

**WHITE COUNTY  
RESIDENTIAL BUILDING PERMIT CHECKLIST**

Owner/ Applicant \_\_\_\_\_ Reviewed by \_\_\_\_\_ Date \_\_\_\_\_ Permit# \_\_\_\_\_

A building permit for any purposed work shall expire 12 months from the date of issuance or if the work authorized by such permit is suspended or abandoned for a period of six months after the work is commenced. Renewals shall be limited to one 12 month renewal per permit.

\_\_\_ **SEPTIC /SEWER PERMIT**- approval is required from the White County Environmental Health Dept. or City of Cleveland for systems for all new structures or additional construction to existing facility or to verify no encroachment on Environmental Health Dept. 706-348-7698, City of Cleveland 706-865-2017

\_\_\_ **APPROVED PLAT** All plats must be stamped by the Planning Commission or a stamped and recorded copy BY White County Clerk of Court (706-865-2613)

\_\_\_ **LAND DISTURBANCE EXEMPTION**- used if only grading less than 1 acre of land

\_\_\_ **DRIVEWAY PERMIT** (driveways installed on County or State Right-of-Way)

\_\_\_ White County Public Works, Hulsey Road 706-865-2510

\_\_\_ Georgia Dept. of Transportation, Albert Reid Road 706-348-4848

\_\_\_ Private Road, no permit required

\*The use of existing driveway for new houses or structures will require a review & sign off by the White County Road Dept.

\_\_\_ **LETTER OF INTENT**- Write a statement explaining what you want to build and your intended use

\_\_\_ **COMPLETED PERMIT APPLICATION**

\_\_\_ **DRAWING**- Show dimensions and placement of windows and doors of each floor including basement, garage, carport, bonus room, decks, and porches. Show elevations of front & Side. Show foundation detail. Show plumbing & electrical detail/schedules.

\_\_\_ Shows dimensions of windows & doors

\_\_\_ Shows front OR side elevation

\_\_\_ Shows foundation detail

\_\_\_ **OWNER AFFIDAVIT**- This form is used if you are hiring a General Contractor, or buying only an electrical, plumbing, HVAC, or gas permit

\_\_\_ **CONTRACTOR AFFIDAVIT**- All electrical, plumbing, HVAC, and gas contractors must be state licensed and must sign the Contractor Affidavit in front of a notary and provide a copy of their state license & driver's license before permit can be issued.

\_\_\_ **COPY OF CONTRACTORS STATE LICENSE & DRIVERS LICENSE**

\_\_\_ **COPY OF BUSINESS LICENSE IF YOUR BUSINESS IS LOCATED IN WHITE COUNTY**

\_\_\_ **SELF WORK AFFIDAVIT**- This form is used if you are acting as your own General Contractor or actually, doing the permitted work yourself. This cannot be used for plumbing, electrical, HVAC, or gas without approval by the White County Building Official.

\_\_\_ Mountain Protection \_\_\_ Watershed \_\_\_ Groundwater \_\_\_ Wetlands \_\_\_ River Corridor

\_\_\_ Land Disturbance \_\_\_ Flood Plain Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

WHITE COUNTY BUILDING PERMIT FEE SCHEDULE

RESIDENTIAL (NEW) CONSTRUCTION (includes basements, covered porches, attached garages-carports)

BUILDINGS MOVED TO SITE:

0-200 sq ft	\$30.00
201-2500 sq ft	\$30.00 + \$.15 per sq ft over 200 sq ft
2501-5000 sq ft	\$375.00 + \$.12 per sq ft over 2500 sq ft
5001 or more sq ft	\$800.00 + \$.10 per sq ft over 5000 sq ft

OTHER RESIDENTIAL- ACCESSORY STRUCTURES (detached garages-carports, storage sheds, open decks)

ADDITIONS, MODIFICATIONS, REPAIRS, OR RENOVATIONS

0-250 sq ft	\$15.00
251-5,000 sq ft	\$.06 per sq ft
5001-10,000 sq ft	\$300.00 plus \$.05 per sq ft above 5,000 sq ft
10,001 or more sq ft	\$550.00 plus \$.04 per sq ft above 10,000 sq ft

MECHANICAL FEES:

	<u>RESIDENTIAL</u>	<u>COMMERCIAL</u>
Electric	\$45.00	\$70.00
Mechanical	\$45.00	\$70.00
Plumbing	\$45.00	\$70.00
Fuel Gas	\$45.00	\$70.00

COMMERCIAL-New Construction, Remodel, Alterations and Repairs

0-250	\$30.00 (under roof)	\$20.00 (open area)
251-or more	\$.12 sq ft (under roof)	\$.08 sq ft (open area)

NON-RESIDENTIAL OCCUPANCY PERMIT-New businesses changing the use of the existing structure, suite, or space that requires a certificate of occupancy but not having to make changes per the International Building Code.

