

Filling out and/or E-Filing the Smyrna Sub Contractor Affidavit

Smyrna's Office of Community Development has developed an automated document in order to help the paperwork process be a little easier.

For this document all you need to do is the following:

- 1.) Take your mouse and click once anywhere in the underlined space next to the DATE entry.
- 2.) Start typing in the date and when you're finished, please hit the TAB key and the document will move to the next entry. The ENTER or RETURN key will keep you in the same entry, so it is not recommended to do this.
- 3.) Start typing in the next few entry spaces, making sure to hit the TAB key when you are finished typing the entries. When you get to part of the document where it asks you to select your type of license with an X, please stop.
- 4.) Use your mouse and click once anywhere in the underlined space next to the type of license you have and the document will place the X there for you. The pointer (looks like a Grabbing Hand) will change shape (should look like a Pointing Finger) to let you know you are in the clickable area.
- 5.) After you've selected the type of license you have for the job, use your mouse to click once in the underlined space next to PRINTED NAME and type in your name.
- 6.) Please hit the TAB key to go through the rest of the fields until the end of the document.
- 7.) If you are satisfied with what you have entered in the document, use your mouse to scroll up to the top of the page and click either the button marked PRINT DOCUMENT or EMAIL DOCUMENT TO COMMUNITY DEVELOPMENT.
- 8.) Clicking either of the buttons will save the document and either print it out to your printer, or open up your e-mail program and include itself as an attachment.

The next time you open up the document, all the information from the last time you have opened the document will be there. This is intentionally done in order to make your next affidavit request shorter by only needing to change the first seven underlined areas.

To erase the information in any underlined area;

- 1.) Use your mouse and click at the end of the word/words you wish to erase
- 2.) Hit the backspace key
- 3.) Type in the new information
- 4.) Repeat steps one through three for all areas you wish to erase.



CITY OF SMYRNA COMMUNITY DEVELOPMENT DEPARTMENT

SUB CONTRACTOR AFFIDAVIT

**3180 Atlanta Road
Smyrna, GA 30080**

Tel: 770-319-5387

Fax: 770-431-2808

Date: _____

NOTICE: This form must be completed, signed or E-signed, and submitted to Community Development before work may begin.

BUILDING PERMIT NUMBER: _____

SUBDIVISION: _____ **LOT:** _____

JOB ADDRESS: _____

GENERAL CONTRACTOR: _____

This is to certify that I am responsible for the: (Please put YES in all underlined areas that apply)

ELECTRICAL: _____ **HEAT/AIR:** _____

PLUMBING: _____ **SPRINKLER:** _____

Please place an X in the underlined space next to the type of license you hold and are using for this job:

- ____ Electrical Contractor Class I (Restricted to Single-Phase, not exceeding 200 Amps)
- ____ Electrical Contractor Class II (Unrestricted)
- ____ Master Plumber Class I (Restricted to S/F, 1 level Duplex & Commercial up to 10,000 sq. ft.)
- ____ Master Plumber Class II (Unrestricted)
- ____ Conditioned Air Contractor Class I (Restricted to 60,000 BTU Cooling & 175,000 BTU Heating)
- ____ Conditioned Air Contractor Class II (Unrestricted)
- ____ Low-Voltage Contractor Class LV-A (Restricted to Alarm & general system low voltage)
- ____ Low-Voltage Contractor Class LV-T (Restricted to Telecommunication & general system low voltage)
- ____ Low-Voltage Contractor Class LV-G (Restricted to general system low-voltage)
- ____ Low-Voltage Contractor Class LV-U (Unrestricted)

To change any status of this work, Community Development shall be notified, in writing, of any change.

Signature: _____

Printed Name: _____

Business License: _____ **State License Number:** _____

Company Name: _____

Company Street Address: _____

City: _____ **State:** _____ **Zip:** _____

Business Phone: _____ **Business Email:** _____

Please fill out this area ONLY if you choose to E-mail this document.

In accordance with the ESIGN Commerce Act passed on June 30, 2000, this document, when E-mailed, is deemed legally binding. Please re-enter your State License Number to verify acceptance: _____