

# RESIDENTIAL PERMIT SUBMITTAL GUIDE



*Where Quality Is A Lifestyle*

**NEW CONSTRUCTION  
ADDITIONS  
RENOVATIONS / REPAIRS  
ALTERATIONS / REMODELS**

## **Permits and Inspections Department**

140 Stonewall Avenue West, Suite 201

Fayetteville, GA 30214

Phone: 770-305-5403 Fax: 770-305-5258

Web: [http://www.fayettecountyga.gov/bldg\\_permits/infobldg.asp](http://www.fayettecountyga.gov/bldg_permits/infobldg.asp)

**EFFECTIVE July 1, 2008**

# RESIDENTIAL SUBMITTAL GUIDE

The following is an outline of the requirements for a **residential** submittal. This list is for reference purposes only and may not include all items needed to complete the plans examination process. Complete and accurate submittals help expedite the plan review process. Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions from county staff. Please use the following guidelines to assure that your application includes all of the information necessary for a timely review of your plans.

## SUBMITTAL CHECKLIST

- \_\_\_\_\_ Permit Application.
- \_\_\_\_\_ “Structure Specifics” worksheet (Included in the application packet)
- \_\_\_\_\_ **Original** Affidavits for Elec., Mech., Fuel Gas and Plumb. as applicable (Included in the application packet)
- \_\_\_\_\_ Copy of Business License - if Company is Out of State
- \_\_\_\_\_ Residential and General Contractors License copies as applicable
- \_\_\_\_\_ Authorize Permit Agent form as applicable
- \_\_\_\_\_ Qualifying Agent change of information form **if** applicable
- \_\_\_\_\_ Plans and Supporting Construction Documents - **Refer to the “Standards for Residential Plans and Construction Documents” guide for detailed requirements.**
- \_\_\_\_\_ Energy Code Compliance Documentation as applicable.
- \_\_\_\_\_ Electrical Calculations as applicable.
- \_\_\_\_\_ Recorded Property Deed - obtain through Superior Court
- \_\_\_\_\_ Plat - Complete in accordance with **“Plat Requirements for Permit Applications.”**  
**If not in a subdivision** - Plat must be recorded  
**If lot is in a subdivision** - Plat of the lot from the subdivision plat will be used.
- \_\_\_\_\_ Septic Tank Permit - **For New Residences**  
**For all other submittals** provide plat - Environmental Health must indicate septic tank, field, and replacement field locations on this plat.
- \_\_\_\_\_ If not on a municipal water supply, provide well permit. This must be indicated on the septic tank permit.
- \_\_\_\_\_ Water meter receipt for a new residence
- \_\_\_\_\_ Approved driveway cut permit from the Engineering Department if a county road as applicable
- \_\_\_\_\_ Copy of Georgia State DOT permit for all driveway cuts off of a state highway.

**OTHER REQUIREMENTS**

- A **foundation survey** of the lot shall be required for **lots equal to or less than 15 acres** to verify that the building or structure is located within the designated setbacks and in accordance with the approved plans for the following:
  1. For all newly constructed single-family dwellings.
  2. For residential accessory structures and additions located within two feet of the setback, floodplain and/or watershed protection areas.
- The foundation survey shall occur after concrete is placed and shall be submitted to and approved by the Fayette County Planning & Zoning Department and Stormwater Department prior to the commencement of any framing operations or work.
- **Facilities Required.** Sanitary facilities shall be required during construction, remodeling or demolition activities.

**PLAT REQUIREMENTS FOR PERMIT APPLICATIONS**

- Location of all existing and proposed structures drawn to scale and identified (house, barn(s), swimming pool, garage, etc.)
- Dimensions of proposed structure (length and width).
- Distance lines drawn from each property line to the closest part of the proposed structure.
- Location and shape of all existing and proposed driveways.

**RESIDENTIAL FEE SCHEDULE**

**Permit Fees:** \$50.00 or \$0.21 X total square footage, whichever is greater.  
 FOR DETERMINING TOTAL SQUARE FOOTAGE, INCLUDE AREAS WITHIN THE SURROUNDING EXTERIOR WALLS. AREAS OF THE STRUCTURE NOT PROVIDED WITH SURROUNDING WALLS SHALL BE INCLUDED IN THE BUILDING AREA IF SUCH AREAS ARE INCLUDED WITHIN THE HORIZONTAL PROJECTION OF THE ROOF OR FLOOR ABOVE.

**Impact Fees:** Residential - \$600.57  
 New structures only (does not apply to additions, remodels, accessory structures, etc.)

**HELPFUL TELEPHONE NUMBERS**

CALL BEFORE YOU DIG	811
Department of Transportation	706-646-6566
Fayette County Clerk of Superior Court	770-716-4290
Water System	770-461-1146
Environmental Health (Septic Tanks/Fields) – Suite 200	770-305-5415
Fayette County Permits & Inspections Department – Suite 201	770-305-5403
Fayette County Stormwater Department – Suite 203	770-305-5410
Fayette County Planning & Zoning Department – Suite 202A	770-305-5419

Any questions you may have concerning the Permit Submittal process should be directed to:  
 Wendy Brown – (770) 305-5132

**\*\*NOTICE\*\***

**ANY WORK CONCEALED BEFORE THE NECESSARY INSPECTION HAS BEEN APPROVED WILL REQUIRE AN ENGINEERS EVALUATION SIGN-OFF OR TO BE PROPERLY EXPOSED FOR THE INSPECTION.**