



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

## ATTENTION:

As we are taking precautionary measures for COVID-19, **ALL** permit requests including **ALL NEW** Residential Construction **MUST** be emailed to [permits@columbiacountyga.gov](mailto:permits@columbiacountyga.gov).

Please ensure the items listed below are included and attached in your email. Please make sure all attachments are submitted in PDF form.

### Type of Permits

#### **New Residential Building Permit**

- Permit Application (completed, signed and dated)
- Plans (scope of work)
- Plot/Site Plan
- RES check
- Water Tap & Sewer Tap receipt
- Septic Tank receipt (if applicable)
- LDP application
- Homeowner Disclosure (if applicable)

#### **Alterations / Additions Permit / Retaining Wall**

- Permit Application (completed, signed and dated)
- Plans (scope of work)
- Plot Plan
- LDP application
- Homeowner Disclosure (if applicable)
- Retaining Wall Engineer Design Plans

#### **All other Permits (Roofing, Electrical, Mechanical, Plumbing, Sprinklers etc.)**

- Permit Application (completed, signed and dated)

#### **Pool Permit**

- Permit Application (completed, signed and dated)
- Plans (scope of work)
- Plot/Site Plan
- LDP application
- Homeowner Disclosure (if applicable)
- Pool Owner Affidavit (completed, initialed, signed and notarized)

#### **Deck Permit**

- Permit Application (completed, signed and dated)
- Plans (scope of work)
- Plot/Site Plan
- LDP application
- Homeowner Disclosure (if applicable)

Once your requested permit(s) have been approved, we will contact you to take payment over the phone. We accept VISA and MASTERCARD.

Please submit **ALL** inspection requests to: [inspections@columbiacountyga.gov](mailto:inspections@columbiacountyga.gov).

Please submit Land Disturbance Permit Applications to [LDP@columbiacountyga.gov](mailto:LDP@columbiacountyga.gov).

If you have any questions regarding Land Disturbance call (706) 855 - 7246

If you have any questions regarding Planning call (706) 868 – 3400

OFFICE USE ONLY		
<input type="checkbox"/> IN PERSON <input type="checkbox"/> EMAIL <input type="checkbox"/> ONLINE  APPLICATION # _____  LDP APPLICATION # _____	RECEIVED DATE: _____  ENTERED DATE: _____  REVIEWED DATE: _____	BY: _____  BY: _____  BY: _____

<b>1. PROJECT ADDRESS:</b> _____			
<b>2. LEGAL DESCRIPTION - LOT:</b> _____	<b>BLOCK:</b> _____	<b>MAP/PARCEL:</b> _____	<b>SUBDIVISION:</b> _____
<b>3. APPLICANT NAME:</b> _____		CONTRACTOR <input type="checkbox"/>	AUTHORIZED AGENT <input type="checkbox"/>
<b>4. EMAIL:</b> _____		<b>5. CONTACT # :</b> _____	
<b>6. COST OF WORK:</b> _____		<b>7. CHANGING FOOTPRINT OF STRUCTURE?</b> YES <input type="checkbox"/> NO <input type="checkbox"/>	
<b>8. DESCRIBE WORK:</b> _____ _____			

