



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.