



# UPSON COUNTY BUILDING AND ZONING DEPARTMENT

## **NEW CONSTRUCTION BUILDING PERMIT REQUIREMENTS**

- 1) COMPLETED CONSTRUCTION BUILDING PERMIT APPLICATION, WHICH INCLUDES, IN PART:
    - a. Total Project Value (Materials plus labor)
    - b. Contractors and Subcontractors Names, Addresses and Phone Numbers
    - c. Power Company Provider Name
    - d. Map and Parcel Numbers
    - e. Parcel Acreage
    - f. Physical Address Required (If not sure address not yet assigned, call 706-646-7997)
    - g. Site Plan
    - h. Zoning Information
    - i. Floodplain Information
  - 2) TWO (2) SETS OF CONSTRUCTION PLANS, (HARD COPIES 36X24 or larger) INCLUDING TWO (2) COPIES OF THE SITE PLAN ARCHITECT/ENGINEER STAMPED, AS REQUIRED OCGA 43-4-14 (Exemption; Architect/Engineer stamp on one- & two-family resident plans. See OCGA 43-4-13 for other exemptions.)
  - 3) STEEL BUILDING PLANS, WHEN APPLICABLE
  - 4) COMCHECK, WHEN REQUIRED
  - 5) EROSION CONTROL PLANS AND PERMIT, WHEN REQUIRED
  - 6) DRIVEWAY CERTIFICATE OF COMPLIANCE (Formally: Driveway Permit) (ROAD DEPT. 706-647-2824)
  - 7) SEPTIC TANK PERMIT, IF REQUIRED (ENVIRONMENTAL HEALTH DEPT 706-647-5749)
  - 8) WELL PERMIT, IF REQUIRED (ENVIRONMENTAL HEALTH DEPT 706-647-5749)
  - 9) RESIDENTIAL BY OWNER ONLY-HOMEOWNER INSPECTION PROCEDURES CHECKLIST
  - 10) RESIDENTIAL BY OWNER ONLY-HOMEOWNER'S PERMIT AFFIDAVIT
- A. STATE LICENSED CONTRACTORS ARE REQUIRED TO PULL PERMITS, UNLESS THE OWNER PULLS IT FOR OWNER-OCCUPIED HOME (ONLY)
- B. CONTRACTORS AND SUBCONTRACTORS MUST SUBMIT COPIES OF THEIR STATE LICENSES AND OCCUPATIONAL TAX CERTIFICATES. THEY MUST SIGN THE PERMIT, PRIOR TO THEIR TRADE'S WORK AND BEFORE A CO WILL BE ISSUED.
- C. ORDER [BLUE ADDRESS SIGN](#) FROM YOUR VOLUNTEER FIRE DEPARTMENT

If you are needing to live in your RV while building your home, please inquire within our office for the required procedures.