PROPERTY OWNER				
NAME: _____				
CONTACT NUMBER: _____ CONTACT EMAIL: _____				
ADDRESS: _____				
TRADES REQUIRED	TYPE OF PERMIT	ADDITIONAL INFORMATION	CONTACT PERSON	PERMIT INFO
	<input type="checkbox"/> NSF <input type="checkbox"/> TWNHM <input type="checkbox"/> MH <input type="checkbox"/> POOL <input type="checkbox"/> ACCESSORY BLDG <input type="checkbox"/> ALTERATION <input type="checkbox"/> OTHER	TOTAL SQ FT: UNDER ROOF _____  WATER TYPE _____  SEWER TYPE _____	<b><u>BUILDER / GENERAL CONTRACTOR</u></b>	CID # _____  PERMIT FEE: _____  PERMIT # _____
<input type="checkbox"/> YES  <input type="checkbox"/> NO	<input type="checkbox"/> SERVICE CHANGE <input type="checkbox"/> GENERATOR <input type="checkbox"/> SOLAR <input type="checkbox"/> HOUSE / TRADE <input type="checkbox"/> TEMP POLE <input type="checkbox"/> STANDALONE	IF SUB / TRADE – BLDG PERMIT # _____  # AMPS: _____	<b><u>ELECTRICIAN</u></b>	CID # _____  PERMIT FEE: _____  PERMIT # _____
<input type="checkbox"/> YES  <input type="checkbox"/> NO	<input type="checkbox"/> GAS <input type="checkbox"/> SUB / TRADE <input type="checkbox"/> STANDALONE	IF SUB / TRADE – BLDG PERMIT # _____	<b><u>PLUMBER</u></b>	CID # _____  PERMIT FEE: _____  PERMIT # _____
<input type="checkbox"/> YES  <input type="checkbox"/> NO	<input type="checkbox"/> GAS <input type="checkbox"/> SUB / TRADE <input type="checkbox"/> STANDALONE	IF SUB / TRADE – BLDG PERMIT # _____	<b><u>MECHANICAL</u></b>	CID # _____  PERMIT FEE: _____  PERMIT # _____
<input type="checkbox"/> YES  <input type="checkbox"/> NO	<input type="checkbox"/> SUB / TRADE <input type="checkbox"/> STANDALONE	IF SUB / TRADE – BLDG PERMIT # _____	<b><u>IRRIGATION SPRINKLER</u></b>	CID # _____  PERMIT FEE: _____  PERMIT # _____

\* THE ISSUANCE OF THIS PERMIT AUTHORIZES IMPROVEMENTS OF THE REAL PROPERTY DESIGNATED HEREIN WHICH IMPROVEMENTS MAY SUBJECT SUCH PROPERTY TO MECHANICS' AND MATERIALMENS' LIENS PURSUANT TO PART 3 OF ARTICLE 8 OF CHAPTER 14 OF TITLE 44 OF THE OFFICIAL CODE OF GEORGIA ANNOTATED. IN ORDER TO PROECT ANY INTEREST IN SUCH PROPERTY AND TO AVOID ENCUMBRANCES THEREON, THE OWNER OR ANY PERSON WITH AN INTEREST IN SUCH PROPERTY SHOULD CONSIDER CONTACTING AN ATTORNEY OR PURCHASING A CONSUMER'S GUIDE TO THE LIEN LAWS WHICH MAY BE AVAILABLE AT BUILDING SUPPLY HOME CENTERS.

\* THE ISSUANCE OR GRANTING OF A PERMIT SHALL NOT BE CONSTRUED TO BE A PERMIT FOR, OR AN APPROVAL OF, ANY VIOLATION OF ANY OF THE PROVISIONS OF THE ADOPTED CODES OR OF ANY OTHER ORDINANCE OF THIS JURISDICTION. PERMITS PRESUMING TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF THE ADOPTED CODES OR OTHER ORDINANCES OF THIS JURISDICTION SHALL NOT BE VALID. THE ISSUANCE OF A PERMIT BASED ON CONSTRUCTION DOCUMENTS AND OTHER DATA SHALL NOT PREVENT THE BUILDING OFFICIAL FROM REQUIRING THE CORRECTION OF ERRORS IN THE CONSTRUCTION DOCUMENTS AND OTHER DATA. THE BUILDING OFFICIAL IS AUTHORIZED TO PREVENT OCCUPANCY OR USE OF A STRUCTURE WHERE IN VIOLATION OF THE ADOPTED CODES OR ANY OTHER ORDINANCES OF THIS JURISDICTION. THE BUILDING OFFICIAL IS AUTHORIZED TO SUSPEND OR REVOKE A PERMIT ISSUED UNDER THE PROVISIONS OF THE ADOPTED CODES WHEREVER THE PERMIT IS ISSUED IN ERROR OR ON THE BASIS OF INCORRECT, INACCURATE OR INCOMPLETE INFORMATION, OR IN VIOLATION OF ANY ORDINANCE OR REGULATION OR ANY OF THE PROVISIONS OF THE ADOPTED CODES.

