



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024
Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.us

Documents Required for Obtaining an Accessory Residential Building Permit

_____ **Permit Application:** Complete application packets may be submitted to Pdsubmittals@putnamcountyga.us
INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED.

_____ **Septic System Locate/Approval:** Contact the Putnam County Environmental Health Specialist with the Putnam County Health Department located at 117 Putnam Dr Ste A, Eatonton, GA 31024 or at (706-485-8591) for septic system approval and or septic system location approval. **Building Plans must be signed or stamped by an Environmental Health Specialist prior to submittal**

_____ **Public/Private:** Sanitary sewer connection approval by EPSWA or Piedmont. **An official written approval or permit must be submitted with building permit application.**

_____ **Water Approval:** Form This form is available in the Putnam County Planning and Development Office, or it can be downloaded off of the Putnam County Website at [Putnam County, Georgia \(putnamcountyga.us\)](http://Putnam County, Georgia (putnamcountyga.us))
_____ **An official written approval or permit must be submitted with building permit application.**

_____ **Driveway Application:** This permit shall be issued by the Putnam County Public Works department. (Required when installing a new driveway.) Please call 706-485-8817 for more information

_____ **Site Plan:** A site plan drawn to scale is required. Plan must show all as-built structures. Must show all BMP's and BFE if applicable. Must show setbacks of proposed structure.

_____ **Land Disturbance Permit** Any land disturbance of one acre or greater requires a LDP. Any land disturbance within 200 feet of state waters or within a common development must obtain a LDP.. The plan must be prepared by a design professional. Form This form is available in the Putnam County Planning and Development Office, or it can be downloaded off of the Putnam County Website at [Putnam County, Georgia \(putnamcountyga.us\)](http://Putnam County, Georgia (putnamcountyga.us))

_____ **One (1) Recorded Plat of the subject property:** (Maximum Size 11" x 17"). Recorded plat may be obtained at the Putnam County Superior Court located at 100 S. Jefferson Avenue, Suite 236 Eatonton, GA 31024, or for questions, you may contact them at (706) 485-4501.

_____ **One (1) Parcel Identification Sheet:** Identification Sheets may be obtained at the Putnam County Tax Assessor's Office located at 100 S. Jefferson Street, Eatonton, GA 31024, or for questions, you may contact them at (706) 485-6376.

_____ **Remodels:** Require a letter of intent which details scope of work and material used

_____ **Building Plans:**

-Residential Building Permits Require One (1) full sets of plans and one (1) digital (PDF) set of plans. **Only one PDF file is required with an electronic submittal.** All plans must be computer or professionally drawn and must include the following:

Site Plan (required for all new structures)
Foundation Plan
Floor Plan Elevations (all sides)

Window & Door Size Chart
Erosion, Sediment and Pollution Control Plan (if required)
Specifications: Including Window & Door Size Chart

Application plan review may take at least 4 weeks to complete. The applicant will be notified when the permit is approved or denied. Construction may not begin until the building permit is issued.



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Putnam County Sec. 66-132. - List of uses and performance standards

(s) *Family accessory dwelling unit.* Any accessory dwelling structure may serve as a family accessory dwelling unit on condition that:

- (1). The square footage of the additional dwelling unit shall not be less than 600 square feet and no greater than 1,000 square feet.
- (2) The accessory dwelling is not a manufactured home;
- (3) The accessory dwelling may not be rented or leased separately from the principal residence; however, this provision shall not restrict the rental or lease of the accessory structure to family of the occupants of the primary structure. Family, as used in this subsection, shall mean one or more persons related by blood, adoption, or marriage.
- (4) An ADU may be accessory only to a single-family detached dwelling (site build or modular).
- (5) The ADU must be a complete living space, with kitchen and bathroom facilities separated from the principal unit.
- (6) The ADU shall meet all setback requirements of the principal dwelling. When detached from the principal dwelling, the ADU shall be back not less than 20 feet from the principal dwelling.
- (7) Two additional off-street parking spaces shall be required for the ADU.
- (8) ADUs in the R-1R district must be enclosed as part of the principal dwelling unit.

*****Standalone accessory dwellings are not allowed inside the City of Eatonton**



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Accessory Residential/Modular Building Permit Application

(INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED)

City of Eatonton Putnam County

Permit# 2023-

Property Owner's Name:		Cell phone#:
Address:		Home phone#:
City:	State:	Zip Code:
Email Address:		

Property Location

Project Name:		Subdivision:
Property Address:		
City:	State:	Zip Code:
Tax Map#	Tax Parcel#	

All Contractors Must Provide a copy of State Contractor's and Local Business License

Contractors Information

Contractor's Name:		Cell phone #:
Contractor's Address:		Office #: Fax #:
City:	State:	Zip Code:
Email Address:		
State Certification #:		Expiration date:
Occupational Tax #:		Issuing County:
Project Managers Name:		Telephone #:

Type of Building Permit Requested: (Each type requires a separate application submittal)

- Accessory Family Dwelling Addition Remodel Existing Permit Renewal
- Other _____



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Building Information: (Please fill in all pertinent information)

Total cost of construction: \$ _____ (cost should be estimated to Fair Market Value)

Structure will have (separate permits required): Electrical HVAC Plumbing

Building Dimensions (Footprint): _____

Total percentage of lot coverage by impervious structures _____ % (shall not exceed 35% coverage of lot)

Total square footage of building: _____

Heated: _____ Sq. ft. Unheated: _____ Sq. ft. Porch/Deck: _____ Sq. ft.

