

RESIDENTIAL BUILDING PERMIT CHECKLIST

SUBDIVISION: _____ ADDRESS: _____ LOT #: _____

PERMIT # _____

1. Please put forms in order
2. Make sure Map/Parcel # is on application
3. All affidavits are required to be complete

- ☐ Permit Application
- ☐ House Plans
- ☐ Truss Plans
- ☐ HLP(Utility location tie-ins)
- ☐ Elevation Certificate
- ☐ Radon Control System Form
- ☐ Preconstruction form
- ☐ Backflow Cleanout/Damage of Automatic Read Meters
- ☐ GA State Energy Code Form
- ☐ Erosion Control Form
- ☐ NOI/Tertiary Permittee Completed Form ☐ Approved SCS Plans ☐ Certified Mail Receipt From USPS
- ☐ Prequalification form if using 3rd Party Engineers
- ☐ Contractor ☐ State License ☐ Business License ☐ Drivers License
- ☐ Mechanical Affidavit ☐ State License ☐ Business License ☐ Drivers License
- ☐ Plumbing Affidavit ☐ State License ☐ Business License ☐ Drivers License
- ☐ Electrical Affidavit ☐ State License ☐ Business License ☐ Drivers License