\* A MEMBER OF THE COLUMBIA COUNTY TAX ASSESSORS STAFF MAY VISIT YOUR PROPERTY TO CARRY OUT THE DUTY OF MAKING AN APPRAISAL OF THE FAIR MARKET VALUE OF TAXABLE PROPERTY PURSUANT TO PART 1 OF ARTICLE 5 OF CHAPTER 5 OF TITLE 48 OF THE OFFICIAL CODE OF GEORGIA ANNOTATED. FOR ADDITIONAL INFORMATION CONTACT 706-312-7474.

\* THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMNCED WITHIN 180 DAYS OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 180 DAYS AT ANY TIME AFTER WORK IS COMMENCED.

\* COLUMBIA COUNTY RESERVES THE RIGHT TO REVOKE ANY PERMIT DETERMINED TO CONTAIN FALSIFIED INFORMATION OR ISSUED IN ERROR.

\* NOTICE TO CONTRACTORS: ANY CONTRACTOR CONSTRUCTING RESIDENCES OR ANY OTHER TYPE OF CONSTRUCTION IN THE ABOVE STATED SUBDIVISION WILL BE HELD ACCOUNTABLE AND RESPONSIBLE FOR ANY DAMAGES BY REASONS OF SAID CONSTRUCTION TO CURBS, GUTTERS, MAN HOLES, CATCH BASINS, WATER MAINS, ETC.

\* INSPECTION REQUESTS SHOULD BE MADE THROUGH EMAIL TO: [INSPECTIONS@COLUMBIACOUNTYGA.GOV](mailto:INSPECTIONS@COLUMBIACOUNTYGA.GOV). ALL REQUESTS RECEIVED BY 4:30 WILL BE SCHEDULED FOR THE NEXT BUISNESS DAY. ANY REQUESTS RECEIVED AFTER 4:30 PM WILL BE SCHEDULED FOR THE SECOND BUSINESS DAY. A FEE WILL BE CHARGED FOR THE SECOND AND EACH SUBSEQUENT REINSPECTION. ANY OUTSTANDING FEES MUST BE SETTLED PRIOR TO THE RELEASE OF A CERTIFICATE OF OCCUPANCY/COMPLETION.

\* I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO COMPLY WITH ALL LOCAL, STATE AND FEDERAL LAWS AND THAT THE ISSUANCE OF THIS PERMIT IS NOT DEEMED AN AFFIRMATION BY COLUMBIA COUNTY OF SUCH COMPLIANCE. I CERTIFY THE INFORMATION PROVIDED IS TRUE AND ACCURATE AND CONTAINS NO FALSE OR FRAUDULENT INFORMATION.

\* I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT AND KNOW THE SAME TO BE TRUE AND CORRECT. I UNDERSTAND THAT THE GRANTING OF A PERMIT DOES NOT WAIVE THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION. I AGREE TO REQUEST ALL INSPECTIONS REQUIRED BY COLUMBIA COUNTY.

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SIGNATURE OF APPLICANT / CONTRACTOR / AUTHORIZED AGENT / OWNER

DATE

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PRINT NAME



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.

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).

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.

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

Land Disturbance Permit (LDP) application with required plan type.

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. The GEOS generated submittal receipt must accompany the NOI. When an NOI is required, a Notice of Termination (NOT) must be filed upon completion. ALL projects which require a Land Disturbance Permit must pass a Notice of Termination inspection. 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.

For LDP assistance please contact the Environmental Permit Coordinator at (706) 447-7645 (SOIL).

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) 447-7645 (SOIL).



