

# Residential Building Permit Application Submittal Requirements



## Residential Permit Types

## Required Documents

	Application	Site Plan	Survey	Flood Elevation Certificate	*Environmental Health	Contractor Affidavits	Energy Code Compliance Certificate	Sewer Bond	Floor Plan	Variance (If Applicable)	Grading Permit	State License	Business License	Authorized Agent Form (If Applicable)	Identification	HVAC Letter	Engineering Letter (If Applicable)	Mobile Home Registration	Mobile Home Tax Receipt	Property Tax Verification	Refund Request Letter	Cash Bond Required	Event Route	Elevations w/ Finish Materials	Police Approval	Fire Marshal Permit	GDOT / County T&D Permit
Accessory Structures	X		X	X					X		X	X	X	X													
Additions	X		X	X					X		X	X	X	X										X			
Contractor Registration											X	X		X													
Demolition Assessment	X											X		X													
Demolition not to Rebuild	X											X		X					X	X	X						
Duplex	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X								X			
Electrical	X										X	X		X													
Fence	X		X																								
Finished Basement/Enclosure/Bonus Rm	X			X				X			X	X	X	X													
Garage/Carport	X		X						X		X	X	X	X													
Gas Reconnect	X										X	X		X													
House Moving into County	X	X		X	X	X		X	X	X	X	X	X	X	X	X					X	X				X	
House Moving out/thru County	X										X	X		X					X		X	X				X	
Low Voltage	X										X	X		X													
Mechanical (HVAC)	X										X	X		X													
Mobile Home Pad or Pedestal	X										X	X		X			X	X									
Mobile Home Set Up	X										X	X		X			X	X									
Mobile Home, MEP	X										X	X		X			X	X									
Plumbing	X										X	X		X													
Pool	X		X	X					X		X		X														
Power Reconnect	X										X	X		X													
Renovations	X										X	X	X	X													
Single Family Detached	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X								X			
Special Event	X			X																			X	X	X	X	
Temporary Pole	X										X	X		X													
Temporary Power	X										X	X		X													
Tent	X											X		X											X		
Townhomes	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X								X			

\*Environmental Health's approved Septic tank letter and tank location Plan is required during application in-take for new/addition dwellings (if applicable).

\* Residential Slab Only is any combination of Slab, Electrical or Plumbing Permits.

\* Business License, State License or Authorized Agent Forms are not needed if homeowner is contractor but a homeowner affidavit will be needed.

\* First time contractor registration requires the state card holder to be present. A GA business license, driver's license & GA State license is required.

\* New residential dwellings use the one permit system. Each sub-contractor is required to complete an affidavit. A permit application is not required for sub-contractors. A copy of each sub-contractor's affidavit is required when submitting applications for new dwellings.

\* New dwellings require three (3) sets of plans: Site Plan, Elevations(all sides) and floor plan on 11 x 17 paper submitted with each building permit application.

\* When a new dwelling lot is not part of a recorded subdivision plat, an original stamped survey is needed stating that no portion of the property is located in the flood plain