

## Checklist to Obtain Building Permit

- Subdivisions ONLY** (if applicable): **Secondary or Tertiary Permit** from Georgia EPD – Apply for permit through GEOS website.
- Subdivisions ONLY** (if applicable): **Erosion & Sedimentation Approval** letter issued by NRCS
- Will structure be in Flood Plain?** If YES, A Base Flood Elevation Is Required from Surveyor
- E911 addressing** – You must apply and have your 911 address when submitting applications. E911 Addressing Office can be accessed from the outside of the courthouse. PH# 706.635.4653
- Call Before You Dig Number:** Simply dial 811 from your phone to be issued this number PH# 811
- Driveway Permit** for **all** properties on county or GDOT maintained roads – for new or existing driveways. Driveway permit application available in our office – **No permits will be issued without a valid Driveway Permit approved by the Gilmer County Road Department**
- Septic Approval:** Copy of New, Existing Evaluation, or Purple Stamped – From Dept. of Environmental Health – Basement of Courthouse PH# 706.635.6050
- Completed Building Permit Application** – available in our office – Complete the full application, missing information will cause delays in receiving your permit! All Contractor and Tradesman information must be provided at this time. **If commercial, Fire Marshall plan approval required prior to bringing documents to our office.**
- Recorded Plat:** **1st:** Draw where Structure, Porches, Decks, Steps, etc. will be located with accurate measurements to all property lines. **2nd:** Draw the location of the driveway with width written. Requirements are 10' minimum width and 13' minimum clearance height for public safety access. Plats are available with The Clerk of Court – Located on Main floor of Courthouse PH# 706.635.4462
- Recorded Deed** – Available with The Clerk of court – Located on Main Floor of Courthouse. **All persons listed on deed must sign all paperwork.**
- Copy of Plans for Structure & Foundation:** Plans should be neat and to scale, with all windows, doors and rooms drawn, elevation listed, width & depth of foundation, grade beams, and pier holes. **Please provide a list of work to be completed for Alterations/Remodels.**
- Authorized Permit Agent Form:** **Required when all persons listed on deed are not available to sign all application documents or to designate someone who can manage your application and permit documents.**
- Set-Back Verification** – available in our office. **All persons listed on deed must sign all paperwork.**
- Homeowner Building Permit Affidavit** (If no Georgia Licensed General Contractor is being hired) – available in our office. **All persons listed on deed must sign all paperwork.**
- Homeowner Affidavit** for Electrical, Plumbing, and HVAC (If no Georgia Licensed Subcontractor is being hired) – available in our office. **All persons listed on deed must sign all paperwork.**
- Homeowner Builders: Set-Back Verification Form** from a GA registered Surveyor will be required **AFTER** concrete footers/permanent foundation has **been poured.**
- Submit for approvals:** Planning & Zoning, Public Works, & Public Safety - You will be contacted with any potential questions, concerns or needed documents. Upon receipt of **all** approvals, the permit will be issued and you will be contacted when your permit is ready for pick-up.

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RECEIVING PERMIT TECHNICIAN

**ALL PERMITS WILL BE REVIEWED BY THE DIRECTOR/ASSISTANT DIRECTOR OF PLANNING AND ZONING BEFORE ISSUING**

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APPROVAL OF DIRECTOR/ASSISTANT DIRECTOR OF PLANNING AND ZONING

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