



PLANNING AND DEVELOPMENT
OFFICE

*Planning – Zoning – Environmental – Permits & Inspections
Code Enforcement*

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“Serving Citizens Responsibly”

**CHECKLIST FOR BUILDING PERMITS
ACCESSORY STRUCTURES, ADDITIONS, AND
RENOVATIONS**

1. ____ Completed Permit Application
2. ____ Septic Permit (if applicable)
3. ____ Recorded Deed
4. ____ Recorded Plat (No Larger Than 11 X 17)
5. ____ Detailed Building Plans (No Larger Than 11 X 17)
6. ____ Copy of Homeowner/Builder’s Driver’s License
7. ____ Copy of Contractor’s Current Year Business License
8. ____ Copy of Current State of Georgia Contractor’s License
9. ____ Homeowner Affidavit (if applicable)
10. ____ Submittal checked for completeness by: _____