



Planning + Economic Development Department
PROPERTY OWNER/TENANT AFFIDAVIT

1500 Morrow Rd. Morrow, GA 30260 678.902.0870 (T) 770.960.3002 (F)

WHAT TYPE OF MAINTENANCE AM I ALLOWED TO DO IN MY COMMERCIAL SPACE WITHOUT A BUILDING PERMIT?

Maintenance consists of: cleaning, painting, repair, or the replacement of defective parts in a manner that does not alter the basic copy, design or structure is allowed. For new and existing businesses, maintenance such as painting, carpeting or installing flooring, updating fixtures, replacing ceiling tiles, light bulbs, etc. are allowed.

Sec. 8-2-4. - Permits.

(a) *Required.* No person, firm or corporation shall erect, construct, enlarge, alter, repair, move, improve, convert or demolish any building or structure within the city, or cause the same to be done, without first obtaining a permit for such building or structure from the building official.

Term	Planner's Dictionary/ Webster's Dictionary	Staff Interpretation
Alter(ation)	Any change, addition, or modification in construction or occupancy of an existing structure To make different without changing into something else.	Permits are required for all alterations, improvements, or repairs which consist of: 1) New or replacement pipe work (plumbing); 2) Mechanical work such as heating, cooling or ventilation system installations or repairs 3) Electrical work such as installing or altering any permanent wiring or electrical device, run additional wiring, installing an electrical outlet or light fixture, installing a receptacle for a garage-door opener, or convert from fuse box to circuit breakers; install or alter low-voltage systems such as security alarms or stereo or computer systems 4) Low-voltage work such as the installation or alteration of security systems, data and telecommunication cabling, media rooms and low voltage lighting 5) Removing or adding to existing walls or structures within the space 6) A Building Permit Application must be submitted to the P+ED department prior to any work being done in a new tenant space or building.
Improve(ment)	Any building, structure, bridge, parking facility, fence, gate, wall, landscaping, or other object constituting a physical addition to real property, or any part of such additions.	
Repair	Any change that does not require a building permit that is not construction, relocation or alteration. To restore by replacing a part or putting together what is torn or broken.	



come to morrow
MORROW, GEORGIA

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**THE PURPOSE OF THIS FORM IS TO IDENTIFY AND VERIFY GENERAL/MINOR MAINTENANCE WORK
BEING COMPLETED WITHIN YOUR TENANT SPACE**

ADDRESS:		SUITE #	BUSINESS NAME:
CONTACT NAME:		PHONE #:	
SQUARE FOOTAGE OF SPACE:	E-MAIL ADDRESS:		

WORK TO BE COMPLETED WITHIN SPACE:

PROPOSED CHANGE(S) TO SPACE:

ESTIMATED BEGINNING & ENDING DATE TO MAKE MAINTENANCE REPAIRS:

I CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND WHAT 'MINOR' MAINTENANCE' CONSISTS OF AND I WILL ONLY PERFORM 'MINOR MAINTENANCE' IN THIS SPACE. I ALSO CERTIFY THAT ALL INFORMATION ON THIS APPLICATION AND THE ABOVE STATEMENTS SUPPLIED BY ME ARE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING OPENING AND OPERATING A BUSINESS, INCLUDING OBTAINING A BUSINESS LICENSE AND APPLICABLE PERMITS FROM THE CITY OF MORROW, SHALL BE COMPLIED WITH.

Printed Name: _____ Signature: _____ Date: _____

FOR OFFICE USE ONLY :

ENFORCEMENT OFFICER/P+ED SIGNATURE: _____ DATE RECEIVED: _____