Residential Building Submittal Requirements  
Development Services Divisions  
630 Ronald Reagan Drive, Evans GA 30809  
(706) 868-3420

Requirements for Submitting Residential Plans for (Homes, Additions, Sheds, Detached Garages)

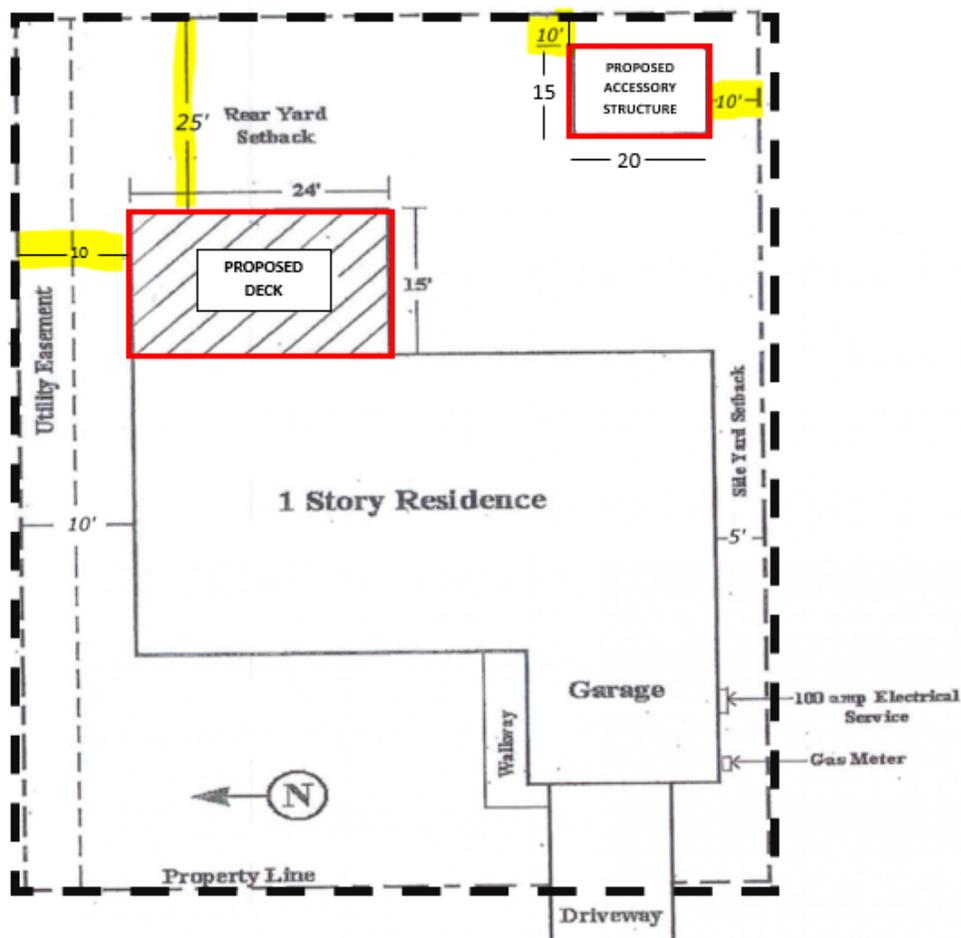
- 1) Provide a Plot Plan or Plat of the property; include locations of all structures on the lot and location of the proposed structure with distance from the proposed structure to the property lines.
- 2) Submit a Residential Permit Application.
- 3) Submit a Land Disturbance Permit Application
- 4) New Homes-Residential Energy Compliance Certificate (Res/Check for insulation values)
- 5) New Homes- Water & Sewer Tap receipt or Septic Tank form from Health Dept.
- 6) PLANS (with as much detail as possible; to include but not limited to the items below):
  - a) Footing/Foundation/Slab details (depth & width of footing, location and size of rebar, minimum requirement for footing is 2 continuous rows of #4 rebar overlapped a minimum of 18 inches. For the concrete slab install reinforcing wire on metal chairs or fiber mesh concrete in slab, anchor bolt layout requires minimum 6 ft. on center, 12 inches from each corner or splice in sill plate, ½" X 10" anchor bolts. For a monolithic slab – include details of the slab/footing – minimum requirements are 20" thick footing; 12" minimum below grade & 8" minimum above grade; minimum slab thickness is 3 ½ inches. For a crawlspace system (wood floor) include a pier & footing layout & block wall details.
  - b) Elevations (views of front, rear, and sides) include the grades.
  - c) Wall Details (size, spacing and type of material to be used for the sill plate or- bottom plate, studs, headers, top plate, wall sheathing, wall siding, insulation...)
  - d) Floor Details (for crawlspaces, include size and spacing of floor beams (girders) and the size and spacing of floor joists for conventional framing. Include engineered framing plan for TJI systems or other engineered lumber systems.)
  - e) Roof Details (include size, spacing of rafters, purlings & roof supports, ridge board, roof decking, and roof covering material (shingles, metal...)). For Roof Truss systems submit plans from the truss manufacturer.
  - f) Floor Plans (dimensions, location, and use of each space/room; door & window locations as well their sizes.
  - g) Include detailed electrical, plumbing and mechanical plans
  - h) Scope of Work (a complete description of work to be performed)
  - i) Note – Workman's compensation may be required if the Home Owner constructs the home. A Home Owners Disclosure Agreement Form must be completed if the Home Owner constructs the home.

