

Chief Executive Officer  
Lorraine Cochran-Johnson

## DEPARTMENT OF PLANNING &amp; SUSTAINABILITY

Director  
Juliana A. Njoku

## OWNER-OCCUPANT AFFIDAVIT

THIS FORM MAY ONLY BE USED BY THE OWNER OF REAL RESIDENTIAL PROPERTY

**NOTICE 1:** This form must be completed and submitted to the Planning & Sustainability Development Services before a permit(s) is issued. This certifies **all** work done by owner on one Residential project. All information requested on this form is mandatory in addition to a completed and signed permit, for each permit type, indicated below.

Nothing in this chapter shall preclude any person from constructing a building or structure on real property owned by such person which is intended upon completion for use or occupancy solely by that person and his or her family, firm, or corporation and its employees, and not for use by the general public and not offered for sale or lease. [Georgia Code, Title 43, Chapter 43-41-17(h)]

**NOTICE 2:** The State of Georgia licensed contractor must pull all construction permits by law. However, a homeowner is allowed to pull a construction permit to build their home every 2 years. **All other permits (Mechanical, Electrical, Plumbing, and Gas) require the State of Georgia licensed contractors to pull their individual trade permits.**

<b>Building Permit(s) #:</b>
<b>Date:</b>
<b>Property Owner:</b>
<b>Address:</b>
<b>Telephone Number:</b>

This is to certify that I am responsible for the following permit types:

- ☐ **Building**  
☐ **Demolition**

I certify that I have complied, and will comply, with all codes and ordinances adopted by DeKalb County that pertain to the construction of this structure. I further agree to indemnify DeKalb County and its operator from any liability for damages and loss of property if the work performed has not been installed in accordance with these codes and ordinances. I hereby affirm that I am conducting this work on property that I own; and upon completion, this building or structure will be used or occupied solely by me and/ or my family and shall not be for the use of the general public. I have no current intent to offer the property for sale or lease.

Further, I hereby affirm that I have not sold or transferred a building or structure that I have constructed while acting as contractor within the prior 24 months. I further understand that any falsification of the above statements may constitute fraud and result in cancellation of this permit and other possible penalties. **Please note:** If you are not able to safely construct your project, you will be required to hire a licensed contractor to complete the project.

Applicant further affirms that he/ she is aware that any knowingly false statement made in the permit application may subject, said "Applicant," to prosecution for violation of Georgia Criminal Code, Section 16-10-20 (False Swearing) and a possible fine of not more than \$1,000.00 or imprisonment for not less than one (1) or more than five (5) years, or both.

Signature of Owner-Occupant Acting as Contractor

Printed Name

Sworn on the below date:

Signature of Notary/ My Commission Expires

OFFICE USE ONLY:

☐

APPROVED

DENIED

AUTHORIZING INITIAL