

Information Needed for a Building Permit

To purchase a building permit for New Construction in Stephens County the following items are required:

1. A copy of a recorded plat of the property on which you intend to build, or if in a recorded subdivision the street name and lot #.
2. A copy of the recorded easement if the property does not front a county road.
3. A sketch or drawing indicating the approximate location of the proposed structure including the distance from property lines, creek, stream, branch or any body of water located on the property.
4. A basic floor plan layout with rooms, windows, doors, decks, etc (does not have to be scaled).
5. A copy of the approved septic tank permit, or if on sewer, a copy of the paid receipt or a letter indicating approval to tap on.
6. If driveway or any work abuts a State road or State right of way, a copy of the State issued permit prior to issuance of a County building permit. (contact Steve Kelly at GDOT 770-532-5563).
7. A copy of the approved culvert permit, if required from the Road Department.

To obtain a Commercial Building Permit Contact the Building Department.

To obtain a building permit for exterior appurtenances connected to or attached to such building or structure the following items are required:

1. A sketch or drawing indicating the approximate square footage of the construction and the location of the proposed structure to the dwelling including the location from the property line.
2. A copy of the approved septic tank permit, or if on sewer a copy of the paid receipt or a letter indicating approval to tap on (if applicable).

To obtain a mobile home permit:

1. A copy of the recorded plat of the property on which the home is to be set, or if in a subdivision, the street name and lot number
2. A sketch or drawing indicating the approximate location of the proposed structure including setbacks from the property line.

3. A copy of the recorded easement if the property does not front a County Road.
4. A copy of the approved septic tank permit, or if on sewer, a copy of the paid receipt or a letter indicating approval to tap on.
5. A copy of the location and relocation permit from the Tax Commissioner's office.

Note:

1. No permit shall be issued for any lot not meeting the minimum lot ordinance.
2. 911 addresses will not be issued until the permanent driveway is in place. The driveway does not have to be paved or graveled but must be in its final permanent place at the time E911 Mapping office comes to assign the address.

Electric, Gas, Mechanical or Plumbing Upgrades.

1. Letter noting scope of work to be performed.
2. Make and model of any new equipment.
3. Any and all requirements associated with upgraded system.