

Checklist to Obtain Building Permit

- Secondary/Tertiary Permit from Georgia EPD for Subdivision land (if applicable) – Apply for permit through GEOS website
- Copy of E&S Approval letter issued by NRCS (if applicable)
- Structure in Flood Plain? BFE Required from Surveyor
- E911 addressing – Adjacent to our office
- Call Before You Dig (811) #
- Driveway Permit Application - available in our office
- Copy of Septic Tank/Existing Enviro. Health Evaluation (when applicable) – Dept. of Environmental Health – Basement of Courthouse
- **Completed Building Permit Application – available in our office – All Contractor and Tradesman information must be provided at this time.**
- Site Plan (Copy of Recorded Plat with Structure, Porches, Decks, Steps, etc. located on plat with accurate measurements to all property lines) – Clerk of Court – Main floor of Courthouse
- Recorded Deed – Clerk of court – Main Floor of Courthouse. **All persons listed on deed must sign all paperwork.**
- Copy of Plans for structure – detailed, to scale, elevation, neat
- Set-Back Verification – available in our office
- Qualifying Agent Form (if needed)
- Homeowner Building Permit Affidavit (If no Georgia Licensed General Contractor is being hired) – available in our office
- Any Homeowner Affidavits must be signed & filed at time of permit application. – available in our office
- Building Inspector/Zoning Approval Signature
- **If Commercial, Fire Marshall Plan Approval Required**

*****No Permit will be issued without (applicable) items noted above*****

Applicant Signature/Date
