

To Obtain A Residential Building Permit

- 1. When required by the Building Official, a Site Plan must be provided to show if in or out of flood plain.**
- 2. If on septic tank, a copy of the Site Plan & Septic Tank Permit, from Environmental Health Dept. @ 1007 Memorial Drive in Griffin, is required. A well permit is also required, if on private water.**
- 3. If on sewer, obtain a copy of the Sanitary Sewer Extension Policy and follow procedures therein.**
- 4. A Sub-Contractor Affidavit is required for any builder permitting for subcontractors, to be filled out and signed by each Sub. A copy of their business license & state card is required if not on file with our office & up to date.**
- 5. A completed and signed Building Permit application is required as well as payment of Building Permit Fee and Impact Fees (if applicable.)**
- 6. A copy of the Builders business license and state card is required, if not on file. An Authorized Permit Agent form is required if anyone other than the State License holder is applying for the Building Permit. A copy of the State License and the Permit Agent's Drivers License is required with this document.**
- 7. A street address is required if the lot is not in a platted subdivision on file with our office. This can be obtained from the Tax Assessor's office.**
- 8. A copy of the Service Contract for Water and/or Sewer from the City of Griffin is required when submitting Building Permit Application, along with the Spalding County Water Authority Service Contract and applicable fees for installation of a water meter.**
- 9. An Electrical Load Calculation form is required, and may be submitted when obtaining the Electrical Permit.**