



Greene County Building and Zoning Department
**SINGLE FAMILY HOUSE
BUILDING PERMIT APPLICATION**
(New House, Addition, Repair/Remodeling)

Chuck Wooley
Building Official

1034 Silver Dr., Ste 103, Greensboro, GA 30642 • Telephone 706-453-3333 • www.greencountyga.gov/building

IMPORTANT DIRECTIONS FOR COMPLETING THE BUILDING PERMIT APPLICATION

Email all forms to the Greene County Building and Zoning office at permits@greencountyga.gov.

All documents **MUST BE** submitted with ORIGINAL signatures.

In lieu of submitting the forms via email, you may hand deliver them to:

1034 Silver Dr.
Ste 103
Greensboro, GA 30642



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Single Family Home Checklist

The applicant must provide the following:

Septic System Permit

If you are going to have a new septic system or have an existing system, you must first contact the Health Department. There is a fee for this service. This could take up to twenty working days to complete. **You cannot get a permit from us until we have a copy of your permit from them or a copy of the approval for the existing system.** The Health Department can be reached by calling 706-453-7561. A final inspection is required from the Health Department before a CO will be issued.

Setbacks Met

See ARTICLE VIII. - AREA, YARD AND HEIGHT REQUIREMENTS [Sec. 8.1. - Generally.] of the Greene County Code of Ordinances for setback requirements.

Zoning Requirements Met

See ARTICLE IX. - SPECIAL PROVISIONS of the Greene County Code of Ordinances for Zoning requirements.

Notice of Intent (NOI) Submitted to GEOS

<https://geos.epd.georgia.gov/GA/GEOS/Public/GovEnt/Shared/Pages/Main/Login.aspx> A copy of the confirmation page received must be included in your packet.

Site Plan AND Erosion Sediment and Pollution Control Plan (ES&PC)

_____ One (1) Hard Copy Submitted
_____ One (1) PDF Emailed

Land Disturbance Permit (if applicable)

Single Family Residential Building Permit Packet Completed

_____ Description Completed
_____ Application Signed
_____ Total SF and Estimated Project Valuation



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Single Family Home Checklist *Continued*

Building Plans

- _____ One (1) Hard Copy Submitted
- _____ One (1) PDF Emailed

State Licensed Contractors

- _____ Copy of State License Included
- _____ Copy of Occupational Tax Certificate or Business License Included

Subcontractor Affidavit Form

- _____ All Information Completed for each Subcontractor
- _____ Original Dated Signature of EACH Subcontractor
- _____ Original Dated Signature of the Master Permit Holder

Driveway Permit (if applicable)

A Driveway Permit is required for any new driveways intersecting with a public or state right-of-way before construction of the driveway.

- _____ County Road - If the lot is located on a county road, contact the Building and Zoning Department at 706-453-3333 and submit Greene County's Driveway Permit Application.
- _____ State Highway - If the property is located on a State Highway, you must contact the GA State DOT office at 706-343-5836 for their required permit application.

Address (if applicable)

If you need an address assigned, please advise the Building and Zoning Department when applying for a Single Family Home Permit.

You will be given a Green Permit Card with the permit number . This card **must** be posted at the driveway entrance so it can be seen from the road. The Inspector will sign the card after each inspection. Inspections will **NOT** be performed without the permit card present.



Greene County Building and Zoning Department
**REQUIREMENTS FOR EROSION SEDIMENTATION
& POLLUTION CONTROL PLAN, LDP & NOIs**

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If **any** of the following situations apply to your job, an ES&PC Plan by a design professional, an LDP with septic letter (if applicable) and an *NOI submitted to the state EPD are required.

- **Within a Common Development** developed on or after August 2000.
- **Disturbing More Than One Acre**
- **Within 200' of State Waters** this includes spring fed ponds, creeks, streams, etc.

*A Notice of Intent (NOI) submitted to the EPD via their online website GEOS has a state mandated **14-day waiting period** from the date of submittal before any permits are issued.

**STAND ALONE REQUIREMENTS
SINGLE FAMILY RESIDENTIAL
(Construction Activities that are NOT within a Common Development)**

Disturbing less than 1 acre and **NOT** within 200' of state waters

- A **Stand Alone ES&PC Plan** is required
- A **LDP** will be issued at **NO CHARGE**

Disturbing less than 1 acre and **WITHIN** 200' of state waters

- **ES&PC Plan** is required
- **LDP** is required
- **NOI** must be filed with the state

**STAND ALONE REQUIREMENTS
OTHER THAN SINGLE FAMILY RESIDENTIAL
(Construction Activities that are NOT within a Common Development)**

Disturbing acreage within 200' of any state waters.

