

WHAT YOU NEED FOR A BUILDING PERMIT

1. Please provide a copy of a deed showing ownership of the property you are getting a building permit for. (Warranty, quit claim, or survivorship deed). We need the owners mailing address, as this information is shared with the Tax Assessors office.
2. Provide a copy of a plat or survey of the property.
3. Septic permits are now taken at the Fannin County Health Department. You will to take need your soil report with the red seal, your plat and your house plans to the Health Department. They are located at 95 Ouida Street off of Industrial Blvd. Their telephone No is 706-632-3024. .
4. To complete the application the following information is needed: What type of home or structure? The total square footage. If the basement is stubbed for a bathroom it is considered finished and that will need to be included in the square foot.
5. Please bring precise directions to the property.
6. A driveway permit is required. If you don't have a driveway a permit will be issued at the time of application for the building permit, **AFTER CONSTRUCTION PLEASE CALL THIS OFFICE FOR INSPECTION, 706-258-5175. You will need to obtain a 911 Address prior to applying at Utility Companies for service. Please call John at the 911 Addressing Offices once your driveway has been cut into your house site, at 706-632-8984. Your lot number is not your 911 address.**
7. Payment is expected at the time of application, your check should be made payable to FCLD, Fannin County Land Development. We do not accept Credit or Debit cards.
8. A copy of the signed application will be forwarded to Tax Assessors office for tax identification. When the septic permit is approved and returned to this office, a building permit will be issued.
9. **NO CONSTRUCTION WORK MAY BE STARTED WITHOUT AN APPROVED BUILDING AND SEPTIC PERMIT. A RECEIPT IS NOT A PERMIT. A CERTIFICATE OF OCCUPANCY IS NOW REQUIRED PRIOR TO MOVING INTO THE HOUSE, THESE ARE OBTAINED FROM THE FANNIN COUNTY BUILDING INSPECTORS (706-258-5175).**
10. The yellow copy of the Building permit and the Driveway permit is to be posted in-full view at the job site. The yellow copies will be laminated by this office, for your convenience. The white copy of the building permit and the pink copy of the septic permit is for your records.
11. If the home is a manufactured home, a Certificate of Occupancy will be issued when the piers, tie downs, electrical, deck, and skirting have been inspected. A temporary Certificate of Occupancy may be issued for 60 days. If after 60 days, the ordinance requirements are not completed, a notice of intent to remove the meter will be sent with the approval from the Board of Commissioners, and after 90 days the homeowner could be fined up to \$ 1000. The home is not to be occupied until the permanent Certificate of Occupancy is issued.

12. **If you are building in the flood plain you are required to build your house to FEMA regulations. (That is Federal Emergency Management Agency regulations). Flood Insurance can not be acquired if you don't build to FEMA code. Also, notice of non-compliance maybe attached to your warranty deed notifying potential buyers of violation. A \$ 300.00 per day violation maybe imposed.**
13. **If you are building within 200 foot of any state waters (any stream, pond, lake etc. All waters, regardless of size are considered State Waters unless they are completely contained on your property.) You are required to have a site plan. This will need to be completed by a registered surveyor to show BMP's (Best Management Practices) and Flood Plain (If Flood Plain Zone A you may use Quick 2 to determine). The only time this does not apply is if it has been completed with the subdivision. Old Subdivisions and personal property will be required to have site plans if you are building within 200 foot of water.**
14. **If you are disturbing more than one acre of Land a land disturbing permit must be obtained. And a N.O.I. (Notice of Intent) sent to the EPD. If it is fifty acres or more a Erosion & Sedimentation Plan must also be sent. When project is completed and 100 % reseeded a N.O.T. (Notice of Termination) must be sent to EPD**
15. **ALL PERMITS ARE NON-REFUNDABLE AND ARE NON-TRANSFERABLE. PERMITS ARE GOOD FOR ONE YEAR AND ARE RENEWABLE.**
16. **Building Permit fees: Residential (New Homes) up to 1000 sq ft \$400.00, over 1000 sq ft \$ 350.00 plus \$0.10per square foot. If you are stubbing Basement for bathroom add 100 square foot for that.**
17. **If commercial structure, please let us know.**