



STEPHENS COUNTY BUILDING DEPARTMENT
TRADE PERMIT APPLICATION

Stephens County Building Department
802 E. Doyle Street Toccoa, GA 30577
Phone: 706-898-5750 Email: scpermits@stephenscountyga.gov

PERMIT TYPE: ☐ Electrical ☐ Plumbing ☐ Mechanical (HVAC)

APPLICANT INFORMATION

Name _____
Address _____ City, State, Zip _____
Email _____ Phone _____

PROPERTY OWNER INFORMATION

Name _____
Address _____ City, State, Zip _____
Email _____ Phone _____

JOB SITE INFORMATION

Job Site Address _____ City, State, Zip _____
Parcel Number _____

TYPE OF WORK: ☐ New Service ☐ Addition ☐ Alteration ☐ Repair

Description of Work:

ELECTRICAL / MECHANICAL INFORMATION

(Complete if applicable)

Power Provider: ☐ GA Power ☐ Hart EMC ☐ Habersham EMC ☐ Other _____

Same Day Disconnect / Reconnect: ☐ Yes ☐ No

CONTRACTOR INFORMATION (If Applicable)

Contractor Name _____ License Number _____
Address _____ City, State, Zip _____
Phone _____

IMPORTANT NOTICE

A permit becomes null and void if the work it authorizes does not commence within 180 days of its issuance. A required inspection must occur within 180 days of the issue date of a permit or the job will be considered abandoned and the permit will become null and void. If the permit becomes null and void, it will be necessary to renew the permit and pay all appropriate fees prior to any future inspections.

NOTIFICATION TO OWNER: APPRAISERS FROM THE TAX ASSESSOR'S OFFICE WILL BE CONDUCTING ON-SITE EVALUATIONS UNTIL THE PROJECT IS COMPLETED. I have read and understand the preceding statements.

Signature _____ Date _____

HOMEOWNER ELECTRICAL AFFIDAVIT (If Applicable)

Due to the complexity of electrical installations and the requirements of the National Electrical Code (NEC), the use of a licensed electrical contractor is strongly recommended.

I certify that I am the owner of the property listed on this permit and that I will personally occupy the residence as my home. I understand that the homeowner exemption allowing me to perform my own electrical work applies only when I am performing the work on a residence that I own and occupy.

I understand that I am responsible for performing all electrical work in compliance with applicable electrical codes and for obtaining all required inspections.

Stephens County and its inspectors are not responsible for additional costs resulting from improperly installed or noncompliant electrical work.

☐ **I certify that this residence is or will be my personal residence and will not be constructed or improved for rental, sale, or occupancy by another person.**

Property Owner Printed Name _____

Signature _____ Date _____