- **ES&PC Plan** is required
- **LDP** is required
- **NOI** must be filed with the state

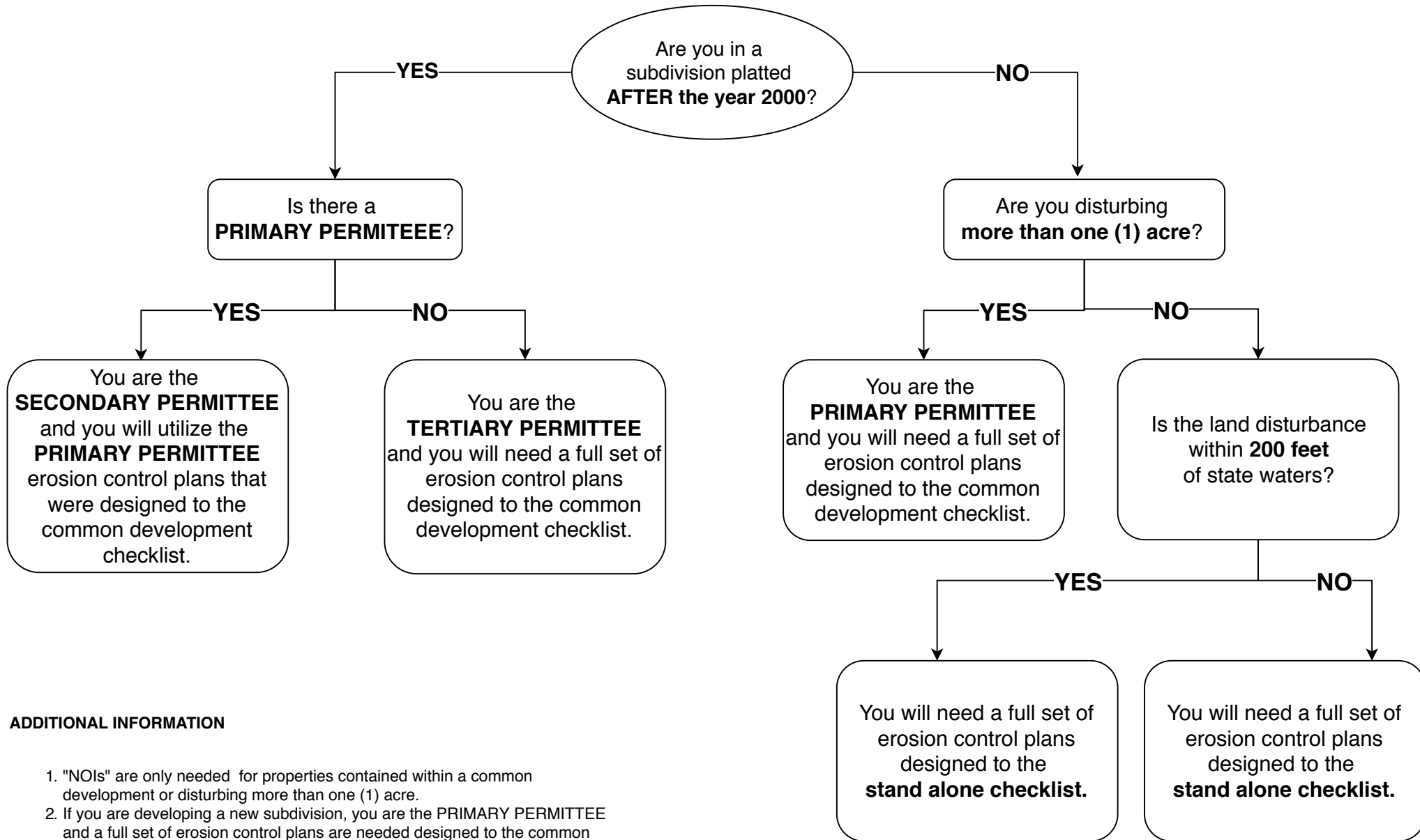
ES&PC - Erosion Sediment & Pollution Control

LDP - Land Disturbance Permit

NOI - Notice of Intent

Stand Alone Construction - Construction activities NOT within a Common Development

What Type of Erosion Control Plan Is Needed?



ADDITIONAL INFORMATION

- "NOIs" are only needed for properties contained within a common development or disturbing more than one (1) acre.
- If you are developing a new subdivision, you are the **PRIMARY PERMITTEE** and a full set of erosion control plans are needed designed to the common development checklist.



