

# TALLAPOOSA

The Dogwood City

## ANNUAL APPLICATION

for a

# PERMIT TO OPERATE A BREAD AND BREAKFAST

Date of submission: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

1. Legal description of property where work is going to take place:

Land Lot	District	Tax map Number	Parcel Number

2. Owner/residents' Name: \_\_\_\_\_

3. Address of proposed Bed and Breakfast: \_\_\_\_\_

Tallapoosa, Georgia 30176

4. Mailing address (if different than business street address): \_\_\_\_\_

5. Name of Bed and Breakfast: \_\_\_\_\_

6. Phone number: \_\_\_\_\_

7. Email address: \_\_\_\_\_

8. Will this Bed and Breakfast provide on-site cooked meals? \_\_\_\_\_

IF YES: Owner must obtain food service permit from the Haralson County Health Department; 770-646-4301, Melissa Sherman.

9. Will this Bed and Breakfast host wedding reception events? \_\_\_\_\_ If yes, what is the maximum number of participants? \_\_\_\_\_ (If no, skip to question 11)

10. If yes, will the reception event need off-site parking (all participants MUST park off street)? \_\_\_\_\_. If yes, applicant affirms knowledge that there is a \$100 public parking reservation fee and \$100 deposit: \_\_\_\_\_ (initial)

11. Please provide layout of the house showing owner resident bedroom and bath, commercial kitchen (if applicable), dining room, family room, bedrooms and baths for guests. Have a set of plans been provided? \_\_\_\_\_ (Note: A maximum of four (4) bedrooms can be offered for nightly rent. Also, guests can stay no longer than ten (10) consecutive nights.)

12. Please provide a site plan for the property surrounding the Bed and Breakfast showing location of house, parking and any proposed signage. Signage must show dimensions. Have a set of plans been provided? \_\_\_\_\_

13. Please affirm that as the owner/operator of the Bed and Breakfast, you have read and understood the regulations controlling the operation of a Bed and Breakfast in the City Zoning Ordinance: \_\_\_\_\_ (initial)

14. I acknowledge that I am required to maintain a guest book AND vehicle registration database. The guest book must be kept for five (5) years and the vehicle registration database for 12 months. \_\_\_\_\_ (initial)

15. I acknowledge that I must collect hotel/motel occupancy tax. \_\_\_\_\_ (initial)

16. Application fee is \$150. If application is approved, this fee will also pay for the first year's business license. The business license expired December 31 of each year, and must be renewed prior to April 1 of the following year.

I, \_\_\_\_\_, do solemnly swear, subject to criminal penalties for false swearing, that the information in this application is true and no false or fraudulent information is used herein to procure the granting of said permit.

\_\_\_\_\_  
(Signature of Owner)

\_\_\_\_\_  
(Date)

City of Tallapoosa  
Department of Planning

(770) 574 - 3108

(770) 574 - 2345

fax: (770) 574 - 3100

**IMPORTANT INFORMATION – CALL BEFORE YOU DIG! Call 811 (or 1-800-282-7411)**

*NOTE: Do NOT submit this page with your permit application.*

**REQUIRED PERMIT INFORMATION:**

1. Plat/survey or drawing of dimensions of property (drawing must be accompanied by deed).
2. Size of the building to be erected.
3. Location of building on lot.
4. location of existing structures on lot.
5. Number of dwelling units the building is designed to accommodate.
6. The setback lines of building on adjoining lots (if attempting to use a set back less than that required in Zoning Ordinance).
7. Layout of off-street parking.
8. Construction plans of what is to be built (includes dimensions; commercial plans need to be detailed).

**HOW TO SCHEDULE AN INSPECTION:**

1. Contact City Hall (speak to Patrick Clarey) at 574-3108 and request inspection. If call is before noon, the inspection may be done at 1:00 pm that day (except Thursday, when inspections shall be done at 8:00 am). Any called in after that time shall be done the next day at approximately 1:00 pm.

**REQUIRED INSPECTIONS:**

1. SET BACK INSPECTION.
2. FOOTINGS.
3. SLAB & PLUMBING (if necessary).
4. ROUGH IN (after plumbing, electrical, heating & air, and insulation has been installed).
5. 30 DAY TEMPORARY POWER (electrical).
6. FINAL

**Other important information:(will fail final if not installed)**

1. All new houses must have a 4" street number attached to the house, preferably below the porch/night light in such a manner that when the light is on, it illuminates the number. Number must contrast with house color or have highly reflective background, as typically sold at hardware store.
2. Mail boxes must have the house number attached, on both sides of the box so that the flag/arm does not block the number in either the up or down position. Also, these numbers must be at least 3" high.

**FEES:**

1. House plan inspection: \$25.00
2. Subdivision plan inspection; prelim & final separate; each: \$50.00; recording fee \$8.00. (total fees \$108.00)
3. Grading permit: \$25.00, plus \$25 per acre over one acre
4. Residential: .25 per heated square foot; commercial: by value of project.
5. Electrical/plumbing/heating & air: \$50.00 each.
6. Accessory bldg: \$50; pool is \$75 and includes electrical
7. Who needs: Anyone building or altering land, if the value is over \$100.00 and affects property line or structural element. Up to \$1000.00, no fee permit. Over \$1000.00, then fees (does not apply to grading, electrical, plumbing, heating & air permits).