



# PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ [www.putnamcountyga.us](http://www.putnamcountyga.us)

B2020 \_\_\_\_\_

MULTI-FAMILY PERMIT APPLICATION:  CITY OF EATONTON  PUTNAM COUNTY

Property Address: \_\_\_\_\_ District: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Map \_\_\_\_\_ Parcel \_\_\_\_\_ Zoning Class \_\_\_\_\_ Flood Zone \_\_\_\_\_ Fire District \_\_\_\_\_ School District \_\_\_\_\_

OWNER: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

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

OWNER EMAIL: \_\_\_\_\_

BUILDER/CONTRACTOR: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

State Licensed #: \_\_\_\_\_ CONTRACTOR EMAIL: \_\_\_\_\_

TYPE OF WORK: New: \_\_\_\_\_ Addition: \_\_\_\_\_ Repair: \_\_\_\_\_ Demolish: \_\_\_\_\_ Other: \_\_\_\_\_

Use of Structure: \_\_\_\_\_

Building Size: \_\_\_\_\_ Square Feet: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Heated Unheated Decks Porches

### SITE BUILT STRUCTURES:

# Stories \_\_\_\_\_ Height \_\_\_\_\_ Units \_\_\_\_\_ Basement \_\_\_\_\_ Crawl Space \_\_\_\_\_ Slab \_\_\_\_\_

Electric Provider \_\_\_\_\_ Gas Provider \_\_\_\_\_ Materials: \_\_\_\_\_ Exterior: \_\_\_\_\_

Value of Construction: \$ \_\_\_\_\_ Arterial/State Road Yes: \_\_\_\_\_ No: \_\_\_\_\_

SETBACKS: Front \_\_\_\_\_ Rear \_\_\_\_\_ Lake Side \_\_\_\_\_ Left \_\_\_\_\_ Right \_\_\_\_\_

All existing buildings/structures on property (also show on plat) \_\_\_\_\_

In addition, please upload the EPWSA application on the web page.

### Documentation Received:

Plat \_\_\_ Plans \_\_\_ Well/Other \_\_\_\_\_ EPWSA \_\_\_ Septic \_\_\_ Site Plan \_\_\_ Land Disturbance \_\_\_\_\_

COMMERCIAL OCCUPANCY USE: \_\_\_\_\_

Approvals Required: Fire Marshall \_\_\_\_\_ Zoning \_\_\_\_\_ Health Dept. \_\_\_\_\_ Land Disturbance \_\_\_\_\_

Signature of Licensed Contractor \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

Signature of Owner/Authorized Agent \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

- WORK MUST BE COMMENCED WITHIN 6/MONTHS OF ISSUANCE AND NOT BE ABANDONED IN EXCESS OF 6/MONTHS
- IF PLANS ARE ALTERED OR ADDITIONAL WORK IS DONE, AN AMENDED PERMIT MUST BE PURCHASED.
- EROSION CONTROL MANAGEMENT MUST BE PRACTICED AT ALL TIMES.
- THE ISSUANCE OF THIS PERMIT DOES NOT ALLOW OR IMPLY THE RIGHT TO VIOLATE ANY CODE OR ORDINANCES ADOPTED BY THE CITY OF EATONTON OR PUTNAM COUNTY.

\*\*\*CONTRACTOR/OWNER SHALL REMAIN RESPONSIBLE FOR CODE COMPLIANCE\*\*\*

### OFFICE USE ONLY:

Land Disturbance Approved: \_\_\_\_\_ Site Plan Approved: \_\_\_\_\_ Zoning Approved: \_\_\_\_\_

Plans Reviewed by: \_\_\_\_\_ Occupancy Use: \_\_\_\_\_ Type Construction: \_\_\_\_\_

PERMIT FEES: \$ \_\_\_\_\_ TOTAL: \$ \_\_\_\_\_

Permit Approved by \_\_\_\_\_ Date \_\_\_\_\_

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

**PLEASE CALL 811 BEFORE YOU DIG.**



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## RESIDENTIAL PERMIT REQUIREMENTS

### APPLICATION:

- Permission From Landowner If Lot Is Rented
- Setback Compliance (Draw On Plat From Courthouse)
- Recorded Plat From Courthouse Suite #236, (706)-485-4501
- Septic Permit Or Letter Of Approval From Health Department (706)-485-8591
- Well Permit From Health Department
- Map & Parcel Number and Flood Map Overlay From Tax Assessor's Office Suite #109 (706)485-6376
- 2 COMPLETE SETS OF PLANS** Including: Foundation & Floor Plans with Dimensions, Exterior Elevations, Typical Wall Section From Footing To Roof And Window & Door Sizes. If building within 200 ft. of the water, a soil and erosion plan may be required. Contact Marc Turner at 706-485-2776 or 706-816-2494

