



## STEPHENS COUNTY BUILDING DEPARTMENT RESIDENTIAL BUILDING APPLICATION

Stephens County Building Department

802 E. Doyle Street Toccoa, GA 30577

Phone: 706-898-5750 Email: [scpermits@stephenscountyga.gov](mailto:scpermits@stephenscountyga.gov)

Stephens County requires that all construction work including new construction, additions, and remodeling comply with the Georgia State Minimum Standard Building Codes. Permits are required to ensure compliance with these codes and inspections will be conducted throughout the construction process.

### SECTION 1 – REQUIRED DOCUMENTS CHECKLIST

The following items must be submitted with your permit application:

- ☐ Completed Building Permit Application
- ☐ Recorded plat showing structure location and setbacks
- ☐ Construction drawings / floor plans
- ☐ Preliminary septic permit (if applicable)
- ☐ Contractor license and certificate of insurance

**Incomplete applications will not be accepted for review.**

### SECTION 2 – RESIDENTIAL BUILDING PERMIT APPLICATION Permit Number (Office Use Only): \_\_\_\_\_

#### APPLICANT INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### PROPERTY OWNER INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### JOB SITE INFORMATION

Job Site Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_  
Parcel Number: \_\_\_\_\_ Subdivision / Lot: \_\_\_\_\_

**Type of Improvement:** ☐ New Home ☐ Addition ☐ Remodel ☐ Other: \_\_\_\_\_

**Structure Type:** ☐ Primary Residence ☐ Secondary Residence ☐ Accessory Dwelling Unit

#### PROJECT DETAILS

Length: \_\_\_\_\_ Width: \_\_\_\_\_ Height: \_\_\_\_\_ Total Heated Square Feet: \_\_\_\_\_  
Stories: \_\_\_\_\_ Bedrooms: \_\_\_\_\_ Full Baths: \_\_\_\_\_ Half Baths: \_\_\_\_\_

**Exterior Material:** ☐ Brick ☐ Vinyl ☐ Hardi ☐ Metal ☐ Other: \_\_\_\_\_

**Foundation Type:** ☐ Slab ☐ Crawlspace ☐ Basement ☐ Other: \_\_\_\_\_

**SETBACKS:** Front: \_\_\_\_\_ Left: \_\_\_\_\_ Right: \_\_\_\_\_ Rear: \_\_\_\_\_

**Power Provider:** ☐ GA Power ☐ Hart EMC ☐ Habersham EMC ☐ Other: \_\_\_\_\_

ESTIMATED CONSTRUCTION COST: \$ \_\_\_\_\_

### SECTION 3 – CONTRACTOR INFORMATION

Contractors performing permitted work must be registered and approved through the Stephens County permitting portal prior to permit issuance. All required licenses, insurance, identification, and certifications must be current and verified through the contractor's portal profile.

☐ Registered/Approved Contractors

General Contractor: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_

HVAC Contractor: \_\_\_\_\_

All contractors must be registered and approved through the Stephens County permitting portal prior to permit issuance. Required licenses, insurance, identification, and certifications must be current and verified through the contractor's portal profile.

☐ Owner-Builder/Homeowner Exemption, if applicable

**Homeowner contractors must complete the Homeowner Affidavit must be completed and notarized.**

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### SECTION 4 – APPLICANT CERTIFICATION

By signing this application, you certify that all information provided is true and accurate and that all construction will comply with applicable state and local laws.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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### SECTION 5 – PERMIT CONDITIONS AND INSPECTIONS

#### Permit Conditions

- No structures or irrigation may be placed within county right-of-way, drainage easements, buffers, floodplains, or within 25 feet of state waters without approval.
- Property lines must be clearly marked prior to footing inspection.
- Permits expire if work does not begin within six months.
- It is unlawful to occupy a structure without a Certificate of Occupancy.

#### Inspection Requests

Inspection requests must be submitted by **4:00 PM the day prior to inspection.**

Requests must include:

- Permit number
- Job site address
- Inspection type
- Contact name and phone number

Requests may be submitted by:

**Phone:** 706-898-5750

**Email:** [scpermits@stephenscountyga.gov](mailto:scpermits@stephenscountyga.gov)

**Re-inspection Fee:** \$90

**Permit Renewal Fee:** \$150

Failure to comply with permit conditions may result in a **Stop Work Order.**



**STEPHENS COUNTY BUILDING DEPARTMENT  
RESIDENTIAL BUILDING AFFIDAVIT**

Stephens County Building Department  
802 E. Doyle Street Toccoa, GA 30577  
Phone: 706-898-5750 Email: [scpermits@stephenscountyga.gov](mailto:scpermits@stephenscountyga.gov)

**Property Address:** \_\_\_\_\_ **Parcel Number:** \_\_\_\_\_

**Owner/Applicant Name:** \_\_\_\_\_

This affidavit is required when a property owner is acting as the contractor for construction, alteration, or repair of their own residence.

