

Regulatory Requirements for Residential Permits

Permit documents required may vary depending upon site conditions, zoning and other applicable regulations. Contact the Permits Section for additional information at 678-518-6020.

Application Type	Documents & Authorizations Required	Fees
Single Family (New Construction)	<ul style="list-style-type: none"> • Application • Residential Drainage Plan (RDP) – Authorized by Plan Review • House Location Plan (HLP) – Authorized by Plan Review • Septic Tank Application – Authorized by Environmental Health • Water Meter Receipt – Department of Water Resources • Exemption Plat / Lot of Record – Authorized by Plan Review • Construction Drawings (floor area 7500 sq.ft. or greater) - Authorized by Chief Building Inspector 	\$0.25 per square foot of heated floor area (plus \$25 for Certificate of Occupancy fee)
Townhouse (New Construction)	<ul style="list-style-type: none"> • Application • Construction Drawings – Authorized by Chief Building Inspector • Architectural Elevations – Authorized by Building Plan Review Manager • Residential Drainage Plan (RDP) – Authorized by Plan Review • House Location Plan (HLP) – Authorized by Plan Review • Septic Tank Application – Authorized by Environmental Health • Water Meter Receipt – Department of Water Resources 	\$0.25 per square foot of heated floor area (plus \$25 for Certificate of Occupancy fee)
Duplex (New Construction)	<ul style="list-style-type: none"> • Application • Residential Drainage Plan (RDP) – Authorized by Plan Review • House Location Plan (HLP) – Authorized by Plan Review • Architectural Elevations – Authorized by Plan Review • Septic Tank Application – Authorized by Environmental Health 	\$0.25 per square foot of heated floor area (plus \$25 for Certificate of Occupancy fee)

	<ul style="list-style-type: none"> • Water Receipt – Department of Water Resources • Construction Drawings (floor area 7500 sq.ft. or greater) - Authorized by Chief Building Inspector 	
Mobile Home	<ul style="list-style-type: none"> • Application • Property Tax Registration/Inspection Request Form – Authorized by Tax Commissioners Office • Septic Tank Application – Authorized by Environmental Health 	\$75 (plus \$25 for Certificate of Occupancy fee)
Heated Additions	<ul style="list-style-type: none"> • Application • Site Plan- Authorized by Plan Review • Septic Tank Application – Authorized by Environmental Health 	\$0.25 per square foot of heated floor area (plus \$25 for Certificate of Occupancy fee)
Unheated Additions	<ul style="list-style-type: none"> • Application • Site Plan- Authorized by Plan Review • Septic Tank Application – Authorized by Environmental Health 	\$0.006 x Value of Construction Amount (plus \$25 for Certificate of Occupancy fee)
Remodel (convert unheated to heated)	<ul style="list-style-type: none"> • Application • Floor Plan • Septic Tank Application – Authorized by Environmental Health 	\$0.25 per square foot of heated floor area (plus \$25 for Certificate of Occupancy fee)
Remodel existing heated space	<ul style="list-style-type: none"> • Application • Septic Tank Application – Authorized by Environmental Health 	\$0.006 x Value of Construction Amount (plus \$25 for Certificate of Occupancy fee)
Repair	<ul style="list-style-type: none"> • Application • Septic Tank Application – Authorized by Environmental Health 	\$0.006 x Value of Construction Amount (plus \$25 for Certificate of Occupancy fee)
Mechanical, Electrical, Plumbing	<ul style="list-style-type: none"> • Application 	\$0.006 x Value of Construction Amount
Demolition	<ul style="list-style-type: none"> • Application • Septic Tank Application – Authorized by Environmental Health 	\$0.005 x Value of Construction Amount (plus \$25 for Certificate of Occupancy fee)
Swimming Pools	<ul style="list-style-type: none"> • Application • Site Plan- Authorized by Plan Review • Septic Tank Application – Authorized by Environmental Health 	\$0.006 x Value of Construction Amount (plus \$25 for Certificate of Occupancy fee)

Accessory Bldgs	<ul style="list-style-type: none"> • Application • Site Plan- Authorized by Plan Review • Septic Tank Application – Authorized by Environmental Health 	\$0.006 x Value of Construction Amount
Retaining Walls	<ul style="list-style-type: none"> • Application • Plans - Authorized by Plan Review 	\$0.006 x Value of Construction Amount