



BARTOW COUNTY

Steve Taylor, Sole Commissioner

Lamont Kiser, PE, CFM, Director

Community Development Department

135 W. Cherokee Ave., Suite 124

Cartersville, GA 30120

770-387-5005 or 5007 / www.bartowga.org

DEPARTMENTAL APPROVALS REQUIRED:

- ☐ **Zoning 770-387-5007** – verify the property is correctly zoned for the structure you intend to build; obtain a zoning verification form
- ☐ **Engineering 770-387-5067** – verify the property does/does not contain flood plain
- ☐ **Structural Numbering 770-387-5015** – obtain a street number or verify the one you have is okay to use
- ☐ **Environmental Health Dept. 770-387-2614** – if the property will be serviced by a septic system:
 - a. if you will install a septic tank , apply for a septic tank permit and provide a copy to building inspections when you apply for the building permit
 - b. if there is an existing septic tank that you wish to utilize, obtain a letter verifying the existence of a functional septic system; provide a copy to building inspections when you apply for the building permit
 - c. if the property will be serviced by sewer, contact the utility provider and sign up for the service; provide a copy to building inspections when applying for the building permit
- ☐ **Water Department** – if the property will be served by a well, then nothing will be required to be provided to building inspections:
 - a. Bartow County Water 770-387-5170 – either sign up for service and provide a copy of the user agreement or obtain a letter stating that service is available
 - b. City of Adairsville 770-773-3451 – either sign up for service and provide a copy of the user agreement or obtain a letter stating that service is available
 - c. City of Cartersville 770-387-5653– either sign up for service and provide a copy of the user agreement or obtain a letter stating that service is available
- ☐ **Proof of Ownership / Deeds / Plats** –
 - a. Clerk of Court 770-387-5025 – If the property has to be sub-divided or has recently been, a plat will need to be reviewed by the Zoning Department for approval and then recorded with the Clerk's office (please see Zoning for plat requirements and the Clerk's office for recording requirements). You may also obtain a copy of a recorded plat from the Clerk's office. If you recently purchased the property, then you will need to provide proof of ownership (i.e.- settlement statement or deed showing the new ownership). Please also check with the Clerk's office to see if the property has any deed or covenant restrictions.

WHO CAN APPLY FOR A BUILDING PERMIT (SINGLE FAMILY HOME)

- 1) Georgia State Licensed Contractor – if you are hiring a contractor to build the home, then they must apply for the building permit. They will be required to provide a copy of their state contractors' license as well as company license (if applicable) and occupational license. *Contact the permit office for all required documents/licenses 770-387-5005 or 5007.*
- 2) Home Owner – if you are not hiring a general contractor, meaning you are acting as the general contractor; if you have not pulled a home owners' building permit within the past 24 months in Bartow County; if you own the property and will reside there once built for a period of at least 24 months from the date the certificate of occupancy is issued, then you may apply for the building permit yourself. A home owner may also permit the electrical, plumbing and HVAC providing you are doing the work yourself. *Contact the permit office for all required documents, etc. 770-387-5005 or 5007.*

OTHER IMPORTANT INFORMATION TO KNOW BEFORE APPLYING FOR A PERMIT

- 1) All homes must contain a minimum heated area of no less than 1,100 square feet (unless otherwise notes – see the Zoning Dept. for the Accessory Dwelling Unit Ordinance). The home's main roof line must be at least a 5:12 roof pitch.
- 2) Once all required paperwork is obtained, you may apply for the building permit. This permit will include a driveway permit (if required), basic soil and erosion permit (see Engineering if there is flood plain for those requirements), temporary pole permit (if required), electrical permit, plumbing permit and HVAC permit. It is the builders' responsibility to have the mechanical contractors complete their portion of the application and turn back in to Building Inspections prior to requesting a rough-in inspection. Permits are issued Monday thru Friday from 8:00 a.m. till 4:30 p.m. CASH or CHECK only.
- 3) Fees- permit fees are based on several different things: heated square footage, basement, # of fireplaces, will there be a sewer connection, will there be a natural gas connection. *Contact the permit office if you need an exact cost prior to applying for the permit. You must know the information above. 770-387-5005 or 5007.*

4) Requesting Inspections – inspection request must be made one (1) day in advance and before 4:00 p.m. that day, 770-387-5005 or 5007. Starting July 1, 2016 we will NO LONGER be scheduling “Same Day Inspection Request”. When you call for the inspection please either know the Master Building Permit Number or the Correct Street Address.

