



PLANNING AND DEVELOPMENT
OFFICE

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

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“Serving Citizens Responsibly”

**CHECKLIST FOR BUILDING PERMITS
NEW HOUSES/GUEST QUARTERS**

1. _____ **Completed Permit Application**
2. _____ **Well Permit or Water Meter Receipt**
3. _____ **Septic Permit**
4. _____ **NOI (Notice of Intent) if applicable**
5. _____ **Recorded Deed**
6. _____ **Recorded Plat (No Larger Than 11 X 17)**
7. _____ **Driveway Receipt/Permit (Either Public Works or DOT)**
8. _____ **Detailed Building Plans (No Larger Than 11 X 17)**
9. _____ **Copy of Homeowner/Builder’s Driver’s License**
10. _____ **Copy of Contractor’s Current Year Business License**
11. _____ **Copy of Current State of Georgia Contractor’s License**
12. _____ **Homeowner Affidavit (if applicable)**
13. _____ **Residential Impact Fee Affidavit**
14. _____ **Submittal checked for completeness by: _____**