



STEPHENS COUNTY BUILDING DEPARTMENT RESIDENTIAL ACCESSORY APPLICATION

Stephens County Building Department
802 E. Doyle Street Toccoa, GA 30577

Phone: 706-898-5750 Email: scpermits@stephenscountyga.gov

Stephens County requires that all construction, including garages, carports, pole barns, and other accessory structures, comply with the Georgia State Minimum Standard Building Codes. Permits are required to ensure compliance and inspections will be conducted during construction.

SECTION 1 – REQUIRED SUBMITTALS

The following items must be submitted with your application:

- ☐ Completed Accessory Structure Permit Application
- ☐ Recorded plat showing the proposed structure location and setbacks
- ☐ Building specifications (materials, dimensions, and construction type)
- ☐ Installation instructions and anchoring details (for prefab structures)
- ☐ Contractor license (if applicable)

Incomplete applications cannot be accepted for review.

SECTION 2 – ACCESSORY STRUCTURE 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

Property Address _____ City, State, Zip _____
Parcel Number _____ Subdivision / Lot _____

Structure Information

Type of Structure: ☐ Garage ☐ Carport ☐ Pole Barn ☐ Storage Building ☐ Other _____
Structure Type: ☐ Site Built ☐ Prefabricated
Dimensions: Length _____ Width _____ Height _____
Frame Type: ☐ Wood ☐ Metal ☐ Block ☐ Other _____
Exterior Material: ☐ Brick ☐ Hardi ☐ Vinyl ☐ Metal ☐ Other _____
Foundation: ☐ Slab ☐ Block ☐ Crawlspace ☐ Other _____
Setbacks: Front Yard _____ Left Side Yard _____ Right Side Yard _____ Rear Yard _____

Power Provider: ☐ GA Power ☐ Hart EMC ☐ Habersham EMC ☐ Other _____

Estimated Construction Cost: \$ _____

SECTION 3 – CONTRACTOR INFORMATION (If Applicable)

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.

SECTION 4 – APPLICANT CERTIFICATION

I certify that the information provided on this application is accurate and that all construction will comply with applicable state and local regulations.

Applicant Signature _____ Date _____

SECTION 5 – PERMIT CONDITIONS

- No structures or irrigation are allowed 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.
- All erosion control measures must be installed and maintained.
- Portable toilets are required on construction sites.
- Construction debris may not be burned or buried.
- A Certificate of Occupancy is required prior to occupying a structure.

Inspection Requests

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

Inspection requests must include:

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

Inspection requests may be submitted by:

Phone: 706-898-5750

Email: 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
ACCESSORY BUILDING AFFIDAVIT**

Stephens County Building Department
802 E. Doyle Street Toccoa, GA 30577
Phone: 706-898-5750 Email: 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 of an accessory structure on their property.

By signing this affidavit, the undersigned affirms the following:

1. I am the legal owner of the property listed above.
2. I am applying for a permit to construct an accessory structure on my property and will act as the contractor for this project.
3. I will personally supervise the construction of the accessory structure.
4. I understand that if I hire subcontractors to perform work requiring a state license (such as electrical, plumbing, or HVAC work), those subcontractors must hold valid licenses issued by the State of Georgia.
5. I understand that all construction must comply with the Georgia State Minimum Standard Building Codes and the Stephens County Land Use Regulations.
6. I understand that inspections must be scheduled and approved in the proper sequence as required by the Stephens County Building Department.
7. I understand that providing false information on this application may result in permit revocation and may subject me to penalties under Georgia law.

I certify that the information provided above is true and correct.

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

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

SUBCONTRACTOR INFORMATION

Printed Name: _____ Company Name: _____
Company Address: _____ City, State, Zip: _____
Phone Number: _____ Georgia State License Number: _____
License Expiration Date: _____

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 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 ACCESSORY INSPECTION GUIDELINES

Stephens County Building Department
802 E. Doyle Street Toccoa, GA 30577

Phone: 706-898-5750 Email: scpermits@stephenscountyga.gov

This guide outlines the typical inspections required for accessory structures such as garages, carports, pole barns, and storage buildings. It is intended to help property owners and contractors prepare for inspections. Additional code requirements may apply depending on the project.

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

GENERAL SITE REQUIREMENTS (Before Construction)

- Permit card must be posted and visible from the road
- Property corners should be clearly marked
- Structure location must match the approved site plan
- Setbacks must be verified before construction begins
- Erosion control measures must be installed if required

SETBACK / SITE INSPECTION

This inspection confirms the structure is located within required setbacks before construction begins.

- Structure location staked out
- Property lines identified
- Structure meets required front, side, and rear setbacks

FOOTING INSPECTION (If Applicable)

Required before pouring concrete.

- Footings excavated to undisturbed soil
- Minimum depth below grade as required
- Reinforcement installed if required
- Forms properly installed and clean

SLAB / FOUNDATION INSPECTION (If Applicable)

- Forms properly installed
- Vapor barrier installed if required
- Reinforcement installed (rebar or mesh)
- Anchor bolts installed where required

FRAMING INSPECTION (If Applicable)

- Structural framing complete
- Proper connections and anchoring installed
- Roof framing installed and secured
- Structure anchored according to manufacturer requirements

ELECTRICAL INSPECTION (If Electrical Work Is Installed)

- Wiring installed properly
- Grounding installed
- Electrical panel or disconnect properly installed

PLUMBING INSPECTION (If Water or Sewer Lines Are Installed)

Required if the accessory structure includes plumbing fixtures such as a sink or toilet.

- Water supply lines installed properly
- Drain, waste, and vent piping installed according to code
- Plumbing connections pressure tested
- Proper connection to approved septic or sewer system

FINAL INSPECTION

- Structure completed according to approved plans
- Anchoring and structural connections installed
- Electrical work approved (if applicable)
- Site cleaned of construction debris
- Drainage slopes away from structure

IMPORTANT NOTES

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

Requests must include permit number, job site address, inspection type, and contact information.

Permit/inspection card must be clearly posted on site.