\*\* Columbia County enforces the 2018 IRC, 2018 IMC, 2018 IPC, 2018 IFGC, 2015 IECC, all with Georgia State Amendments and the 2020 NEC with no State Amendments. If you are not familiar with these codes – It is recommended that you hire a state licensed Contractor. \*\*

## 2018 International Residential Code

**R106.2 Site plan or plot plan.** The *construction documents* submitted with the application for *permit* shall be accompanied by a **site plan showing the size and location of new construction and existing structures on the site and distances from lot lines**. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot. The *building official* is authorized to waive or modify the requirement for a site plan when the application for permit is for alteration or repair or when otherwise warranted.

**Sample Site Plan**





# Land Disturbance Permit Application

<b>GENERAL CONDITIONS</b>	<p>a. Projects that include the impoundment of water or the construction of a pond, the owner hereby agrees and does by these presents, indemnify and hold harmless Columbia County, Georgia from and against any and all claims, demands, suites. Judgments, or chooses-in-action which may be a third party against Columbia County, Georgia, as a result of the impoundment of water or the construction of a pond covered by this permit.</p> <p>b. Applicant indemnifies and holds the Columbia County, Georgia and its officers, agents, and employees against any and all claims, damages, demands, actions, causes of action, costs and expenses of whatsoever nature, which may result from any injury, death, loss or damage arises out of the construction, operation, maintenance, repair, removal or relocation of the facilities covered by this permit.</p> <p>c. Applicant is responsible for submitting all applicable documents, plans, reports, and/or drawings to comply with the Land Disturbance Permit Table and Columbia County Ordinance</p> <p>d. Applicant is responsible for obtaining any additional permits required by Georgia DOT, GA EPD, GA DNR, USACE &amp;/or other government agencies.</p> <p>e. This permit is subject to modification or revocation on a finding of noncompliance with any of the provision of the Columbia County Soil Erosion and Sedimentation Control Ordinance, and/or Erosion and Sedimentation Act of 1975, as amended, or any of the rules promulgated pursuant thereto; or with any representation made on the attached thereto.</p> <p>f. Unless otherwise exempted, person engaged in land-disturbing activities shall apply erosion and sedimentation control measures which conform to the specifications contained in the current version of the "Manual for Erosion and Sediment Control in Georgia" (also known as the "Green Book") published by State Soil and Water Conservation Commission.</p> <p>g. Once approved, this permit is effective until completion of the aforementioned land disturbing activity. However, if the land disturbing activity does not commence within twelve (12) months from date issued, or construction ceases for a period of 90 days, this permit will become null and void.</p> <p>h. The contractor will adhere to the weight limits prescribed on County maintained roads for hauling equipment and/or materials to and from this site. The contractor will be held responsible for any damages to the streets and/or utilities due to non-compliance of weight limit regulations.</p> <p>i. Failure to comply with the terms of this application will result in an immediate Stop Work Order in accordance with Columbia County Code of Ordinance, Chapter 34-72 (b).