

Building Permit Application Checklist

The following documentation is required to secure a building permit.

1. Recorded plat of property (**showing location of structure**). Jasper County Clerk of Courts Office (1st floor).
2. Recorded deed of property. Jasper County Clerk of Superior Courts Office (1st floor).
3. Tax Map and Parcel Number. Jasper County Tax Assessors Office (1st floor).
4. Paid Tax Affidavit (**page 3**). Jasper County Tax Comm. Office Must Sign Completed Form (1st Floor).
5. Building plans: two sets of Plans (one must be a reduced set). Plans must meet the requirements of the Jasper County Zoning Ordinance Article X. Section 101. Building Permit Applications. In addition, the construction documents shall be prepared by a registered design professional.

THE CONSTRUCTION DOCUMENTS SHALL INCLUDE

Site plan Elevations Electrical Plumbing HVAC Means of egress & ADA

In addition to the above requirements, the items below may also be required depending on the project.

- Fire protection system shop drawings.
- Design flood elevations.
- City approval within the city limits.
- Septic System Permit or Letter- Jasper County Health Department See David Mercer 706-468-6850.

PLEASE NOTE: THERE IS A 5 to 10 DAY WAITING PERIOD FOR ALL PERMITS TO ALLOW FOR PLAN REVIEW. OCCASIONALLY THE WAITING PERIOD COULD BE LONGER DEPENDING ON THE SIZE AND COMPLEXITY OF THE JOB.

Jasper County Required Inspections

Note: Nothing is to be covered up without it first being inspected!

1. **Temp-Pole Inspection:** To assure that meter base is properly wired, and to assure that ground wire and ground rod are properly installed. Also that pole is properly braced.
2. **Footing Inspection:** For any structure including post holes for decks.
3. **Under Slab Inspection:** Plumbing, electrical, and in some cases, ducting, that is to be permanently installed under slab.
4. **All poured foundation walls:**
5. **Pre-Pour Inspection:** For areas to be covered with concrete, so as to check the depth and width of footers and compaction of fill used to prepare area to be poured. Does not include sidewalks or driveways. Includes garage floors.
6. **Vapor Barrier Inspection:** To ensure that the wrap is installed correctly (all joints taped), and window tape is used on windows requiring it.

7. **Rough-In Inspection:** Consisting of the following combinations. The structure should be “dried-in”, with the plumbing, electrical and HVAC and security roughed-in, and any pressure tests required by code. If structure is on a crawlspace, then the vapor barrier must be installed at this time also.
8. **Insulation Inspection:** All walls, floors and ceilings where insulation is required before it is covered up.
9. **Semi-Final Inspection:** At this time, if ALL of the electrical is completely finished power can be turned on for a **THIRTY DAY PERIOD**. All covers are to be removed for this inspection. If the structure is not ready for a final inspection, the electricity may again be disconnected. No occupancy is allowed until the final inspection is approved.
10. **Final Inspection:** Structure is complete, including landscaping.

ADDENDUMS TO LOCALLY ADOPTED BUILDING CODES

1. Each jobsite must have at least (1) English speaking worker onsite at all times, if not, it will require the inspection to be rescheduled and a re-inspection fee of \$50.00 will be assessed. Re-inspection fee must be paid before the inspection can be rescheduled.
2. Permit boxes shall be mounted on a 4 X 4 post and set at the road.
3. Posting of 4 inch address numbers are required before the final inspection. Mail boxes should be constructed with a material that will break off if struck by a moving vehicle. No solid brick, masonry or super heavy duty posts or boxes are allowed to be installed in the county right-of-way.
4. If installing a culvert, you agree that the culvert will be constructed with a Georgia Department of Transportation approved material and be at least 15” in diameter and 20’ in length. Best Management practices will be in effect during the entire installation of the culvert.
5. All builders shall provide proper sanitary facilities at job site at all times.
6. **DO NOT CALL FOR AN INSPECTION UNTIL WORK IS COMPLETE! If the Building Inspector comes to the building site for a scheduled inspection and it is not ready for inspection, a re-inspection fee of \$50.00 will be assessed. Re-inspection fees are required to be paid in the Planning and Zoning office before the inspection will be rescheduled. We will not accept money at the job site.**

Please keep the first two pages of this application for reference of your required inspections and addendums to adopted building codes. Nothing should up be covered without first having an inspection.

