

Building Permit Application Checklist

Address _____

Permit # _____

Please provide the following information:

- _____ **Tertiary Permit** Approval
- _____ Application for Zoning Certificate and Building Permit
- _____ **Impact Fees** (Payable on a separate check or credit/debit card transaction.)
- _____ Plumbing, Electrical & Heating/Air Permit Applications and fees (if applicable)
- _____ **Subcontractor Affidavit** (Required only for Builders who are permitting for subcontractors)
- _____ **Septic Permit** or **Sewer Service Account** with proof of paid fees to the City of Griffin.*
- _____ **Well Permit** or **Water Service Account** with proof of paid fees to the City of Griffin.*
- _____ **Water Meters & Fire Lines tap/connection fees** must be paid to Spalding County when submitting Building Permit application. Proof must be provided that a water and sewer service account exists with the City of Griffin before making application for a Building Permit with Spalding County.
- _____ **Dwelling Electrical Load Calculation Forms** with Energy Code Compliance Method marked on Building Permit Application (Forms may be submitted by electrician at time Electrical Permit is acquired.)
- _____ Affidavit for Driveway Standards/Affidavit for Mailbox and Soil Erosion Control Requirements (if new residential construction)
- _____ **Site Plan Affidavit** and **Lot/Foundation Survey** for new construction within a platted subdivision.
- _____ Contractor's Business License
- _____ Individual/Qualifying Agent's **and** Company State License (authorizing work covered by permit application)
- _____ State Licensing Board for Residential and General Contractors **Authorized Permit Agent Form** and **copy of Driver's License** (if applicant is not the State License Holder)
- _____ **Homeowner Affidavit** if property owner is building for personal/family use only.
- _____ **Finished Floor Elevation Certificate**, if any portion of property is in 100 year Flood Zone
- _____ **Roof Pitch Certification** for Manufactured Homes on personal property, not in park
- _____ **Copy of Installer's State License** for Manufactured Home

*If in Heron Bay Subdivision, Henry County Water & Sewer Authority provides the service and billing. A copy of the receipt will be sufficient proof of service to apply for a Building Permit.

Please note: The **Georgia Residential Energy Code Compliance Certificate** is to be posted on or in the electrical distribution panel of each new dwelling. A copy of this permanent certificate must be submitted to and approved by the Spalding County Building Official before a Certificate of Occupancy will be issued.