



BUILDING PERMIT **CHECKLIST**

MANDATORY DOCUMENTS

- Building Construction Plans**- must be drawn to scale with detail 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; **or** **Sewer Service Account**- obtained through City of Griffin Water Department. If in Heron Bay Subdivision, Henry County Water & Sewer Authority provides the service and billing.
- Well Permit**- obtained from Spalding County Environmental Health Department; **or** **Water Service account** obtained through City of Griffin Water Department. If in Heron Bay Subdivision, Henry County Water & Sewer Authority provides the service and billing.
- SCWA Service Contract and Irrigation System Affidavit**- required for all new services. These forms can be found on our online permitting system or online at www.spaldingcounty.com
- Driveway Standards Affidavit**- only required for new construction permits. Standards found at www.spaldingcounty.com
- 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 of property is pulling the permits. OWNER MUST LIVE THERE
- Contractor's State Licensing and Business Licensing**- both licenses must be current (**not** required if homeowner is pulling the permit and has completed Homeowner Affidavit).
- 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 subcontractor permits being pulled by the builder; 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 projects 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 true 4:12 minimum)
- Finished Floor Elevation Certificate**-required for all structures that will be constructed within a flood plain

Spalding County Environmental Health Dept 770-467-4230
City of Griffin Water Department 770-229-6403
Spalding County Water Authority 770-467-4208

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