



# Residential Building Permit Checklist

Job Address \_\_\_\_\_

- Building Permit Application & Permit Checklist** – completed and signed
- Zoning Compliance Application** – completed and signed
- Copy of recorded plat** – Clerk of Courts
- Proof of paid taxes** – Tax Commissioner
- Address Permit** (if applicable)
- Driveway Permit** (if applicable)
- Copy of NPDES Notice of Intent (NOI) & receipt**
- Site Plan** (see **Zoning Compliance Application** and **Site Plan Exhibit**)
  - 11" x 17" or greater
  - drawn to scale with dimensions in feet
  - must bear the seal* of a licensed architect, landscape architect, engineer, surveyor, or GA DPH certified professional soil scientist if less than 5 acres
- Flood Elevation Certificate** (if applicable) – plat/letter with engineer/surveyors seal required
- Subgrade Verification Form** – verification of bearing capacity of fill material  
required on all fill lots prior to footing inspection
- Environmental Health **Septic Tank** Permit  
**or**  
Water Resources Department Receipt for **Sewer**
- Water Resources Department receipt for water **if not on well**

By signing this application, you hereby certify that you have read and examined this checklist. You attest that ALL attachments are included (originals will be returned to you).

Owner / Agent \_\_\_\_\_ Date \_\_\_\_\_



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## Construction Plans

**\* PLANS MUST BE ORIENTED AS SHOWN ON THE SITE PLAN AND AS INTENDED TO BE BUILT ON THE LOT. \***

11" x 17" or greater

drawn to scale with dimensions in feet

elevation drawings – front, rear, left side, and right side with dimensions

foundation plan

Overall foundation layout

Type of foundation (crawl, basement, slab, raised slab, encapsulated crawl)

All pier locations, sizes, & dimensions

All foundation vents on crawl space plan

Provide 2" clean out stub for foundation drainage

Foundation cross-section

floor plan - dimensions & rooms labeled for each floor (including basement)

**Current Copy of General Contractor's** business license and state license

or

**Homeowner / Builder Affidavit** (if owner acts as contractor)

**Authorized Agent Form** (if applicable)

**Subcontractor permits** required to be pulled before that work is started - \$50 each

o electric, HVAC, gas, plumbing

copy of business license and state license

\* Homeowners performing work need to obtain sub permits also

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Owner / Agent \_\_\_\_\_ Date \_\_\_\_\_