



BUILDING AND ZONING PERMIT REQUIREMENTS  
INSPECTION LINE – 706-672-6620

706-672-6628 or 706-672-1283

**YOU WILL NEED THE FOLLOWING BEFORE A PERMIT WILL BE ISSUED**

- 1 set of plans, deed & plat (can be obtained in basement of the Courthouse)
- Receipt of payment of current property taxes on parcel
- Job box on site no more than 100 feet from road (copy of plans and permit **HAVE TO BE** in box)
- Letter from Health Department for water/septic/soil testing 706-672-4974
- Name of power company
- Copy of contractor business license and affidavit
- Copy of sub-contractor business license and affidavit
- Scope of work can be attached if more space is needed.
- Site plan with distances to each property line and/or easement labeled.
- Deck framing detail for all decks (if applicable)
- Swimming pool plans, site plan, distance from all property lines shall be labeled.
- Floor plan (if applicable)
- Signed and sealed architectural plans (if applicable, with code summary)
- HOA approval documentation (if applicable)

Process time for permits

Residential: 3-7 business days

Commercial: 7-14 business days

Other: 3-7 business days

Per O.C.G.A.43-4-4(b)(30), new or existing assembly occupancies, educational, health care, correctional or detention facilities, hotels, dormitories or lodging facilities, multifamily housing and care facilities require the plans to be prepared by a State of Georgia licensed architect. These drawings shall bear the seal and signature of the architect of record.

Certain applications require photocopies of contractor license, registered agent documents, WASA tap receipts, WASA grease tap plan approvals, Water Department receipts, Health Department approvals for construction, or other documentation.

**PLAN REVIEW**

- A copy of plans will be submitted for plan review and approval before any building, renovations, pools, spas or accessory building permits can be issued. (No exceptions)

**SITE PREP:**

- Dumpster on site
- Porta potty on site
- Driveway installation with address posted.
- Silt fence installation (erosion control)
- Temporary power pole
- Under slab plumbing (if applicable)
- Footing for crawlspace (if applicable)
- Must pass site prep inspections before further work can be done.

**POOL INSPECTIONS:**

- Forming Shell
- Underground plumbing & electrical, basket
- Pool bonding
- Deck bonding
- Final, includes barrier (fence or electric cover)

IF you exceed 3 inspections you will be required to pay additional inspection fees.

**INSPECTION PROCESS:**

- Inspections begin as early as 8 a.m. – 4 p.m. Request for inspections must be called in the day before and before 4:00 p.m.
- Appointments are not given, so your property needs to be available for inspections or someone on site for the inspection. If you have personal items in your home, you **MUST** have someone at the property for the inspection (NO exceptions)
- You can call the office (706-672-1283) the day of the inspection to get the inspector's name that will be doing the inspection, he in turn can give you an estimated time of arrival.

**ROUGH IN** (Must be roughed in before calling in your inspections)

- Framing, plumbing, electrical, mechanical (All these inspections should be called in at one time, NOT SEPARATELY)
- Gas or Proposal
- Insulation



**FINAL INSPECTION**

- MUST be called in by general contractor or homeowner (NO SUBS are allowed to call in)
- Health department letter (if applicable)
- Termite letter (if applicable)

ALL INSPECTIONS MUST BE READY FOR INSPECTION WHEN YOU CALL! Any inspection not ready or failing will result in a \$50.00 1<sup>st</sup> time reinspection fee, \$100.00 2<sup>nd</sup> time reinspection fee, \$150.00 3<sup>rd</sup> time reinspection fee. Inspections after the 3<sup>rd</sup> will result in a \$200.00 reinspection fee each time. Reinspection fee HAVE TO BE paid before a reschedule can be done. 706-672-6628 or 706-672-1283

**REQUIREMENTS FOR A SITE BUILT HOME (1375 Square feet of heated area)**

Zoning Dist	Min lot area	Min lot width @ setback	Front yard from arterial & collector local st.	Side yard	Rear yard	Max building height
A-1 Agricultural	25 acres min Residential lot 2 acre fronting on paved county rd. 5 acres fronting or accessing county dirt or unimproved rd	300 ft	115 ft	30 ft	50 ft	40 ft
		200 ft	115 ft	30 ft	50 ft	40 ft
		200 ft	115 ft	30 ft	50 ft	40 ft
RR- Rural reserve	10 acres min Residential lot 2 acre fronting on paved county rd. 5 acres fronting or accessing county dirt or unimproved rd	300 ft	115 ft	30 ft	50 ft	40 ft
		200 ft	115 ft	30 ft	50 ft	40 ft
		200 ft	115 ft	30 ft	50 ft	40 ft
LDR – Low density residential	5 acres min Residential lot 2 acre fronting on paved county rd. 5 acres fronting or accessing county dirt or unimproved rd	200 ft	115 ft	25 ft	40 ft	35 ft
		200 ft	115 ft	25 ft	40 ft	35 ft
		200 ft	115 ft	25 ft	40 ft	35 ft
RD- Rural development	2 acres fronting on paved county rd. 5 acres fronting or accessing county dirt or unimproved rd	200 ft	115 ft	20 ft	30 ft	35 ft
		200 ft	115 ft	20 ft	30 ft	35 ft