



Stephens County Code Enforcement
Residential/Commercial Building Permit Application
 P.O. Box 386 • 802 E. Doyle St • Toccoa, GA 30577
 Phone: (706) 886-9491 Fax: (706) 886-2185



FOR OFFICE USE ONLY	Acres	Tax Parcel	Zoning	Permit #
Right-of-way	Front Yard Setback	Back Yard Setback	Right Yard Setback	Left Yard Setback
<input type="checkbox"/> Recorded plat of property with structure location clearly marked	<input type="checkbox"/> Plans or drawings clearly identifying doors and windows	<input type="checkbox"/> Septic tank permit on file	<input type="checkbox"/> Notice of Intent on file if required	
Location Address:			Subdivision:	
Applicant Name:		Address:		
Phone Number:		Email Address:		
Land Owner Name/Phone #:		Address:	Phone #:	
Contractor Name:		Address:	Phone #:	
Doing Business As:		State License # & Expiration:		
Frame Type: <input type="checkbox"/> block <input type="checkbox"/> wood <input type="checkbox"/> metal <input type="checkbox"/> other	Exterior Material: <input type="checkbox"/> brick <input type="checkbox"/> hardi <input type="checkbox"/> vinyl <input type="checkbox"/> other	Foundation: <input type="checkbox"/> slab <input type="checkbox"/> block <input type="checkbox"/> basement <input type="checkbox"/> crawlspace <input type="checkbox"/> other	Heating Type: <input type="checkbox"/> electric <input type="checkbox"/> gas <input type="checkbox"/> heat pump <input type="checkbox"/> gas logs	
Type of Improvement: <input type="checkbox"/> new home <input type="checkbox"/> addition <input type="checkbox"/> remodel <input type="checkbox"/> alteration/repair <input type="checkbox"/> garage <input type="checkbox"/> storage <input type="checkbox"/> other _____				
Dimensions: L _____ W _____ H _____ Total Square footage: _____	Stories: _____ Bedrooms: _____ Full baths: _____ Half baths: _____ Decks/porches: _____	Structure Use:		
Driveway (High back curbs & lots with road ditches require a driveway permit.): <input type="checkbox"/> Permit <input type="checkbox"/> Curb and gutter <input type="checkbox"/> Existing			<input type="checkbox"/> Has NOI been filed with https://epd.georgia.gov?	
Existing Structures: <input type="checkbox"/> yes <input type="checkbox"/> no # of Existing Structures if applicable: _____ <input type="checkbox"/> residence <input type="checkbox"/> garage <input type="checkbox"/> storage <input type="checkbox"/> barn <input type="checkbox"/> other: _____			Estimated cost of construction: \$ _____	
Sewage Disposal Type: <input type="checkbox"/> public <input type="checkbox"/> septic	Garbage Disposal: <input type="checkbox"/> yes <input type="checkbox"/> no	Water Supply: <input type="checkbox"/> public <input type="checkbox"/> well	Power Company: <input type="checkbox"/> Hart EMC <input type="checkbox"/> GA Power <input type="checkbox"/> other	

By signing this application, you hereby certify that you have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. This permit must be renewed if the work described above is not started with six (6) months from the date the permit is issued. **FLOOR PLANS REQUIRED.**

Signature _____

Date _____

Office comments/notes/questions:

Date received: _____ **Received by:** _____

NO STRUCTURES OR IRRIGATION SHALL BE ALLOWED WITHIN ANY COUNTY RIGHT-OF-WAY, WITHIN 13 FEET OF CURB, DRAINAGE EASEMENT, BUFFER AREA, FLOOD PLAIN, OR WITHIN 25 FEET OF ANY STATE WATERS WITHOUT PRIOR APPROVAL.

PROPERTY LINES MUST BE CLEARLY MARKED PRIOR TO FOOTING INSPECTION.

- No untreated wood in footings
- All BMP's shall be installed and maintained
- Port-a-potty's are required on all job sites
- Burn permits are required by the Georgia Forestry Commission and can be obtained by calling (877) 652-2876
- No burning or burying of construction debris
- Before installing mailboxes, contact your local post office for specifications.

IT IS UNLAWFUL TO OCCUPY OR PERMIT SOMEONE TO OCCUPY A PREMISES WITHOUT A CERTIFICATE OF OCCUPANCY.

Inspection requests must be made by 4:00 the day prior to the needed inspection. Requests may be called in to phone # (706) 898-5750 or emailed to scpermits@stephenscountyga.gov Tuesday-Friday.

Please include the following with the request:

- Permit number
- Jobsite Address
- Inspection Needed
- Your name & Phone #

Permit/inspection card MUST be clearly posed on site.

There will be a \$75 fee for re-inspections. This fee is associated with re-inspections influenced by non-compliance of the requested inspection, not being ready for called inspection, or other reasons for re-inspection.

A \$100 renewal fee will be charged to any permit that has not had the first inspection within six (6) months of the issuance date.

Notification to owner: Appraisers from the Tax Assessors Office will be conducting on-site evaluations until the project is completed.

ANY VIOLATION OF THE ABOVE WILL RESULT IN A STOP WORK ORDER.

I have read the above items, understand and agree to comply with all items listed. By signing this application I hereby give access to the above address for the purpose of code compliance inspections for the duration of the construction process.

Signature

Date

Directions from main highway to property:

SKETCH OF BUILDING LOCATION ON PROPERTY