

Building Permit Application Checklist

Address _____ Owner _____ Contractor _____

This document does not need to be submitted with the permit application; it is only intended to be used as a guide for the submittal process.

Tertiary Permit Approval (not required for all permits, call (770) 467-4220 for details)

BMP's Inspection and Approval (call Tim Bethune (770) 467-4291 for inspection if necessary)

Application for Zoning Certificate and Building Permit - submitted electronically through SagesGov

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.*

Spalding County Water Authority Contract (SCWA)

Driveway Standards Affidavit

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 – not required to be sealed by an architect or engineer

Homeowner Affidavit - submit only if owner will act as General Contractor; owner cannot contract with a non-licensed contractor to act as General Contractor {O.C.G.A. 43-41-17 (h)}

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 existing park

Copy of Installer's State License for Manufactured Home

Additional Information may be required based on a project to project basis

*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** shall be posted on or near the electrical distribution panel of each new dwelling.