

REQUIREMENTS FOR RESIDENTIAL HOUSING PERMIT APPLICATION

ITEMS 1-4 MUST BE COMPLETED BEFORE A BUILDING PERMIT APPLICATION WILL BE ACCEPTED.

1-SEPTIC TANK APPROVAL (New or Existing Tank) – FROM ENVIRONMENTAL HEALTH DEPARTMENT – OFFICE HOURS, Monday - Friday 8 a.m. – 9 a.m. A written approval /copy of septic tank permit is needed before a building permit can / will be issued.

2-RECORDED DEED AND PLAT – Must meet county requirements.

3-ADDRESS APPLICATION FILLED OUT – FOR 911 services.

4-BUILDING APPLICATION COMPLETED – permit must be submitted and approved by Code Enforcement prior to doing any work. The inspection record card must be placed in the construction box or provision made to post at the job site.

5-HOUSE PLAN REVIEW- This review may take 5 business days before a permit can be issued.

6-ENERGY CODE FORM

7-SITE PLAN- Showing new house, all structures on your property & distance of structures from each other and from all property lines

8-DIG NUMBER – Call 1-800-282-7411 for your number

9-ROOFING APPLICATION COMPLETED – permit must be submitted and approved by Code Enforcement prior to doing any roof work.

10-ELECTRIC APPLICATION COMPLETED – permit must be submitted and approved by Code Enforcement prior to doing any electrical work.

11-AIR CONDITIONER APPLICATION COMPLETED – permit must be submitted and approved by Code Enforcement prior to doing any HVAC work.

12-PLUMBING APPLICATION COMPLETED – permit must be submitted and approved by Code Enforcement prior to doing any plumbing work.

13-GAS APPLICATION COMPLETED – permit must be submitted and approved by Code Enforcement prior to doing any gas work.

NOTE: If you are HIRING A CONTRACTOR to do any of the above work, the CONTRACTOR MUST FILL out permits that pertain to the work he/she is doing for you. CONTRACTOR must be registered with GRADY COUNTY. Code Enforcement then reviews and approves permit applications.

WHEN THE HOMEOWNERS ARE DOING THE WORK THEMSELVES, THEY ARE REQUIRED TO SPEAK WITH MR. HARRISON BEFORE STARTING ANY WORK. A homeowner's affidavit and sub-contractor list must be filled out if the homeowner is doing work. requirements for building permit 7-20-16