



Residential Building Permit Requirements
Development Services Division
630 Ronald Reagan Drive Evans, GA 30809
706-868-3420 phone

A contractor or homeowner must provide a complete permit application and the information listed below. Contractors must show proof of a Georgia State license, a general liability policy with a minimum of \$100,000, a surety bond with a minimum of \$15,000, worker's compensation insurance and an occupational tax certificate from Columbia County. Homeowners may apply for do-it-yourself registration to construct their own home. Please contact 706-312-7438 and request an appointment with Byron Fulmer to discuss your application.

The following must be complete and accurate on the permit application:

Street address from GIS (706-868-3421)

Value of work (construction)

Description of work

Owner

Contractor

Total square feet under roof

Along with the permit, the following items must be submitted:

Proof of water supply from either a receipt from Water Utility (706-863-6928) for paid water taps fees or a contract/invoice/letter from the company providing well services.

Proof of septic supply from either a receipt from Water Utility for paid sewer tap fees or a septic tank permit from Health Department (706-868-3330).

Two sets of the plot plan with the location of the new construction and existing structures on site (if any) with distances from the lot lines.

Recorded plat (copies accepted) if the property is not in a subdivision.

One complete set of plans must be submitted for review.

Building plans must include:

Floor plans

Elevations (front, rear and both sides) and layout of floor and ceiling joists (designated and storage space)

Foundation plan must include:

Dimensions showing pier and/or pier and curtain layout (if applicable)

If using a slab foundation, plumbing supply, waste and vent must be shown (dryer vent in slab if applicable)

RES check. The website www.energycodes.gov provides free software to complete the RES check. Be sure to choose codes/Georgia/Evans after completing registration.

Land disturbance permit application with 2 sets of erosion control/grading plans.

Notice of Intent (NOI) to Georgia Environmental Protection Division (EPD). Secondary or Tertiary NOI is required for building permits issued within a common development or subdivision. A Primary NOI is required for building permits disturbing more than one acre outside of a subdivision. A received stamp from EPD or a certified mail notice must accompany the NOI. When an NOI is required, a Notice of Termination (NOT) must be filed upon completion. Certificates of Occupancy will not be issued for residential projects that have not passed an NOT inspection.

Primary, Tertiary, or building sites within 200 linear feet of a state water will require an approved, stand alone Erosion Control Plan for the site prior to issuance of a building permit.

Any lot that is affected by the 100 year flood plain to any degree must submit an elevation certificate to Engineering Services. For assistance, please contact 706-312-7278.