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## MANUFACTURED HOME REQUIREMENTS

### APPLICATION:

- Manufacturer, Model, Year, Size, Value, Color Of House, Hauler & Hud Numbers
- Permission From Landowner If Lot Is Rented
- Recorded Plat From Courthouse. Suite #236, (706) 485-4501
- Setback Compliance (Draw On Recorded Plat From Courthouse)
- Septic Permit Or Letter Of Approval From Health Department
- Well Permit from Health Department
- Dealers who deliver and set up a home without valid building permits shall be fined a minimum of \$1,000
- Proof Taxes Have Been Paid (For Demolition, moving inside/outside of County)
- If building within 200 ft. of the water, a soil and erosion plan may be required. Contact Marc Turner at 706-485-2776 or 706-816-6095

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**\*\*Incomplete Applications will not be processed, No Exceptions!**

**\*\*All Documents must be legible or they will be returned**

**\*\*Office Staff at the front windows do not review/approve plans or applications**

**\*\*Applications and checklist must be completed or they will not be accepted\*\***



## **RESIDENTIAL PLAN** **SUBMITTAL CHECKLIST**

(to receive a residential building permit)

### **MINIMUM STANDARDS** **FOR** **BUILDING PLANS**

Plans, specifications and calculations submitted to the Putnam County Building Official must be of sufficient nature to clearly show the project in its entirety with emphasis on the following:

1. Structural Integrity
2. Safety
3. Residential Building Code Compliance
5. Energy Compliance
6. Completeness

The minimum required drawings will depend greatly upon the size, nature and complexity of the project. However, the following is the required minimum standard before the Putnam County Building Official shall begin the plan review process. Smaller or less complex projects such as small additions, remodels or stand alone may not require all of the following components for plan submittal and / or for a permit.

### **GENERAL REQUIREMENTS**

Plans, calculations and accompanying documents must be presented in a clear, legible and organized manner conducive for plan review. Where several sheets are submitted, they should be numbered and a Table of Contents provided for reference. All plans, specifications and calculations prepared by a licensed professional shall be wet stamped, signed, and dated.

Plans shall be black on white maximum size of 36" wide x 24" high and contain no added "changes" in ink or pencil.

## CHECKLIST FORM

*Plan submittals shall include, but not necessarily be limited, to the following. Please read each required submittal and identify if these requirements have been satisfied.*

Please note that the Putnam County building inspector will be verifying that each of the appropriate checklist items are satisfied as each inspection occurs.

### I. SITE PLAN

Identify the proposed new structure, any existing buildings or structures, all property lines with dimensions and all streets, easements and setbacks and the North arrow. This includes all zoning requirements and/or variances. Identify road-of-way of a public roadway or private road. Retaining wall locations and transformer locations to be shown

YES                            NO                            N.A.     

**BRIEFLY STATE REASON IF NOT APPLICABLE:** \_\_\_\_\_  
\_\_\_\_\_

### II. FOUNDATION PLAN

All foundations and footings must be shown. Foundation design to meet IRC. Indicate size, location, thickness, material and reinforcing. If unsuitable soil is anticipated, provide a soils report for the proposed site. Foundation depth to be a minimum of 12" below finished grade. Ventilation requirements to be met; square footage to be shown (finishable basements are to be identified in the electrical service design).

YES                            NO                            N.A.     

**BRIEFLY STATE REASON IF NOT APPLICABLE:** \_\_\_\_\_  
\_\_\_\_\_

### III. FLOOR PLAN

All floors to be shown including basements, all rooms labeled with their use, overall dimensions and locations of all structural elements. Indicate permanent equipment and openings. Indicate all fire assemblies, occupancy separations, fire and draft stops. Show location of furnaces, water heaters and electrical panels.

YES                            NO                            N.A.     

**BRIEFLY STATE REASON IF NOT APPLICABLE:** \_\_\_\_\_  
\_\_\_\_\_

**IV. FLOOR AND ROOF FRAMING PLANS**

All structural members, their size, type, grade and on center (o.c.) spacing for floors and roofs. Indicate roof pitch on plans. If pre-engineered trusses are to be used, calculations must be submitted with each set of plans to include a truss layout and to indicate their placement location (s). Engineer letters for engineered beams. General layout of the building showing number of rooms and bathrooms including minimum room areas, ceiling heights, egress requirements; insulation requirements

YES  NO  N.A.