5) Failed Inspections – The work must be completed before you call and schedule the inspection. If the inspection is NOT ready when the inspector arrives or the home is locked and the inspector CANNOT gain access to do the inspection, you may be charged a re-inspection fee. Re-inspection fees MUST be paid prior to requesting another inspection or re-inspection. Re-inspection fees are as follows:

1st Re-Inspection = \$20.00

2nd Re-Inspection = \$40.00

3rd Re-Inspection = \$80.00

6) Permit Card – The permit card MUST be posted on the lot before requesting an inspection. It MUST be where the inspector can access it to apply the inspection result stickers. If the card is NOT posted, then the inspection will not be done and a re-inspection fee may apply.

TYPICAL ORDER OF INSPECTIONS

- 1) Driveway Inspection- if a new driveway will be installed and it is off a state road, contact the DOT. Otherwise, please contact David Stiles to inquire about installing and/or inspections. 770-547-1801
- 2) Initial Erosion Inspection – Install any required BMP's and a construction exit then call for the initial inspection. You may also contact the inspector before doing any work to set up an “Educational Visit” to see what is required. David Stiles 770-547-1801
- 3) Grading Inspection- Once the foundation has been dug and stabilization is in place outside of the footprint of the home, then call for the inspection. David Stiles 770-547-1801 (This inspection is BEFORE any concrete is poured.)
- 4) Temporary Construction Pole – After the pole and meter base is installed, required wiring, disconnect, ground rod and ground fault protected receptacle are installed you will call for the inspection. If the service will be overhead, the pole must be braced. 770-387-5005 or 5007
- 5) Footing or Slab Inspection – After the footings have been excavated and the grade stakes are in, but before pouring. If a slab is to be poured, the plumbing drainage and supply piping which will be in the slab must be in place and be exposed. The piping can be covered and the vapor barrier put down after the inspection (in lieu of an inspection of the plumbing in a slab, a licensed plumber can submit an affidavit form) 770-387-5005 or 5007
- 6) Sheathing Inspection – This must be installed per 2012 IRC Section R602-12.
- 7) Exterior Covering (House Wrap) Inspection – This must be installed before requesting the rough-in inspection and will be inspected at the time of the rough. This must be installed per 2012 IRC Section R703 and be inspected before siding is installed.

8) Rough-In Inspection – The framing, plumbing, electrical and HVAC rough-ins and caulking will be inspected at the same time. The rough inspection should be performed before the insulation is installed. All supplemental permits (electrical, plumbing and HVAC) must be filled out and signed before the inspection can be requested. 770-387-5005 or 5007

a. Gasline – if there will be natural gas, the pressure test should be ready when requesting the rough inspection.

b. TPR – if possible please request the permanent power inspection when requesting the rough inspection.

9) Insulation Inspection – To be made after the rough-in approval of the framing, electrical, plumbing and HVAC inspections and caulking, but prior to the installation of the interior wall covering. 770-387-5005 or 5007

10) Sewer Inspection – Before covering the sewer piping. 770-387-5005 or 5007; the Environmental Health Department will inspect septic tank installations. 770-387-2614

11) Temporary Power Inspection (TPR)- (if not done at the time of the rough inspection) The electrical panel, meter and grounding should be ready for electricity. The panel cover must be on or ready to be put on and at the panel.

12) Final Erosion Inspection – Call for this inspection prior to requesting a final inspection and certificate of occupancy. There must be at least 70% ground coverage over 100% of the area. David Stiles 770-547-1801

13) Final C/O Inspection – All inspections must be passed, all paperwork turned in and a copy of the Energy Code Compliance Certificate turned in and approved prior to requesting the inspection. You must post the Energy Code Compliance Certificate by the electrical panel box. The septic system must be installed and approved by the Health Department (770-387-2614) also prior to requesting the inspection. The building should essentially be complete and ready for occupancy.

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