



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 Carl McKinney-706-646-7997)
 - g. Site Plan
 - h. Zoning Information
 - i. Floodplain Information
- 2) TWO (2) SETS OF CONSTRUCTION PLANS, INCLUDING TWO (2) COPIES OF THE SITE PLAN (ARCHITECT/ENGINEER STAMPED, AS REQUIRED-OCGA 43-4-14)
- 3) STEEL BUILDING PLANS, WHEN APPLICABLE
- 4) COMCHECK, WHEN REQUIRED
- 5) EROSION CONTROL PLANS AND PERMIT, WHEN REQUIRED
- 6) DRIVEWAY PERMIT-ALWAYS (CITY, COUNTY OR GDOT) ROAD DEPT. 706-741-1119
- 7) SEPTIC TANK PERMIT, IF REQUIRED (ENVIRONMENTAL HEALTH DEPT)
- 8) WELL PERMIT, IF REQUIRED (ENVIRONMENTAL HEALTH DEPT)
- 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