</p> <p>j. The following projects are exempt from the permit requirements of Columbia County Ordinance Section 34-70, provided however any land disturbing activities conducted as part of any such project shall conform to the minimum requirements as set forth in Ordinance Section 34-69, including, but not limited to, the implementation of BMPs, and the level of documentation specified in the LDP table shall be submitted to the County for verification in advance of undertaking such activity:</p> <ol style="list-style-type: none"> <li>1) Project with land-disturbance of less than 1000-square feet and not within 200-feet of State Waters.</li> <li>2) Individual new home construction within a larger common plan of development with an open Primary Notice of Intent, and such individual new home construction will be conducted in conformance with the approved development plan and ESPC plan applicable to the lot affected.</li> <li>3) Minor land-disturbing activities such as home gardens and individual home landscaping, repairs, maintenance work, fences, etc.</li> <li>4) Excavations and related preparations for establishment of irrigation wells not part of a bona-fide agricultural operation under O.C.G.A. 1-3-3.</li> </ol>
<b>LEGAL AUTHORITY</b>	<p><i>In accordance with Columbia County Code of Ordinance, Chapter 34 Environmental Article III,</i></p> <p>34-70(b)(5) Denial of permit. If a permit applicant has had two or more violations of previous permits, this article, or the Georgia Erosion and Sedimentation Act, as amended, within three years prior to the date of filing of the application under consideration, the county may deny the permit application pursuant to O.C.G.A. 12-7-7(f)(1).</p> <p>34-70(b)(6) Bond requirement. The county may require the permit applicant to post a bond in the form of government security, cash, irrevocable letter of credit, or any combination thereof up to, but not exceeding, \$3,000.00 per acre or fraction thereof of the proposed land-disturbing activity, prior to issuing the permit. If the applicant does not comply with this article or with the conditions of the permit after issuance, or the bond, the county may call the bond or any part thereof to be forfeited and may use the proceeds to hire a contractor to stabilize the site of the land-disturbing activity and bring it into compliance.</p> <p>34-70(d)(4) The permit may be suspended, revoked, or modified by the county, as to all or any portion of the land affected by the plan, upon finding that the land-disturbing activity is not in compliance with the approved ESPC plan or the permit or that the holder or his successor is in violation of this article. A holder of a permit shall notify any successor as to all or any portion of the land affected by the approved plan of the conditions contained in the permit.</p>
<b>CERTIFICATION</b>	<p>I hereby certify that the information provided herein is true, correct and complete to the best of my knowledge. I further certify that I have read the stipulations in this application and that I, and/or the entity I represent, as applicable, will be subject to these stipulations if a permit is issued.</p> <p>_____</p> <p>Operator/Contractor (Print )</p> <p>_____</p> <p>Owner/Developer or Authorized Representative (Print)</p> <p>_____</p> <p>Owner/Developer or Authorized Representative (Sign) <span style="float: right;">_____</span></p> <p style="text-align: right;">Date</p>



Development Services
Disclosure Agreement
Columbia County Code of Ordinances Section 18-252