**BRIEFLY STATE REASON IF NOT APPLICABLE:** \_\_\_\_\_  
\_\_\_\_\_

**V. MECHANICAL, ELECTRICAL AND PLUMBING SYSTEM**

Provide location of all mechanical and plumbing equipment including fuel type (electrical, natural gas, geothermal etc.). Indicate location of all electrical panels and equipment. Water heater and HVAC size and efficiencies to be shown, electrical service sizes, fault rating or AIC rating for the service equipment, GFCI protection listed and required locations.

YES  NO  N.A.

**BRIEFLY STATE REASON IF NOT APPLICABLE:** \_\_\_\_\_  
\_\_\_\_\_

**VI. ELEVATIONS**

Provide all views, elevations, vertical dimensions and heights. Indicate all openings and identify all materials. All elevations to be to scale. Show exterior wall finishes and window/door layout.

YES  NO  N.A.

**BRIEFLY STATE REASON IF NOT APPLICABLE:** \_\_\_\_\_  
\_\_\_\_\_

**VII. BUILDING SECTIONS AND WALL SECTIONS**

Indicate on plans as many sections to the structure as may be necessary to properly identify the structure. Some structures require more than one section. Identify footings, their sizes, and all reinforcement in the footing, insulation on the stem walls or floors, and footings distances below grade. The floor joist, mud sills, girders, studs, posts, and pier locations.

Identify wall construction, siding and interior walls, either bearing or nonbearing. Include framing details, top and bottom plates, blocking, rim joist, ceiling joist, roof rafters, or trusses. Indicate roof covering, floor and roof insulation, roof sheeting and roof pitch and overhangs. Identify attached decks, posts, piers and anchoring methods.

YES  NO  N.A.

**BRIEFLY STATE REASON IF NOT APPLICABLE:** \_\_\_\_\_

**VIII. MANUFACTURES PRODUCT LISTING DATA FOR SPECIALTY MATERIALS AND EQUIPMENT**

Where materials or equipment of a specialty nature will be used, valid research reports from a recognized listing agency (ICC, UL, AGA, etc.) should be provided addressing their code equivalency. Alternative materials, designs or methods of construction not specifically prescribed by the applicable code may require pre-approval from the Building Official.

YES  NO  N.A.

**BRIEFLY STATE REASON IF NOT APPLICABLE:** \_\_\_\_\_

**IX. RETAINING WALLS**

All retaining walls should be reflected on plans including lengths, heights and elevations.

**NOTE:** All concrete retaining walls over 10 feet in height will require a separate plan set with plans designed and stamped by a Registered P.E. (structural) in the State of Georgia. "Allen Black Walls" over 4 feet in height will require a design – manufacturer's design specifications will suffice .

YES  NO  N.A.

**BRIEFLY STATE REASON IF NOT APPLICABLE:** \_\_\_\_\_

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**SINGLE FAMILY RESIDENTIAL BUILDING PERMIT  
RESPONSIBLE PARTY AFFIDAVIT**

**PERMIT NUMBER:** \_\_\_\_\_

I hereby certify that I am responsible for ensuring that all work to be performed under this permit shall be done in accordance with all residential state and local codes and ordinances applicable to the type of residential work identified in the permit application, but not limited to ensuring that:

- No land disturbing activities to occur with 25 feet of a stream buffer unless such activity is permitted according to a state EPD variance, buffers applicable to Georgia Power Lake buffer requirements (Lake Sinclair and Oconee) or other local or state protected waterways.
- Construction within 200 feet of the lake shall require an erosion control plan prepared by a design professional
- A land disturbance permit is required when disturbing one acre or more
- Mud and debris "tracked" onto public roads must be removed immediately.
- When permitted work includes land disturbance activities, E&SC BMP's will be installed before commencement and will be maintained throughout the duration of land disturbance activities.

Failure to comply with applicable codes and ordinances can result in the issuance of Notice of Violation (NOV), Stop Work Order (SWO), Citation, and/or fines.

I CERTIFY THAT I AM THE OWNER [ \_\_\_\_ ] CONTRACTOR [ \_\_\_\_ ]

\_\_\_\_\_  
Title of Authorized Officer, Contractor or Owner

\_\_\_\_\_  
Printed Name of Authorized Officer, Contractor or Owner

\_\_\_\_\_  
Signature of Authorized Officer, Contractor or Owner

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE  
\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_

\_\_\_\_\_  
Notary Public  
My Commission Expires:  
\_\_\_\_\_