



Gilmer County Planning & Zoning Office
9 Southside Square
Ellijay, GA 30540

Phone: 706-635-3406
FAX: 706-635-3405

Steps To Obtain a Building Permit **In Gilmer County**

We reserve a 24 hour turn around time for all permits!

1. Apply and obtain a COPY of Septic Tank Permit from the Environmental Health Office (If applicable) (706) 635-6050.
2. Obtain application for Building Permit from the Planning & Zoning Department and complete ALL information requested on the application. **Signature from Tax Commissioner's Office REQUIRED.**
3. Obtain a COPY of a legal survey of the property to be built upon or the deed along with evidence that the structure, additions, porches, steps, decks, awnings, A/C units, etc. are within the required building setbacks. **(Recorded plats are located at the Gilmer County Clerk of Court's Office)**
4. Obtain a COPY of house plans no larger than 8.5 x 11.
5. Return completed paperwork with the required information to the Planning & Zoning Department to purchase a permit.

Failure to have any of the above items will delay permitting process.

Your Building Permit MUST be posted on your property prior to scheduling your first inspection.

AFTER PERMIT HAS BEEN ISSUED:

1. Apply for a 911 Address at Gilmer County 911 Addressing. (Application enclosed with packet) **A driveway MUST be cut in.** – Power approvals **cannot** be sent in without 911 addresses.
2. Apply for electrical service:
A.E.M.C. (706) 276-2362 or GA. Power (800) 660-5890

Failure to provide your Building Permit Number and your 911 Address could delay service scheduling for power.

NO OCCUPANCY UNTIL FINAL INSPECTION IS APPROVED!