Columbia County ordinances require that residential construction work shall be performed by registered residential builders. I have applied for a do-it-yourself registration. The registration allows me, as the owner of my property, to act as my own residential builder even though I have not registered as a residential builder. I must supervise the construction myself. I may build or improve a single-family residence for use and occupancy only by myself and my family. It may not be built for sale or rent. If I sell or rent a building, I have built myself within two years after the construction is complete, it will be presumed (subject to my right to rebut same) that I built the home for sale or rent, which is a violation of the ordinance. I may not hire an unregistered person or entity to perform services for me as a residential builder. It is my responsibility to make sure that people employed by me have the registration certificates required by Columbia County's contractor registration ordinances. My construction must comply with all applicable laws, ordinances, building codes, and zoning regulations. The undersigned states and affirms that he/she is the owner of the property under the legal description of property to be used for the proposed construction or alteration as described on the permit application and that the building is not being built or altered to be offered for sale or lease, nor is the building being used by the general public for street address:

Address: \_\_\_\_\_

Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Property Owner \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and Sworn Before Me on This the \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

- I, as the property owner will reside in the above-mentioned address.
I, as a family member of the property owner will reside in the above-mentioned address.
Relationship to the property owner: \_\_\_\_\_

Signature of family member \_\_\_\_\_ Date \_\_\_\_\_

Printed Name of family member \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and Sworn Before Me on This the \_\_\_\_\_ Day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

Licensing & Permits Department

Proof of Ownership: \_\_\_\_\_ Verified by: \_\_\_\_\_



## **ATTENTION:**

**January 31, 2020** will be the last day our permits voicemail inspection line will be available and monitored.

As of **February 1, 2020**, you will have to submit **ALL** inspection requests to this email address: [inspections@columbiacountyga.gov](mailto:inspections@columbiacountyga.gov).

Please ensure the items listed below are included in your email. This will help us properly schedule your inspections.

- Permit number
- Address
- Inspection type
- Requested date
- Your contact information



Residential Building Inspection Requirements  
Development Services Divisions  
630 Ronald Reagan Drive, Evans GA 30809  
(706) 868-3420

Inspection requests should be made through email to [inspections@columbiacountyga.gov](mailto:inspections@columbiacountyga.gov). All requests received by 4:30 p.m. will be scheduled for the next business day. Any requests received after 4:30 pm will be scheduled for the second business day.

If you require electrical, mechanical, and/or plumbing permits for your project, please send a permit request to [permits@columbiacountyga.gov](mailto:permits@columbiacountyga.gov) and our office will call you for payment by credit card over the phone. Please include the building permit number and address when requesting additional permits

The highlighted inspections listed below are the minimum inspections required per your plan submittal. Additional inspections may be required.

- Erosion And Sediment Control (this inspection must pass prior to any other inspection requests)
- Temporary Power
- Footing (with building plans, plot plans and signed transmittals from county on site)
- Plumbing Slab (with test – 10’ft head of water)
- Concrete Slab (monolithic or raised slab prior to placing concrete)
- Foundation (lot required to be graded, interior of foundation required to be graded and clear of debris) All structural members, joist, girders, drop sills, etc. must be in place prior to inspection and installation of any decking.
- Basement Walls (prior to pouring concrete wall forms)
- Basement Wall Waterproofing (prior to backfilling)
- Exterior Wall Inspection (before installing brick, siding, stone, stucco or other covering)
- Stucco/Stone Inspection (prep before installing scratch coat)
- Rough-In Framing (Roofing must be complete)(if any part of the lot is in the 100 year flood plain then a flood certification will be required to be submitted prior to any rough-in inspections being conducted)
- Rough-In Electrical
- Rough-In Mechanical
- Rough-In Plumbing (with water test)
- Gas Piping (with pressure test)
- Shower Pan (with water test for tile showers)
- Retaining Wall (footing, wall prep & final; separate permit and plan submittal required)
- Energy Efficiency (insulation & air barriers)
- Sewer (with water test)
- Electrical Power
- Final
- NOT (notice of termination)
- Zoning Compliance
- Final CO (before owner moves in)

**\*Building plans, plot plans and signed transmittals from Columbia County must be on site for all inspections\***

**\*\*At Final the House Must Be Totally Finished and All Landscaping Completed\*\***