Greene County Building and Zoning Department
LAND DISTURBANCE PERMIT

Fields in red or REQUIRED fields.

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Permit # _____ Fee _____ Date _____ NOI Submittal # _____
Paid: [] Check # _____ [] Cash Date Received: _____

SEPTIC LETTER OBTAINED [] YES [] NO

CONSTRUCTION LOCATION:

Address: _____ City: _____ GA Zip: _____
Parcel # _____ Disturbed Acres: _____

Property Owner Information

Name: _____
Address: _____ City: _____ GA Zip: _____
Phone: _____ Email: _____

Contractor Information

Name of Company: _____
24 Hour Contact Name: _____ ES&PC# _____
Contact Phone: _____ Email: _____
Address: _____ City: _____ GA Zip: _____
Business License # _____ State License # _____

Printed Name of Applicant: _____

Signature of Applicant: _____ Date: _____

Initial _____ I hereby certify that I fully understand the provisions of the Greene County Erosion and Sediment Control Ordinance and Program, and that I accept responsibility for carrying out the Erosion and Sediment Control Plan for the above referenced project as approved by the County.

Initial _____ I further grant the right-of-entry onto this property, as described above, to the designated personnel of Greene County for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinance.

Approval: _____ Date: _____



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The permit fee is based on the total square footage of the footprint of the house including porches, patios, garages, etc. The permit fee will be collected at the time of permit issuance.

Please remember that a **COMPLETE** application packet requires you to provide the following items:

- * One **HARD COPY** and one PDF VERSION of the Structure Location Plan prepared, signed and sealed by a land surveyor, professional engineer, or landscape architect. See below for a list of the items that make up a complete Structure Location
- * **One HARD COPY** and one PDF VERSION of the Floor Plan
- * Approval Letter from Environmental Health, if on septic tank **OR** proof of sewer connection.
The office of Environmental Health can be reached at 706-453-7561 or 1031 Apalachee Ave, Greensboro, GA 30642
- * **Beginning January 1, 2020 an APPROVED Septic Tank Final Inspection Report from the Health Department must be on file with the Planning and Zoning Department before a Certificate of Occupancy (CO) will be issued.**
- * Copy of Georgia Contractor's License
- * Copy of Local Occupational Tax Certificate
- * **APPROVED** Land Disturbance Permit.
- * If the Homeowner is also the Contractor for their primary dwelling, then a Homeowner's Affidavit must be received.

You may submit any outstanding documents via PDF format to permits@greencountyga.gov or in person at Greene County Planning and Zoning, 1034 Silver Dr., Ste 103, Greensboro, GA 30642. If you have further questions please feel free to reach out to our office at 706-453-3333 or via email at permits@greencountyga.gov

STRUCTURE LOCATION PLAN

- * Boundary lines of the lot
- * Subdivision name, Lot # and complete address of project, zoning district, and tax parcel ID number
- * Lot area (total square footage)
- * Location and names of all abutting streets, other rights-of-way or easements
- * Minimum required building setbacks or buffer lines with dimensions (see Section 8 of Greene County Zoning Ordinance)
- * Location of all buildings with FFE, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures & other improvements existing/proposed, dimensions of buildings & distances between structures & to property lines
- * All easements, public water, sewer or storm water drainage facilities traversing or located on the property, septic tank and septic tank drain field
- * Limit of the 100-year floodplain, wetland areas, streams, historic structures and any applicable buffers or special building setback lines
- * Existing and proposed grades with two-foot contour intervals, and erosion and sedimentation control measures
- * All other applicable requirements of the Building Code or condition of zoning
- * Name, address and telephone number of the property owner
- * Name, address and telephone number of the person who prepared the structure location plan
- * Exterior building materials description
- * Note on plan: This structure Location Plan has been reviewed for general compliance with the Greene county Building Code and is approved for issuance of a building permit for the residential structure and other improvements shown hereon. This approval is granted with the provision that no Certificate of Occupancy or Certificate of Completeness shall be issued until conformance to this structure location plan has been field verified by the building official or has been verified by an as-built foundation survey prepared by a Registered Land Surveyor or Professional Engineer.”



