

# Building Permit Application Checklist

Address: \_\_\_\_\_

Permit # \_\_\_\_\_

## Please provide the following information:

- \_\_\_\_\_ **Tertiary Permit** Approval
- \_\_\_\_\_ **BMP's** Inspection and Approval
- \_\_\_\_\_ Application for Zoning Certificate and Building Permit
- \_\_\_\_\_ **Impact Fees** (Payable on a separate check or credit/debit card transaction.)
- \_\_\_\_\_ Plumbing, Electrical & Heating/Air Permit Applications and fees (if applicable)
- \_\_\_\_\_ **Subcontractor Affidavit** (Required only for Builders who are permitting for subcontractors)
- \_\_\_\_\_ **Septic Permit** or **Sewer Service Account** with proof of paid fees to the City of Griffin.\*
- \_\_\_\_\_ **Well Permit** or **Water Service Account** with proof of paid fees to the City of Griffin.\*
- \_\_\_\_\_ **Water Meters & Fire Lines tap/connection fees** must be paid to Spalding County when submitting Building Permit application. Proof must be provided that a water and sewer service account exists with the City of Griffin before making application for a Building Permit with Spalding County.
- \_\_\_\_\_ Affidavit for Driveway Standards/Affidavit for Mailbox and Soil Erosion Control Requirements (if new residential construction)
- \_\_\_\_\_ **Site Plan Affidavit** and **Lot/Foundation Survey** for new construction within a platted subdivision.
- \_\_\_\_\_ Contractor's Business License
- \_\_\_\_\_ Individual/Qualifying Agent's **and** Company State License (authorizing work covered by permit application)
- \_\_\_\_\_ State Licensing Board for Residential and General Contractors **Authorized Permit Agent Form** and **copy of Driver's License** (if applicant is not the State License Holder)
- \_\_\_\_\_ **House Plans** for homes being built in subdivisions
- \_\_\_\_\_ **Homeowner Affidavit** if property owner is building for personal/family use only.
- \_\_\_\_\_ **Finished Floor Elevation Certificate**, if any portion of property is in 100 year Flood Zone
- \_\_\_\_\_ **Roof Pitch Certification** for Manufactured Homes on personal property, not in park
- \_\_\_\_\_ **Copy of Installer's State License** for Manufactured Home

❖ *If in Heron Bay Subdivision, Henry County Water & Sewer Authority provides the service and billing. A copy of the receipt will be sufficient proof of service to apply for a Building Permit.*

**Please note:** The **Georgia Residential Energy Code Compliance Certificate** is to be posted on or in the electrical distribution panel of each new dwelling.