



PLANNING AND DEVELOPMENT
OFFICE

*Planning – Zoning – Environmental – Permits & Inspections
Code Enforcement*

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“Serving Citizens Responsibly”

**CHECKLIST FOR BUILDING PERMITS
ACCESSORY STRUCTURES, ADDITIONS, AND
RENOVATIONS**

1. _____ Completed Permit Application
2. _____ Septic Permit (if applicable)
3. _____ Recorded Deed
4. _____ Recorded Plat (No Larger Than 11 X 17)
5. _____ Detailed Building Plans (No Larger Than 11 X 17)
6. _____ Copy of Homeowner/Builder's Driver's License
7. _____ Copy of Contractor's Current Year Business License
8. _____ Copy of Current State of Georgia Contractor's License
9. _____ Homeowner Affidavit (if applicable)
10. _____ Submittal checked for completeness by: _____