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OFFICE USE ONLY

PERMIT NUMBER _____ DATE _____

ZONING APPROVAL _____ FINAL APPROVAL _____

PERMIT FEE _____ (*square footage x \$0.29* however **fee subject to most current ICC table**)

PROPERTY INFORMATION

ADDRESS OF PROJECT _____

CITY/STATE _____ ZIP _____

SUBDIVISION _____ LOT # _____ PARCEL _____ ZONING _____

PROPERTY OWNER INFORMATION

OWNER _____

ADDRESS _____ CITY/STATE _____ ZIP _____

PHONE _____ EMAIL _____

CONTRACTOR INFORMATION

NAME OF CONTRACTOR _____

MAIN CONTACT _____

ADDRESS _____ CITY/STATE _____ ZIP _____

GA. STATE CERTIFICATION # (hard copy required) _____

LOCAL OCCUPATIONAL TAX CERTIFICATE # (**hard copy required**) _____

PHONE _____ EMAIL _____

EROSION AND SEDIMENT CONTROL
(*must provide copy of card*)

NAME OF GRADER ON PROJECT/CARD HOLDER _____

CERTIFICATION # _____ EXPIRATION DATE _____

NAME OF 24 HOUR CONTACT _____ PHONE _____



Greene County Building Inspection Division
**SINGLE FAMILY HOUSE
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 Building Official
 1034 Silver Dr., Ste 103, Greensboro, GA 30642 Telephone (706) 453-3333 www.greencountyga.gov

SUBCONTRACTOR AFFIDAVIT
Page 1 of 2

Copies of *ALL Subcontractor's* State Cards and Business License (or Occupational Tax Certificates) are required before permit is issued.

MASTER PERMIT #: _____ DATE ISSUED: _____

ADDRESS OF PROJECT: _____

SUBDIVISION: _____ PARCEL: _____

CONTRACTOR OR OWNER: _____

ELECTRICAL CONTRACTOR

COMPANY OR CONTRACTOR: _____

ADDRESS: _____ CITY, STATE: _____ ZIP: _____

GA STATE CERTIFICATION # (*hard copy required*): _____

RESTRICTED: _____ NON-RESTRICTED: _____

LOCAL BUSINESS LICENSE OR OCCUPATIONAL TAX CERTIFICATE #: _____

PHONE: _____ EMAIL: _____

ADDRESS OF PROJECT: _____

I acknowledge that I am the contractor for the above referenced project. I understand that any false information or representation will be prosecuted under all applicable laws and ordinances.

Cardholder Signature: _____ Date: _____

LOW VOLTAGE CONTRACTOR

COMPANY OR CONTRACTOR: _____

ADDRESS: _____ CITY, STATE: _____ ZIP: _____

GA STATE CERTIFICATION # (*hard copy required*): _____

RESTRICTED: _____ NON-RESTRICTED: _____

LOCAL BUSINESS LICENSE OR OCCUPATIONAL TAX CERTIFICATE #: _____

PHONE: _____ EMAIL: _____

ADDRESS OF PROJECT: _____

I acknowledge that I am the contractor for the above referenced project. I understand that any false information or representation will be prosecuted under all applicable laws and ordinances.

Cardholder Signature: _____ Date: _____



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SUBCONTRACTOR AFFIDAVIT
Page 2 of 2

Copies of **ALL Subcontractor's** State Cards and Business License (or Occupational Tax Certificates) are required before permit is issued.

MASTER PERMIT #: _____ ADDRESS OF PROJECT: _____

PLUMBING CONTRACTOR

COMPANY OR CONTRACTOR: _____

ADDRESS: _____ CITY, STATE: _____ ZIP: _____

GA STATE CERTIFICATION # (*hard copy required*): _____

RESTRICTED: _____ NON-RESTRICTED: _____

LOCAL BUSINESS LICENSE OR OCCUPATIONAL TAX CERTIFICATE #: _____

PHONE: _____ EMAIL: _____

ADDRESS OF PROJECT: _____

I acknowledge that I am the contractor for the above referenced project. I understand that any false information or representation will be prosecuted under all applicable laws and ordinances.

Cardholder Signature: _____ Date: _____

MECHANICAL CONTRACTOR

COMPANY OR CONTRACTOR: _____

ADDRESS: _____ CITY, STATE: _____ ZIP: _____

GA STATE CERTIFICATION # (*hard copy required*): _____

RESTRICTED: _____ NON-RESTRICTED: _____

LOCAL BUSINESS LICENSE OR OCCUPATIONAL TAX CERTIFICATE #: _____

PHONE: _____ EMAIL: _____

ADDRESS OF PROJECT: _____

I acknowledge that I am the contractor for the above referenced project. I understand that any false information or representation will be prosecuted under all applicable laws and ordinances.

