



BUILDING PERMIT **CHECKLIST**

MANDATORY DOCUMENTS

- Building Construction Plans – must be detailed enough to indicate full scope of work applied for on permit
- Site Plan – not required if no exterior modifications and/or additions or in scope of work
- Septic Permit – obtained from Spalding County Environmental Health Department; not required if on sewer; must be provided for new construction, additions, and accessory structures
- Well Permit – obtained from Spalding County Environmental Health Department; not required if on public water
- Sewer Service Account – obtained from City of Griffin customer service department
- SCWA Service Contract and meter receipt – required for all new construction permits that will use public water; 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.
- Driveway Standards Affidavit – only required for new construction permits
- Site Plan Affidavit – not required for interior remodel permits or scopes that exclude exterior modifications and/or additions
- Homeowner's Affidavit – only required if owner / occupant is either doing the work or supervising the work
- Contractor's State Licensing and Business Licensing – both licenses must be current
- Authorized Permit Agent Form – required if permit applicant is not licensed contractor; must be submitted for each permit
- Subcontractor Affidavit – only required for projects that involve multiple trades and if builder will be permitting trades; if not submitted, each trade must permit separately

ADDITIONAL DOCUMENTS (contact office to determine if necessary)

- ES&PC Plans – required for all projects in an existing subdivision or new subdivision, and for any project where the disturbed area is one acre or more
- State Installer's License – only required for company's submitting for the installation of manufactured homes; must also provide current business license
- Roof Pitch Certification – required for all new manufactured homes (must be 4:12 minimum)
- Finished Floor Elevation Certificate – required for all structures that will be constructed within a flood plain

This checklist does not need to be submitted with permit documentation. It is only meant to be a general guide; there may be less documentation needed or more documentation needed depending on each permit's scope of work.

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