CONSTRUCTION APPLICATIONS**

Two sets of architectural or engineering blueprints (non-returnable) of the proposed construction containing the following items:

1. Site plan
2. Soil and erosion plan
3. Storm water / retention pond plans
4. Foundation plans
5. Support wall and roof plan
6. Interior layout
7. Electrical plans
8. Plumbing plans
9. HVAC plans
10. Fire suppression system plans
11. Air quality control plan
12. Parking lot detail showing truck court, parking spaces, handicap spaces, lighting, dumpster or compactor location, accel / decel lanes
13. Landscape plan
14. Site and building signage

All new construction projects must be approved by the Lavonia Planning and Zoning Commission and the Lavonia City Council. These meetings are conducted on the first Monday evening of every month at 5:00pm and 6:00pm respectively. All paperwork and documentation must be received at Lavonia City Hall no later than 12:00 noon on the Friday before the meeting date to be eligible for consideration.

CITY OF LAVONIA, GEORGIA
706.356.8781
BUILDING RENTAL APPLICATION / CONTRACT AGREEMENT

NAME OF RESPONSIBLE PERSON: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: (____) _____ E-MAIL: _____

___ COMMUNITY CTR ___ DEPOT ___ GAZEBO ___ CITY PARK BEHIND CITY HALL ___ OLD CITY PARK

RENTAL DATE: _____ 20____ TIME: _____ AM/PM UNTIL _____ AM/PM

RENTAL TYPE: ___ PRIVATE PARTY/BIRTHDAY ___ GROUP EVENT /REUNION ___ CLUB EVENT

RENTAL FEE: ___ \$ 85.00 COMMUNITY CENTER (4 HOURS ONLY) ___ \$ 35.00 DEPOT (SMALL ROOM)
___ \$100.00 COMMUNITY CENTER (5 -10 HOURS)
___ \$ 100.00 CITY PARK BEHIND CITY HALL (MUSIC EVENT)

SECURITY DEPOSIT: ___ \$ 300.00 (REFUNDABLE AFTER FINAL CITY INSPECTION)

RULES AND REGULATIONS FOR COMMUNITY CENTER AND PARK AREA USE

1. Tables and chairs are provided for use in the Community Center only and must be returned to their original position at the conclusion of the rental event per the diagram on the bulletin board.
2. All trash and food debris must be removed from the Community Center floor and kitchen areas and placed in the trash receptacles provided on the outside of the building. Any excess trash that will not fit in the containers provided must be removed from the premises by the lessee.
3. All Community Center kitchen appliances, counters, sinks and restrooms used during the rental period must be cleaned after the event and prior to the city inspection.
4. All outside areas used by the Lessee must be cleaned and trash removed.
5. **ALL RENTAL EVENT ACTIVITIES MUST CONCLUDE NO LATER THAN 10:00 PM.**
6. **NO ALCOHOLIC BEVERAGES ARE PERMITTED ON THE RENTAL PROPERTY.**
7. **NO MUSICAL ACTIVITIES INCLUDING BANDS, DJ'S, BOOM BOXES, HIGH POWERED C.D. PLAYERS ETC. ARE PERMITTED IN THE COMMUNITY CENTER BECAUSE OF THE CLOSE PROXIMITY TO RESIDENTIAL NEIGHBORHOODS. MUSIC EVENTS WILL BE ALLOWED IN THE GAZEBO AND CITY PARK LOCATED BEHIND CITY HALL ONLY. THE MUSIC VOLUME SHALL BE THE SOLE RESPONSIBILITY OF THE LESSEE AND MUST BE KEPT AT REASONABLE AND ACCEPTABLE LEVELS AND THE EVENT CONCLUDED NO LATER THAN 10:00 PM ON FRIDAY AND SATURDAY EVENINGS AND 8:30 PM DURING WEEK NIGHTS.**

The rental fee and security deposit must be paid in full before the requested rental time. A final inspection of the property will be made after the rental event by the City Building Inspector and before the security deposit is refunded. Lessee agrees that any costs to repair damages to the rental property discovered during that inspection will be deducted from the security deposit. Damages exceeding the security deposit shall be the sole responsibility of the Lessee and payment arrangements shall be made at the conclusion of the inspection with the Building Inspector or the City Manager.

I have read and understood the Building Rental Application / Contract Agreement and agree to abide by the Rules and Regulations in this Agreement. This document represents the entire understanding of the parties and may not be amended without the mutual consent of the parties.

LESSEE

DATE _____

CITY CLERK

DATE _____