



Residential Building Permit Checklist

Job Address _____

- ☐ **Building Permit Application & Permit Checklist** – completed and signed
- ☐ **Zoning Compliance Application** – completed and signed
- ☐ **Copy of recorded plat** – Clerk of Courts
- ☐ **Proof of paid taxes** – Tax Commissioner
- ☐ **Address Permit** (if applicable)
- ☐ **Driveway Permit** (if applicable)
- ☐ **Copy of NPDES Notice of Intent (NOI) & receipt**
- ☐ **Site Plan** (see **Zoning Compliance Application** and **Site Plan Exhibit**)
 - draw on 11" x 17" paper or greater
 - drawn to scale with dimensions in feet
 - must bear the seal* of a licensed architect, landscape architect, engineer, surveyor, or GA DPH certified professional soil scientist if less than 5 acres
- ☐ **Flood Elevation Certificate** (if applicable) – plat/letter with engineer/surveyors seal required
- ☐ **Subgrade Verification Form** – verification of bearing capacity of fill material
required on all fill lots prior to footing inspection
- ☐ Environmental Health **Septic Tank** Permit
or
Water Resources Department Receipt for **Sewer**
- ☐ Water Resources Department receipt for water **if not on well**

By signing this application, you hereby certify that you have read and examined this checklist. You attest that ALL attachments are included (originals will be returned to you).

Owner / Agent _____ Date _____

August 2023



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☐ Construction Plans

*** PLANS MUST BE ORIENTED AS SHOWN ON THE SITE PLAN AND AS INTENDED TO BE BUILT ON THE LOT. ***

- ☐ draw on 11" x 17" paper or greater
- ☐ drawn to scale with dimensions in feet
- ☐ elevation drawings – front, rear, left side, and right side with dimensions

☐ foundation plan

Overall foundation layout

Type of foundation (crawl, basement, slab, raised slab, encapsulated crawl)

All pier or grade beam locations, sizes, & dimensions

All foundation vents on crawl space plan

Provide 2" clean out stub for foundation drainage

Foundation cross-section

Footing / Foundation rebar schedule

- ☐ floor plan - dimensions & rooms labeled for each floor (including basement)

- ☐ **Current Copy of General Contractor's** business license and state license
or

Homeowner / Builder Affidavit (if owner acts as contractor)

- ☐ **Authorized Agent Form** (if applicable)

- ☐ **Subcontractor permits** required to be pulled before that work is started - \$50 each

- o electric, HVAC, gas, plumbing
copy of business license and state license

* Homeowners performing work need to obtain sub permits also

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