



BARTOW COUNTY

Building Inspections

Steve Taylor, Sole Commissioner

Tony M. Tidwell, Building Official

TO OBTAIN A BUILDING PERMIT – RESIDENTIAL

- Verify the property the house is to be built on is properly zoned for construction of a house. **Zoning Department 770-387-5007**
- Verify the structure to be built will comply with any restrictive covenants of the property. **Clerk of Superior Court 770-387-5025**
- A street address must be obtained or verify the one you have is acceptable. **Structural Numbering 770-387-5015**
- If installing a driveway, a permit must be issued. **Community Development 770-387-5067**. If the driveway is to come off a state road, contact the Georgia Department of Transportation.
- If the property has access to public sewer, make application for a sewer tap with the jurisdiction that provides the sewer tap (i.e. **Bartow County Water 770-387-5170**, **City of Cartersville 770-387-5607**, etc.) If a septic tank is required, apply for a septic tank permit – **Bartow County Environmental Department 770-387-2614**.
- An erosion & sedimentation permit must be obtained for the land disturbance. **Community Development 770-387-5067**.

WHAT TO BRING TO APPLY FOR A BUILDING PERMIT:

- ✓ You must have an approved E & S Permit (meaning you have passed the first two erosion inspections).
- ✓ Zoning Verification Form and plat of the property.
- ✓ If you just purchased the property, bring a settlement statement, closing documents or deed showing ownership transfer.
- ✓ A copy of the sewer agreement or septic tank permit. (If using an existing septic tank, obtain a letter from the Health Dept verifying the existence of a functional septic system.)
- ✓ A copy of the water user agreement from the public water provider, unless the dwelling will be served by a well.
- ✓ Building permit application (can be picked up at the office or obtained by visiting <http://bartowga.org/images/stories/buildinginspections/perapp.pdf>)
- ✓ Permit Fee (contact us to get that fee) – Cash or Check only. Check should be made payable to Bartow County

*Effective **July 1, 2008**, the Georgia Contractors Licenses will be required and must be presented **each** time you apply for a permit. Only the qualifying agent for the contracting company may apply for the permit, unless, an Authorized Permit Agent Form is submitted.*