Cardholder Signature: _____ Date: _____

I understand that I am responsible for each required licensed contractor to obtain a business license in his or her County. Any false information or representation will be prosecuted under all applicable laws and ordinances.

Master Permit Holder Signature: _____ Date: _____



Greene County Building Inspection Division
**TEMPORARY POWER/TPOLE
AUTHORIZATION**

Chuck Wooley
Building Official

1034 Silver Dr., Ste 103, Greensboro, GA 30642 Telephone 706-453-3333 www.greencountyga.gov

DATE: _____

TO: GEORGIA POWER, RAYLE EMC OR WALTON EMC

Permission is hereby given to supply temporary construction electricity at:

LOCATION: _____

PERMIT #: _____

CONTRACTOR OR OWNER: _____

SIGNATURE: _____

AUTHORIZED BY: Chuck Wooley

TITLE: Building Official

Note: This power is for use during construction ONLY and disconnection will be within 10 days after the Certificate of Occupancy is issued.

To obtain power from Georgia Power

1. Call 1-888-660-5890 to set up an account
 2. For your service order email this form, **once signed**, to jowalden@southernco.com
-

To obtain power from Rayle EMC

1. Call 706-453-2268 to set-up an account
 2. For your service order email this form, **once signed**, to thomas.wilson@rayleemc.com
-

To obtain power from Walton EMC

1. Call 770-267-2505 to set-up an account
2. For your service order email this form, **once signed**, to wos@waltonemc.com



Greene County Building Inspection Division

RESIDENTIAL INSPECTION PROCEDURES

(New House, Addition, Repair/Remodeling)

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Calling for inspections: We require a 24-hour notice. It is the permit holder or his agent's responsibility to schedule required inspections. The address of the property **MUST** be visible and **ALL** permit placards **posted** and **protected** from the weather with all stamped approved plans kept inside permit box during the entire course of the project. If either is not there, an inspection will not be performed and a \$50.00 fee assessed. Below is a list of the required scheduled inspections. Additional inspections may be required under certain circumstances.

Re-inspections: Same day inspections are not feasible due to the number of inspections required. A re-inspection fee of \$50.00 will be assessed if you property is not ready for an inspection or if you property fails its inspection.

A general rule, nothing covered without an inspection. If you are not sure, contact our office.

1. **Erosion Control:** Erosion control items, per the ESPC plan, must be in place and pass inspection before any grading can begin (if applicable).
2. **Driveway Permit:** Permits require a plat showing driveway placement. Once issued, we will forward your permit over to the Public Works department where they will handle the inspection and approval of installation to ensure proper culvert size. The permit **must be** where the driveway is to be constructed. If the property is on the state highway, then you must contact the Georgia State D.O T. office for a permit. ** There must be a complete street address that has been assigned by the E911 office (706-453-1821 x504 Larissa George) before any permits can be issued. Driveway location dictates addresses and GIS mapped by E911 to assist their services in locating the property during an emergency.*
3. **Temporary Power:** There is a temporary power approval form incorporated with the building package that will need to be emailed (info on form) over to the appropriate power company for temp power to be scheduled.
**this form is for new, single family residential construction only.*
4. **Footings:** Constructed per plans or minimum building code and requires inspection.
5. **Foundation Walls:** Constructed per plans or minimum building code and requires inspection.
6. **Plumbing under Slab:** Must be inspected with test on the system (on PVC only water approved per the IPC & manufacturers' requirements).
7. **Slabs:** All structural slabs Constructed per plans or minimum building code and requires inspections.
8. **Rough Inspection:** The structure should be "dried-in", with the framing, plumbing, electrical, HVAC and low voltage roughed-in, and any pressure tests required by code. If the structure is on a crawlspace, then the vapor barrier must be installed at this time also.
9. **House Wrap:** To ensure the house wrap is installed correctly - (all joints taped). Window tape used on doors, windows requiring it, and penetrations.
10. **Insulation Inspection:** All walls, floors and ceilings where insulation is required before covered up. No inspections will be performed if the sheetrock is stacked and covering insulation.
11. **Permanent Power:** Permanent power obtained after installing a dedicated circuit on each floor and the dryer circuit and the sheet rock, wall cover and exterior doors installed.
12. **Certificate of Occupancy/Completion:** A CO or CC is issued when all required Electrical, Gas, HVAC, Plumbing, Septic, Erosion, and Life Safety Systems (to include any swimming pool code requirements) inspected for code compliance. **If applicable, a final inspection letter from the Health Department for the septic system and/or your Notice of Termination (NOT) from the EPD must be on file and sent to our office before requesting a CO.**