

PUTNAM COUNTY BUILDING AND ZONING PROCEDURE

1. **NO BUILDING PERMIT(S)** WILL BE ISSUED UNTIL AFTER A **SEPTIC PERMIT** HAS BEEN OBTAINED.
2. AFTER OBTAINING A **SEPTIC PERMIT** AND COMPLETING YOUR BUILDING PERMIT APPLICATION, CONTACT THE ZONING OFFICER TO ARRANGE TO HAVE THE BUILDING PERMIT ISSUED.
3. **FIRST INSPECTION:** WHEN BUILDING IS STAKED OUT,, KEEPING WITHIN THE COUNTY SET-BACKS, CONTACT THE ZONING OFFICER FOR THIS INSPECTION.
4. **SECOND INSPECTION:** WHEN THE BASEMENT IS DUG AND FOOTINGS ARE SET AND REBAR IS IN BUT BEFORE THE CONCRETE IS POURED, CONTACT THE ZONING OFFICER FOR THIS INSPECTION.
5. **THIRD INSPECTION:** WHEN ELECTRICAL, PLUMBING, HEATING, AND AIR CONDITIONING IS INSTALLED, BUT BEFORE THE DRYWALL IS INSTALLED. CONTACT THE ZONING OFFICER FOR THIS INSPECTION.
5. **FOURTH INSPECTION:** PRIOR TO OCCUPANCY, CONTACT THE ZONING OFFICER FOR THIS INSPECTION.
6. WHEN DRIVEWAY IS ESTABLISHED. NOTIFY THE 911 COORDINATOR TO OBTAIN A 911 ADDRESS
8. A **PLAT OF SURVEY** AND A **SET OF BLUEPRINTS** OF THE BUILDING(S) MUST ACCOMPANY THE BUILDING PERMIT APPLICATION