

# FOR PROPERTY LOCATED IN FLOOD PLAIN

## Steps To Obtain a Building or Mobile Home Permit In Gilmer County

1. Apply and obtain Septic Tank Permit from the Environmental Health Office. 706-635-6050
2. Obtain application for permit from Planning & Zoning.
  - a.) Complete entire application
  - b.) Obtain current year Tax Decal if applying for Mobile Home Permit from Tax Commissioner's Office.
3. Contact Planning & Zoning @ 706-635-3406 to set up time to look at flood plain property. The Planning & Zoning Office must discuss the County Flood Plain Ordinance with property owner and look at the property located in the 1% flood plain before the permit is issued.
4. Property owner must have survey plat showing floodplain boundary and proposed home site.
5. Return completed permit application, original septic permit, and blue line plat in name of current property owner to Planning & Zoning to purchase permit. **Failure to have any of the above items will delay permitting process.**
6. Two elevation certificates are required on a structure located in a flood plain. One at the beginning of construction, before footing inspection, and one at end of construction, before final inspection.
7. Floodplain information required on the elevation certificate is for the location of the structure.

### **AFTER PERMIT HAS BEEN ISSUED THEN:**

8. Obtain 911 address at the E911 Addressing Center 706-635-4653
9. Apply for electrical service: A.E.M.C 706-276-2362 GA Power 800-660-5890