



# Community Development Department

## SUB-CONTRACTOR AFFIDAVIT

**NOTICE:** This form must be completed, signed and submitted to the Building Inspections Department before work may commence. **A Copy of your current Business License, Driver's License and State Trade Card must accompany all affidavits.** ALL STATE CERTIFIED TRADE CONTRACTORS MUST EITHER MAKE A PERSONAL APPEARANCE TO SUBMIT THE ABOVE ITEMS OR SUBMIT A NOTARIZED SIGNATURE ON THIS FORM WITH THE ABOVE ITEMS FOR THEIR FIRST APPEARANCE IN THE CITY OF NORCROSS. All information requested on this form is mandatory and required before the issuance of a building permit.

**Building Permit #** \_\_\_\_\_ **Job Site Address:** \_\_\_\_\_

**General Contractor:** \_\_\_\_\_

**This is to certify that I am responsible for the:**

\_\_\_\_\_ **Electrical**

\_\_\_\_\_ **Plumbing**

\_\_\_\_\_ **HVAC**

\_\_\_\_\_ **Low Voltage**

I understand that I will be held responsible for this job until the Building Inspections Department is notified of any change.

**Sub-contractor's Name:**  
\_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Sub-contractor's Signature:**  
\_\_\_\_\_

**Suite:** \_\_\_\_\_

**City:** \_\_\_\_\_

**Sub-contractor's State License #:**  
\_\_\_\_\_

**Zip Code:** \_\_\_\_\_

**Office Telephone:** \_\_\_\_\_

**Business License # & County:**  
\_\_\_\_\_

**Sub-contractor's Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I \_\_\_\_\_, state certified tradesman of record, hereby authorize \_\_\_\_\_ to submit my name, business license and trade card(s) to the City of Norcross for the issuance of a building permit for the above address.

*Before me, the undersigned notary public, this day, personally, appeared \_\_\_\_\_ to me known, who being duly sworn according to law, deposes the following:*

*Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.*

\_\_\_\_\_  
*Notary Public*

**FOR BUILDING INSPECTION REQUEST, CALL (770) 448-7988**

**General Information:**

**65 Lawrenceville Street • Norcross, GA 30071 • (678) 421-2027 • Fax (770) 242-0824**

*Email: [permits@norcrossga.net](mailto:permits@norcrossga.net)*