By signing this affidavit, the undersigned affirms the following:

1. I am the owner of the property listed above.
2. I intend to personally supervise and perform the construction work authorized by the building permit.
3. I understand that I may not hire an unlicensed contractor to perform work that requires a Georgia contractor's license.
4. If I choose to hire subcontractors for electrical, plumbing, HVAC, or other licensed trades, those subcontractors must hold valid licenses issued by the State of Georgia.
5. I understand that I am responsible for ensuring that all construction complies with the Georgia State Minimum Standard Building Codes and all applicable county regulations.
6. I understand that inspections must be completed in the required sequence and that work found to be in violation of applicable codes may be required to be corrected or removed.
7. I understand that a residence built under a homeowner permit may not be offered for sale for a period of twenty-four (24) months, in accordance with O.C.G.A. §43-41-17.
8. I acknowledge that providing false information on this application may result in permit revocation and may subject me to penalties under Georgia law.

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NOTARY**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Notary Public:** \_\_\_\_\_

**My Commission Expires:** \_\_\_\_\_



**STEPHENS COUNTY BUILDING DEPARTMENT  
RESIDENTIAL SUBCONTRACTOR AFFIDAVIT**

Stephens County Building Department  
802 E. Doyle Street Toccoa, GA 30577  
Phone: 706-898-5750 Email: [scpermits@stephenscountyga.gov](mailto:scpermits@stephenscountyga.gov)

Building Permit Number: \_\_\_\_\_ Job Site Address: \_\_\_\_\_  
Subdivision / Lot: \_\_\_\_\_ General Contractor: \_\_\_\_\_

**SUBCONTRACTOR INFORMATION**

Printed Name: \_\_\_\_\_ Company Name: \_\_\_\_\_

**TRADE RESPONSIBILITY**

(Check the trade you are responsible for)

- ☐ Electrical  
☐ Plumbing  
☐ HVAC / Conditioned Air

A copy of the current Georgia State license must be attached.

**AFFIDAVIT**

I certify that I am the licensed contractor responsible for the trade indicated above at the job site listed.

I further certify that I am **registered and approved through the Stephens County permitting portal** and that all required State licenses, insurance, identification, and certifications associated with my contractor profile are current and valid.

I understand that I will remain responsible for this work until Stephens County Building Inspections and Permitting is notified in writing of any change in responsibility.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE ONLY**

License Verified: \_\_\_\_\_ Date: \_\_\_\_\_ Staff Initials: \_\_\_\_\_



## STEPHENS COUNTY BUILDING DEPARTMENT RESIDENTIAL INSPECTION GUIDELINES

Stephens County Building Department  
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This guide outlines the typical inspections required for residential construction. It is intended to help contractors prepare for inspections. This list is not exhaustive and additional code requirements may apply.

**Failure to comply with permit requirements may result in a Stop Work Order.**

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### GENERAL SITE REQUIREMENTS (Before First Inspection)

- Construction entrance installed with geotextile fabric and gravel
- Silt fence installed as required
- Permit card posted and visible from the road
- Property corners marked
- Portable toilet on site

### TEMPORARY POWER

- Temporary service pole installed with weatherproof cover
- GFCI outlets installed
- Ground rod installed and connected
- Mast or conduit installed for service connection

### FOOTING INSPECTION

- Footings excavated to undisturbed soil
- Minimum 12" depth below grade
- Proper footing width per building design
- Minimum two runs of #4 rebar installed on chairs
- Footings clean and free of standing water or debris

### FOUNDATION / SLAB

- Forms properly installed
- Vapor barrier installed (6 mil minimum)
- Reinforcement installed (rebar or mesh)
- Plumbing installed and pressure tested
- Slab minimum thickness of 3.5 inches

### ROUGH-IN INSPECTION

Must be completed before insulation or drywall.

- Framing complete
- Roofing installed
- Windows and exterior doors installed
- Electrical wiring installed
- Plumbing rough-in complete and tested
- HVAC ductwork installed
- Hurricane ties installed where required
- Exterior wall penetrations sealed

### INSULATION / ENERGY INSPECTION

- Wall insulation installed (minimum R-13)
- Attic insulation installed or prepared for installation
- Knee walls insulated and sealed
- Penetrations sealed with foam or caulk
- Cantilever floors insulated

#### **PERMANENT POWER**

- Meter base installed with disconnect
- Electrical panel installed and wired
- Ground rods installed
- Service wiring installed per power company requirements

#### **FINAL INSPECTION / CERTIFICATE OF OCCUPANCY**

- Electrical, plumbing, and HVAC systems operational
- GFCI and AFCI protection installed where required
- Smoke detectors installed
- Address numbers posted and visible from the road
- Yard stabilized (seed, straw, or sod)
- Handrails and guardrails installed where required
- Crawlspace vapor barrier installed (if applicable)
- Drainage slopes away from house

A Certificate of Occupancy will be issued after the final inspection has been approved.

#### **IMPORTANT NOTES**

This guide is intended as a reference only.

Additional code requirements may apply depending on the project.

It is the contractor's responsibility to comply with all applicable building codes.