Fee: \$60.00

AGRICULTURE- FARM OR FARM ACCESSORY BUILDING:

Fee: \$35.00 plus any applicable utility fees listed above

PLAN REVIEW FEES:

Buildings 5000 sq ft or more.....	\$100.00
Three or more retail stores or offices.....	\$100.00
All group assembly, educational, institutional, hotels, motels and boarding houses; apartments, etc.....	\$100.00
All others.....	\$ 50.00

MANUFACTURED HOMES:

Building permit fee	\$100.00
Electric/mechanical/plumbing	\$135.00
Fuel Gas	\$ 45.00
Inspection Fee	\$ 25.00

RV PARKS-Concrete pads and driveway:

0-250 sq ft	\$30.00
251 sq ft or more	\$ .08 per sq ft
Location site permit (RV)	\$25.00

RV PARK STRUCTURES-New, additions, storage, decks and porches:

0-250 sq ft	\$15.00
251 sq ft or more	\$ .06 per sq ft

COUNTY ROAD ACCESS PERMIT (DRIVEWAY).....\$150.00

PERMIT RENEWAL FEE: (1 year):.....\$100.00

A building permit for any proposed work shall expire 12 months from the date of issuance or if the work authorized by such permit is suspended or abandoned for a period of six months after the work is commenced. Renewals shall be limited to one 12-month renewal per permit.

\_\_\_\_\_  
PERMIT ISSUED BY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PERMIT #

\_\_\_\_\_  
TOTAL FEES

# WHITE COUNTY BUILDING PERMIT APPLICATION

OWNER NAME: \_\_\_\_\_ PERMIT# \_\_\_\_\_

OWNER'S EMAIL ADDRESS: \_\_\_\_\_ PHONE# \_\_\_\_\_ CELL# \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY/STATE/ZIP \_\_\_\_\_

WHAT DO YOU WANT TO BUILD?  
\_\_\_\_\_

**THIS JOB IS: (check all that apply)**

RESIDENTIAL  COMMERCIAL  AGRICULTURAL  ACCESSORY  MANUFACTURED HOME  
 NEW BUILDING  ADDITION  ALTERATION/REPAIR/ REMODEL  RE-PERMIT

**CHECK ALL THAT APPLY:**

Building  Electrical  Plumbing  HVAC  Gas

SITE ADDRESS: \_\_\_\_\_  
MAP & PARCEL# \_\_\_\_\_ LOT # \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_  
DIRECTIONS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR INFORMATION:**

Contractor name: \_\_\_\_\_ Phone# \_\_\_\_\_ Cell# \_\_\_\_\_  
Company name: \_\_\_\_\_ Address: \_\_\_\_\_  
Applicant: \_\_\_\_\_ Phone# \_\_\_\_\_ Cell# \_\_\_\_\_

**FILL IN SQUARE FOOTAGE OF EACH:**

1<sup>st</sup> LEVEL: \_\_\_\_\_ GARAGE: \_\_\_\_\_ STORAGE: \_\_\_\_\_ COVERED PORCHES \_\_\_\_\_  
2<sup>ND</sup> LEVEL: \_\_\_\_\_ CARPORT: \_\_\_\_\_ PATIO: \_\_\_\_\_ DECKS: \_\_\_\_\_  
BASEMENT: \_\_\_\_\_ OTHER: \_\_\_\_\_  
POWER COMPANY: HEMC \_\_\_\_\_ or GEORGIA POWER \_\_\_\_\_

**PROJECT DETAILS:**

# of floors \_\_\_\_\_, total rooms \_\_\_\_\_, # bedrooms \_\_\_\_\_, #bathrooms \_\_\_\_\_, # of buildings \_\_\_\_\_, #unit's \_\_\_\_\_,  
Total fireplaces \_\_\_\_\_, Fireplace type: metal \_\_\_\_\_ or masonry \_\_\_\_\_ (poured walls over 9 ft will require a design),  
Are other buildings/structures on property? \_\_\_\_\_. If yes list all: \_\_\_\_\_  
Is any part of building site in a Flood Zone? \_\_\_\_\_. If yes, Elevation Certificate is required.

I, hereby affirm that the above information is true and correct. I have read and understand the regulations and requirements for the above construction.

\_\_\_\_\_  
Owner/Applicant signature \_\_\_\_\_ Date \_\_\_\_\_

White County Official Code: Section 14.78 Permits.. b. Time Limitations. A building permit for any proposed work shall expire twelve (12) months from the date of issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced.

OFFICE USE ONLY: ZONING \_\_\_\_\_ ACERAGE \_\_\_\_\_ INITIALS \_\_\_\_\_ DATE \_\_\_\_\_

**White County Planning and Development**

Statement of Exemption  
Land Disturbance Activities

I, \_\_\_\_\_ do hereby request exemption of a Land Disturbance Permit under Section III, subsection 8, of the White County Soil and Erosion Resolution.

Project Location \_\_\_\_\_

\_\_\_\_\_

Land to be disturbed \_\_\_\_\_

\_\_\_\_\_

Amount of land to be disturbed \_\_\_\_\_

I hereby certify that there are no State Waters within 200 feet of the area of land disturbance. I understand that exemption from the permit does not exempt me from the application of soil and erosion measures and that I agree to follow Best Management Practices as set forth by the above resolution.

