



Do I Need A Permit For My Project?

This handout provides general information about the types of work that require a permit. As the owner of a single family dwelling, you can hire a licensed contractor to get the proper permits and complete the work, or in many cases, you can obtain permits and do the work yourself.

Why do I need permits?

- Permits protect you, your family and your investment. They are designed to help ensure that licensed contractors do the work when required.
- Inspections ensure that work is done safely and meets minimum code requirements.
- Minor problems that could lead to costly repairs, liability and life/safety issues can be detected and repaired during inspections.
- When selling a property, the buyer, realtor and/or lender may require unpermitted work be corrected, properly permitted and inspected before closing.
- It is the law. State Building Code requires permits be obtained for certain types of work.

Where can I get a permit?

Permits are issued in the Community Development Department, 135 W. Cherokee Ave., Suite 124, Cartersville, Ga. 30120

[www.bartowga.org/departments/
community_development](http://www.bartowga.org/departments/community_development)

770-387-5067

Permits issued 8 a.m. to 4:30 p.m.

The intent of this handout is to identify various types of work associated with single family dwellings that may require a permit, as well as certain land disturbance activity. This information is not all-inclusive, so please check with Community Development staff to discuss the scope of your project.

Projects that require a building permit

- Build, demolish or add a dwelling, room, garage, shed, carport or other structure attached to an existing dwelling.
- Build, demolish or move any detached accessory structure that is more than 200 square feet in area.
- Finish an existing attic, garage or basement to create living conditioned space.
- Create a new window or door opening, or widen the size of an existing opening.
- Move, remove, alter or add interior wall(s) that are load bearing or creating habitable space.
- Build a retaining wall that exceeds 2 feet high, or any retaining wall affected by the weight of an adjacent slope, nearby driveway or nearby structure; when affecting a structure, accessory parking, required accessible routes or egress to a public way.
- Build or replace a deck.
- Enclose an existing patio cover, porch or carport.
- Add or enlarge an attached unenclosed porch or patio cover.
- Installation or construction of a swimming pool.

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Projects that require a mechanical permit

- Install or alter a heating or cooling system.
- Install a wood stove or fireplace insert.
- Install, alter or repair gas piping between the meter and an appliance (indoors and outdoors).
- Install or remove a fuel oil tank.

Projects that require an electrical permit

You must be both the owner and the occupant of the dwelling in order to do electrical work yourself. If the dwelling is intended for sale, lease, rent or exchange in the near future, a licensed electrical contractor must do the work. A permit is required to:

- Install, change or repair any hardwired electrical system.
- Run any additional wiring, put in an additional electrical outlet or light fixture, or change your fuse box to circuit breakers.

Projects that require a plumbing permit

- Repair, replace, relocate or add to the piping system within your home.
- Install new plumbing fixtures such as toilets, sinks, showers, tubs, dishwashers, etc.
- Replace a water heater.
- Replace existing plumbing fixtures if the replacement involves concealed plumbing connections or alterations to existing piping.
- Adding a bathroom not only requires a plumbing permit, but may also require a building, electrical and/or mechanical permit.

Projects that require a floodplain development permit

- Earthwork in a mapped natural resource area (wetland, riparian area, significant vegetation).
- Earthwork in a mapped flood hazard area.

Projects that require an erosion control permit

- All new residential homes and additions prior to any clearing necessary (permit included with building permit when obtained simultaneously).

Projects that require zoning and/or site engineering review

- Build or install an accessory structure, to confirm the location on the site complies with zoning code requirements.
- Create a new or enlarged parking area or driveway, or pave a previously graveled parking area.
- Make any improvements required as a condition of your zoning approval.
- Make any exterior alterations including site work such as constructing a patio or deck.
- Development activity that falls within mapped natural features or hazards (wetlands, floodplain, etc.).
- Erect a fence that encroaches near a stream or creek.
- Modify the sidewalk or driveway in the public right-of-way.
- Install a new driveway (Driveway Permit).
- Any site work, grading, or construction within 75 feet of a river, stream or creek (State and County stream buffers).

Projects that require a stormwater permit

- New commercial or industrial development or redevelopment that involves the creation of 5,000 square feet or more of impervious cover.

Projects that require a land disturbance permit

- New commercial, industrial, or residential development or redevelopment that involves land development activities of 1 or more acre.
- Any new development or redevelopment, regardless of size, defined as a hotspot by the Ga. Environmental Protection Division (e.g. fuel tanks, hazardous material storage, auto repair, etc.)
- Any land development activities within 200 feet of the bank of any state waters.

Work NOT requiring a building permit

Some minor repairs and maintenance on one and two family dwellings do not require a building permit; however, regardless of whether a permit is required, the project must meet all adopted construction codes adopted by the State of Georgia and Bartow County requirements.

- Install insulation in an existing home.
- Install window awnings, not more than 54-inches deep, supported only by an exterior wall and does not project beyond the property line or any setback.
- Replace interior wall, floor, or ceiling coverings (such as wallboard or sheet vinyl).
- Install shelving and cabinets.
- Install gutters and downspouts.
- Replace or repair siding not required to be fire-resistive.
- Replace or repair roofing, or installing a new roof over existing roofing.
- Replace doors or windows.
- Install swings and other play structures.
- Build a fence (no fencing allowed in public rights-of-way).
- Pave a walkway on private property.
- Build a shed or detached non-habitable accessory building not over 200 square feet in area that complies with Bartow County setback requirements, unless within a special flood hazard area.
- Repave driveways where no expansion has occurred. Does not include driveway approach on right-of-way and County sidewalks.
- Replace plumbing fixtures that are not concealed within a wall or floor. Make emergency plumbing repairs, or replace freeze-damaged or leaking concealed plumbing pipes that are no more than 5 feet in length.