Accessory Family Dwelling Living Quarters and/or Bathrooms: (if applicable)

_____ Bedroom(s) _____ Half bathroom(s)
_____ Full bathroom(s) _____ Kitchen(s)
_____ Office _____ Total number of rooms

Number of Stories: ____ Number of Units: ____

Building Height (From base to highest Ridge): Front Elevation Height: _____ Rear Elevation Height: _____

Maximum height of structures: 35 feet from the highest point of the grade

SETBACKS: Front: _____ Rear: _____ Lake Side: _____ Left: _____ Right: _____

List all existing buildings/structures on the property. _____

Foundation:

Basement Basement/Crawlspace Basement/Slab Crawlspace Crawlspace/Slab Monolithic Slab

Foundation Material:

Dirt Wood Poured Concrete Gravel/Stone Block Brick

Structure Material/Support:

Wood Steel Concrete Block Brick Poles Combination

Exterior Materials/Covering: (Please check all that apply):

Aluminum Siding Brick Stone Block Concrete Hardi-Plank/Hardboard Siding Vinyl
 Fiber Cement Siding Wood/Plywood Siding Metal Stucco/Masonry Veneer Particleboard Siding Other

Explain Other: _____

Roof Construction:

Steel Truss Structural Steel Wood Truss Dimensional Lumber Engineered Lumber Heavy Timber
 Steel Joist Combination



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Roof Covering:

- Asphalt/Fiberglass Shingles
- Concrete Tile
- Mineral-Surfaced Roll Roofing
- Wood Shingles/Shake
- Metal Roof Panel
- Metal Roof Panel Shingle
- Single-ply Membrane Roof
- Slate
- Terracotta Tiles
- Builtup Roof Covering
- Other

Explain Other: _____

Number of Fireplaces: _____ **Wood** _____ **Gas**

- Insert
- Masonry
- Pre-fabricated
- Wood Stove

Garage:

- Attached
- Carport
- Detached
- No Garage

Type of Heating System (if applicable):

- Electric
- Heat Pump
- Gas
- Duel Fuel
- Solar
- Geo - thermal

Power Company:

- Georgia Power
- Central Georgia EMC
- Tri County EMC

Water Supply:

- Private Well
- Private Water System
- EPWSA
- Piedmont

Sewage (if applicable):

- Private Septic
- Private Sewage System
- EPWSA
- Piedmont

Occupancy Classification and Group: (Check all that apply)

____ Single Family Dwelling



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Environmental: __Lake Oconee __Lake Sinclair __River __Creek __Branch __Stream

Is the building within 200 feet of State Waters? Yes No

Are there wetlands on the property? Yes No

Is there a flood plain on the property? Yes No

Is the property in Conservation Use Program? Yes No

What is the bottom floor elevation? _____

Is an Elevation Certificate required? _____

All information is true and accurate to the best of my knowledge.

Applicant

Date

Print Applicant's Name

Office Use Only

Zoning: _____ **Comm. District** _____ **Fire District** _____ **School District** _____

LDP Approved: _____ **Site Plan Approved:** _____ **Zoning Approved:** _____ **Variance Approval:** _____

Plans Approved by: _____ **Date:** _____

Permit Approved by: _____ **Date:** _____

Comments: _____

FEES: Heated X .35 \$ _____ + Unheated X .30 \$ _____ + Decks/Porches X.20 \$ _____ + Energy Code **\$3.00** Total \$ _____

Payment: **Check#** _____ **Cash** _____ **Credit Card/Debit** _____

PLEASE CALL 811 BEFORE YOU DIG



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Building Permits (Residential)	
Residential Fee	
For each square foot of enclosed area or fractional part thereof residential space, for each story below and above grade	.40
For each square foot of garage, storage building, or barn space	.35
For each square foot of porches, decks, or open shed space	.25
Modular Home Fee	
For each square foot of enclosed area or fractional part thereof residential space, for each story below and above grade	.40
For each square foot of garage, storage building, or barn space	.35
For each square foot of porches, decks, or open shed space	.25
Multi-Family Fee	
For each square foot of enclosed area or fractional part thereof residential space, for each story below and above grade	.40
For each square foot of garage, storage building, or barn space	.35
For each square foot of porches, decks, or open shed space	.25
Alteration/Remodel	
Alterations (including major repair to building or other structures.) For each \$1,000 of estimated cost or fractional part thereof	\$6.00