BUILDING PERMIT APPLICATION

Site Address: _____ **City** _____ **State** _____ **Zip** _____

Tax Map/Parcel # _____

Owners Name: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **Cell:** _____

Occupancy Classification and Group

- Assembly** **A-1** **A-2** **A-3** **A-4** **A-5**
- Business**
- Education**
- Factory** **F-1** **F-2**
- Institutional** **I-1** **I-2** **I-3** **I-4**
- Mercantile**
- Residential** **R-1** **R-2** **R-3** **R-4**
- Storage** **S-1** **S-2**
- Utility & Misc.**
- High Hazard** **H-1** **H-2** **H-3** **H-4**

TAX AFFIDAVIT

This is to certify that _____ has no outstanding tax bills, levies, liens or other taxes that are due or overdue and owing to Jasper County, for the following described property.

Physical address _____ a/k/a City _____, Georgia.

Tax Map/Parcel Number _____

Certified by the Jasper County Tax Commissioner, or designee in the Jasper County Tax Commission Office.

Tax Commissioner Signature

Date:

General Contractor

Name: _____ State Lic. No _____ Bus/No: Lic. _____

Address _____ City _____ State _____

Bus. Phone: _____ Cell Phone: _____

Site Forman: _____ Phone: _____

PLUMBING or NA

Co. Name: _____ St Lic. _____ Bus Lic. _____

Bus. Phone: _____ Cell Phone: _____

HVAC or NA

Co. Name: _____ St Lic. _____ Bus Lic. _____

Bus. Phone: _____ Cell Phone: _____

ELECTRICAL or NA

Co. Name _____ St. Lic. _____ Bus Lic. _____

Bus. Phone: _____ Cell Phone: _____

TOTAL COST OF CONSTRUCTION: \$ _____

TYPE OF WORK New Remodel Addition Other _____

STRUCTURE WILL HAVE Electrical (Pwr. Co.) _____ HVAC Plumbing

BUILDING DIMENSIONS: _____ **HEATED SQ FOOTAGE:** _____

TOTAL SQ FOOTAGE: _____ **UNHEATED SQ FOOTAGE:** _____

I HEREBY STATE THAT ALL INFORMATION ON THIS FORM AND ON ACCOMPANYING DOCUMENT GIVEN BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I AGREE TO ABIDE BY ANY AND ALL STATE AND COUNTY LAWS, CODES AND ORDINANCES REGULATING THE ABOVE MENTIONED CONSTRUCTION, INCLUDING EROSION AND SEDIMENT CONTROL ON THIS CONSTRUCTION SITE. I UNDERSTAND THAT ONLY THE CONSTRUCTION DECLARED ON THIS PERMIT IS PERMITTED. NO ON-SITE BURIAL OF TREES, STUMPS, OR CONSTRUCTION DEBRIS ALLOWED. I UNDERSTAND THAT ANY/ALL CONSTRUCTION DEBRIS MUST BE DISPOSED OF AT THE JASPER COUNTY LANDFILL. I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE REQUIRED INSPECTIONS AND ADDENDUMS.

SIGNED: _____ **Date:** _____

Office Use Only

Address _____

ZONING: Approved Denied Date _____ Signature _____

Zoning type: _____

Setback requirements met: Yes No

Comments: _____

PLAN REVIEW: Approved Denied Date _____ Signature _____

Comments: _____

FIRE CHIEF REV.: Approved Denied Date _____ Signature _____

Occupant Load: _____

Comments: _____
