

# Jasper County 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 (1<sup>st</sup> floor).
2. Recorded deed of property. Jasper County Clerk of Superior Courts Office (1<sup>st</sup> floor).
3. Tax Map and Parcel Number. Jasper County Tax Assessors Office (1<sup>st</sup> floor).
4. Paid Tax Affidavit (**last page**). Jasper County Tax Comm. Office Must Sign Completed Form (1<sup>st</sup> Floor).
5. Floor plan of house/building, two sets of Plans (one must be a reduced set 8.5x14 max). **Detailed plans for narrow wall bracing (garages, etc.,) must be included.** Plans must meet the requirements of the Jasper County Zoning Ordinance Article X. Section 101. Building Permit Applications. The plans are to be drawn to scale and be of professional quality.
6. ☐ Homeowners Affidavit or ☐ Contractors Affidavit  
**State Codes and amendments: It is especially important for homeowners to have a working knowledge of the current codes. These are available at the following website.**  
<http://www.dca.state.ga.us/development/constructioncodes/programs/codeAmendments.asp>

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

- ☐ City approval within the city limits and Turtle Cove A&E. Jasper County is not responsible to make sure that any protective covenants are met. That is solely the owner's responsibility.
- ☐ Septic System Permit or Letter- Jasper County Health Department See David Mercer 706-468-6850.
- ☐ A copy of the General Contractor's state license and Business License is required.
- ☐ A copy of the Subcontractor's state license and Business License is required.
- ☐ **For Manufactured Homes:** Manufactured homes must meet the Class A manufactured home standards and all regulations in the *American National Standard Manufactured Home Installations*, NCSBCS/ANSI A225.1-1994. **A nominal 4x12 roof pitch is required and no single wides are allowed in the county.** We also require a copy of the sales contract, floor plan and the Dealer's Card (This will be a form that you provide to the Tax Commissioner and Tax Assessors).

**PLEASE NOTE: THERE IS A 48 HOUR WAITING PERIOD FOR ALL PERMITS TO ALLOW FOR PLAN REVIEW.**

**ALL CURBSIDE (TRASH CAN) FEES ARE DUE TO JASPER COUNTY BEFORE A CERTIFICATE OF OCCUPANCY CAN BE ISSUED.**

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## Jasper County Required Residential Inspections

**Stick built structures:**

**\*\*\*THERE IS A BOX CHECK SURVEY REQUIRED TO BE TURNED IN TO PLANNING & ZONING BEFORE ANY CONCRETE IS POURED.\*\*\***

1. **Culvert Pipe Inspection:** The culvert will be constructed with a Georgia Department of Transportation approved material and be at least 15" in diameter and 20' in length.

2. **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.
3. **Footing Inspection:** For any structure including Manufactured homes and post holes for decks.
4. **Under Slab Inspection:** Plumbing, electrical, and in some cases, ducting, that is to be permanently installed under slab.
5. **All poured foundation walls:**
6. **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.
7. **House Wrap Inspection:** To ensure that house wrap is installed correctly (all joints taped), and window tape is used on windows requiring it.
8. **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.
9. **Insulation Inspection:** All walls, floors and ceilings where insulation is required before it is covered up.
10. **Semi-Final Inspection:** Circuit breaker panel, receptacle and light covers must be removed for this inspection. At this time, if ALL of the electrical is completely finished power can be turned on for a **THIRTY DAY PERIOD**. If after 30 days the structure is not ready for a final inspection, the electricity may again be disconnected at the Chief Building Inspector's discretion. No occupancy is allowed until the final inspection is approved.
11. **Final/Certificate of Occupancy:** Structure is complete, including landscaping.

#### **Manufactured Home Inspections:**

1. **Footing:** All vegetation is to be removed at this time.
2. **Set Up:** Tie Down, Bonding, Plumbing and Electrical inspected under structure before closing in. No portion of the towing hardware is to be placed in the crawl space (tongue, tires, etc.).
3. **Semi-final:** Landing/porch and electrical inspected. Once approved power will be turned on.
4. **Final / CO:** Home must be complete including grading. All electrical will be inspected including lights.

#### **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 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 house numbers is required to be done before the final inspection. Please note all new residences in Jasper County are required to post their assigned house number on both sides of their mailbox or on a post of sufficient height to be seen from the roadway with a reflective material and in numbers that are at least four (4) inches in height. 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. **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 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.

SIGNATURE ACKNOWLEDGES REQUIREMENTS: \_\_\_\_\_

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

### BUILDING PERMIT APPLICATION

Site Address: \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Tax Map/Parcel # \_\_\_\_\_

Owners Name: \_\_\_\_\_ Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

### CONTRACTOR'S/ HOMEOWNERS AFFIDAVIT

☐ General Contractor ☐ \*Home Owner: Signature \_\_\_\_\_

\*I CERTIFY THAT I OWN AND WILL RESIDE AT THIS JOB ADDRESS AND AS A HOMEOWNER, I AM ACCEPTING THE SAME RESPONSIBILITY THAT A GENERAL CONTRACTOR HAS FOR HAVING A WORKING KNOWLEDGE OF ALL CONSTRUCTION CODES, STATE AND FEDERAL CODES AND AMENDMENTS, AND ALL LOCAL ORDINANCES. IF YOU ARE UNSURE OF CURRENT STATE CODES AND AMENDMENTS, YOU CAN FIND THEM AT THE FOLLOWING WEB SITE.

<http://www.dca.state.ga.us/development/constructioncodes/programs/codeAmendments.asp>

G.C. Name: \_\_\_\_\_ State Lic. No \_\_\_\_\_ Bus Lic: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

Bus. No: \_\_\_\_\_ Cell 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: \_\_\_\_\_

### 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 \_\_\_\_\_

Is permit for a manufactured home? ☐ YES ☐ NO if yes, has a decal been purchased? ☐ YES ☐ NO

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

Tax Commissioner Signature \_\_\_\_\_

Date: \_\_\_\_\_

**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:** \_\_\_\_\_

**Setback (distance) from property lines: Front** \_\_\_\_\_ **Rear** \_\_\_\_\_ **Left** \_\_\_\_\_ **Right** \_\_\_\_\_

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

**ZONING:** ☐ Approved ☐ Denied **Date** \_\_\_\_\_ **Signature** \_\_\_\_\_

**Zoning type:** \_\_\_\_\_ **Setback requirements met:** ☐ Yes ☐ No

**Address:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Plan Review:** ☐ Approved ☐ Denied **Date** \_\_\_\_\_ **Signature** \_\_\_\_\_