



Date: January 14, 2019
Subject: Property Owners Acting as General Contractors
From: George W Smith Jr., Director of Inspections

Dear Applicant,

As of July 1, 2008, the State of Georgia requires that all building construction projects over \$2,500 be performed by contractors that are licensed as General, Light-Commercial and Residential Basic Contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a state license. However, you must provide direct, onsite supervision of the construction yourself. You may build, repair or enlarge a one-family or two-family residence or a commercial building for your own use and occupancy. The residential or commercial building may not be built or substantially improved for sale or lease. If you sell or lease the building within 2 years after the date of the issuance of a Certificate of Occupancy, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise others working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to an unlicensed contractor. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you. Your construction shall comply with all applicable laws, ordinances, building codes, and zoning regulations.

You will also be required to submit a list of all your subcontractors at the time that you submit the building permit application along with permit applications for all new electrical, plumbing and HVAC system installations or alterations. If you hire a state licensed subcontractor, that subcontractor must submit the required permit application for the installation or alteration of an electrical, plumbing and HVAC system. Will you be hiring any subcontractors to assist you with this project? YES NO

If an unlicensed contractor is found working or supervising the work granted to you by a permit issued by the Director of Inspections, you may be subject to a fine not exceeding \$1,000.00 and costs or to imprisonment for a term not exceeding six months, or to both such fine and imprisonment, any or all of such penalties to be imposed at the discretion of the Municipal Court judge pursuant to section 1-12 of the City Code of Ordinances.

Thank you for your attention and cooperation in regards to this matter. Please let us know if you have any questions.

Acknowledgement

Print Name of Applicant

Signature of Applicant

