

# PERMIT REQUIREMENTS

## Building – New Residential – Requirements

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- 1) Residential Basic Contractors (RB, RL, or GC)<sup>1</sup> - License Requirements.
- 2) Unless the person in the office is on the business license, we will require a company check or company credit card (Visa, MasterCard, or Discover). Only the individual(s) listed on the business license can pay cash, personal check or credit card.
- 3) If the job is within the **Historic District** and the scope of work includes ANY exterior work, we will require an approved COA<sup>2</sup> from Planning & Zoning prior to accepting monies / releasing permit.
- 4) If the job is within the Flood Plain Area, we will require an approval from Planning & Zoning. For new construction, you will be required to contact their office directly at (706) 821-1796 for approval.
- 5) Required Submissions
  - a) 2 sets of drawings
  - b) New Residential Package (online, [New Residential Package](#)) with all applicable requirements
    - ❖ Completed permit application and required attachments
      - (1) Key Points on Application:
        - (a) Total value of home
        - (b) Total square footage under roof (including porches, garage, etc.)
        - (c) Number of fireplaces
        - (d) Names of Sub-Contractors
          - We do require this information prior to release of Building permit on job.
          - If there is a change in the sub-contractor, we will require the change to be noted in writing from the building contractor on company letterhead prior to issuance of sub-permits.
        - (e) We do require all four forms completed prior to issuance of permit.
      - (2) Required Attachments:
        - (a) Water Tap Receipt
        - (b) Notice of Intent {NOI}, if applicable
        - (c) ResCheck
        - (d) Load Calculations
        - (e) Picture of lot before disturbance
        - (f) Setbacks
        - (g) Approved plat of the property
- 6) Residential plan review is **3-5 business days**.
- 7) Once the plans are approved and brought up to the front clerks for entry, our office will call you with a quote and to inform you are ready for pickup.
  - ❖ ***You will need a company check or company credit card (Visa, MasterCard, or Discover) for all transactions.*** If you get the license & permit on the same day, we can combine fees for one check. We do not require the original copies of insurance, an e-mailed copy or fax is sufficient.