I understand that any exemptions given will apply to this project only, and to only those items listed above. Should this project exceed the listed amount of area disturbed, I will notify the White County Planning and Community Development Department of any changes.

\_\_\_\_\_  
Signature of Land Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Notary

\_\_\_\_\_  
Date

My commission expires on \_\_\_\_\_  
of \_\_\_\_\_.

(Seal)

# LETTER OF INTENT

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

Address of project: \_\_\_\_\_

I am requesting to build the following:

\_\_\_\_\_

Detailed use of  
project:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Property Owner or Contractor Signature

\_\_\_\_\_  
Date

OWNER AUTHORIZATION FORM

WHITE COUNTY, GA

I hereby attest that I am the owner of the property described as follows:

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

Shown on the final plat or tax records of White County, which is the subject matter of the attached application for a building permit.

I hereby authorize that I am the person named below to act as the agent/contractor in the pursuit of a building permit for this property.

NAME OF AGENT (OWNER)/CONTRACTOR \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIPCODE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
OWNER'S ADDRESS

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
MY COMMISSION EXPIRES



## WHITE COUNTY CONTRACTOR AFFIDAVIT

White County Building & Inspections 706-865-6496 office  
1241 Helen Hwy., Suite 220 706-348-7959 fax  
Cleveland, GA 30528

THIS FORM MUST BE COMPLETED IN FULL, SIGNED, AND SUBMITTED TO THE BUILDING & INSPECTION DEPARTMENT BEFORE WORK MAY COMMENCE.

Licensed Contractor: \_\_\_\_ Individual \_\_\_\_\_ Qualifying Agent

State License Copy  Driver's License Copy

Name of licensed person: \_\_\_\_\_ Phone # \_\_\_\_\_

Company name: \_\_\_\_\_

Check one:  General Contractor  Electric  HVAC  Plumbing  Gas

State license number: \_\_\_\_\_

Project location: \_\_\_\_\_

Project owner: \_\_\_\_\_

I, the undersigned, being a contractor of above listed project, do hereby affirm that all information on this form and accompanying documents are true and correct. This is to certify that I am responsible for the installation of the above listed service and compliance with the applicable International Code, as adopted and amended by the Official Code of Georgia, for building as it applies to this installation.

In the event of any change in my status on this application, I understand that I will be held responsible for this job until the White County Building & Inspection Department has been notified in writing of this change.

Under penalty of law, I, \_\_\_\_\_, swear that the above information is true, correct and complete.

\_\_\_\_\_ (Signature) Date: \_\_\_\_\_

# WHITE COUNTY BUILDING DEPARTMENT

## SELF-WORK AFFIDAVIT

Permit # \_\_\_\_\_

Job Site Address: \_\_\_\_\_

I, \_\_\_\_\_, do hereby certify that I am the owner of the premises referenced above and that I will obtain the required permits; that I will do all the work in conformity with the provisions of all the state and county mandated codes and ordinances and that I will properly obtain all required inspections. I understand that my family and I must live on the premises. I also agree that I will NOT sell this property as per O.C.G.A. 43-41-17.

I am requesting self-work permits for the following:

\_\_\_ Building Permit                      \_\_\_ Plumbing Permit

\_\_\_ HVAC Permit                          \_\_\_ Electrical Permit

Under penalty of law, I, \_\_\_\_\_, swear that the above information is true, correct and complete.

Owner's signature \_\_\_\_\_

Date \_\_\_\_\_

Sworn to and subscribed before me

this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Notary Public

\_\_\_\_\_

O.C.G.A. 43-41-17. (h) Nothing in this chapter shall preclude any person from constructing a building or structure on real property owned by such person which is intended upon completion for use or occupancy solely by that person and his or her family, firm, or corporation and its employees, and not for use by the general public and not offered for sale or lease. In so doing, such person may act as his or her own contractor personally providing direct supervision and management of all work not performed by licensed contractors. However, if, under this subsection, the person or his or her family, firm, or corporation has previously sold or transferred a building or structure which had been constructed by such person acting without a licensed residential or general contractor within the prior 24 month period, starting from the date on which a certificate of occupancy was issued for such building or structure, then such person may not, under this subsection, construct another separate building or structure without having first obtained on his or her own behalf an appropriate residential or general contractor license or having engaged such a duly licensed contractor to perform such work to the extent required under this chapter, or it shall be presumed that the person, firm, or corporation did not intend such building solely for occupancy by that person and his or her family, firm, or corporation. Further, such person may not delegate the responsibility to directly supervise and manage all or any part of the work relating thereto to any other person unless that person is licensed under this chapter and the work being performed is within the scope of that person's license. In any event, however, all such work must be done in conformity with all other applicable provisions of this title, the rules and regulations of the board and division involved, and any applicable county or municipal resolutions, ordinances, codes, permitting, or inspection requirements.