



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: \_\_\_\_\_