



PUTNAM COUNTY PLANNING & DEVELOPMENT

117 Putnam Drive, Suite B ♦ Eatonton, GA 31024

Tel: 706-485-2776 ♦ 706-485-0552 fax ♦ www.putnamcountyga.com

Documents Required for Obtaining a Residential/Modular 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. **An official written approval or permit from the health department must be submitted with building permit application.**

_____ **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))

-Agricultural Building Permits Require: When required by the building official, one (2) full set of plans and one (1) digital PDF set of plans. If the structure is 2500sqft or less, plans can be hand-drawn; if the structure is greater than 2500sqft, plans must be computer-generated. Any structure larger than 5000sqft, plans must be drawn and stamped by a licensed professional. If an accessory dwelling is located within the agricultural structure, residential requirements will apply. All plans must include the following:

-Agricultural Plans require the following:

Site Plan (required for all new structures)	Window and Door size chart
Floor Plan	Specifications
Building Elevation Plan	

If Required:

Electrical Plan	Structural Plan
Plumbing Plan	Erosion, Sediment and Pollution Control Plan
Mechanical Plan	

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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Agricultural Permit Application

(INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED)

City of Eatonton Putnam County

Permit# 202-

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 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)

- | | | | |
|---|--|---|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Grain Silo | <input type="checkbox"/> Implement Shed | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Hay Barn | <input type="checkbox"/> Livestock Barn | <input type="checkbox"/> Solar System |
| <input type="checkbox"/> Animal Arena | <input type="checkbox"/> Hog Polar | <input type="checkbox"/> Pole Barn <input type="checkbox"/> Remodel | |
| <input type="checkbox"/> Dairy Barn | <input type="checkbox"/> Horse Barn | <input type="checkbox"/> Poultry House | |
| <input type="checkbox"/> Permit Renewal | <input type="checkbox"/> Horticultural Structure | | |

Explanation: _____



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Building Information: (Please fill in all pertinent information)

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

Structure will have: 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. Decks/Porches _____ Sq. ft.

Number of Stories: _____ **Number of Units:** _____ **Height:** _____

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: _____



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Roof Construction:

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

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: _____

Fireplace:

- Insert Masonry Pre-Fabricated Wood Stove

Garage:

- Attached Carport Detached No Garage

Type of Heating System (if applicable):

- Electric Heat Pump Gas Dual Fuel Solar Geo-thermal

Power Company:

- Georgia Power Central Georgia EMC
 Tri County EMC

Water Supply:

- Private Well Private Water System
 EPSWA Piedmont

Sewage (if applicable):

- Private Septic EPSWA
 Private Sewage System Piedmont



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Occupancy Classification and Group: (Check all that apply)

- | | | | | | |
|--|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> Assembly | <input type="checkbox"/> A-1 | <input type="checkbox"/> A-2 | <input type="checkbox"/> A-3 | <input type="checkbox"/> A-4 | <input type="checkbox"/> A-5 |
| <input type="checkbox"/> Business | <input type="checkbox"/> B | | | | |
| <input type="checkbox"/> Mercantile | <input type="checkbox"/> M | | | | |
| <input type="checkbox"/> Educational | <input type="checkbox"/> E | | | | |
| <input type="checkbox"/> Factory – Industrial | <input type="checkbox"/> F-1 | <input type="checkbox"/> F-2 | | | |
| <input type="checkbox"/> Residential | <input type="checkbox"/> R-1 | <input type="checkbox"/> R-2 | <input type="checkbox"/> R-3 | <input type="checkbox"/> R-4 | |
| <input type="checkbox"/> High Hazard | <input type="checkbox"/> H-1 | <input type="checkbox"/> H-2 | <input type="checkbox"/> H-3 | <input type="checkbox"/> H-4 | <input type="checkbox"/> H-5 |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> I-1 | <input type="checkbox"/> I-2 | <input type="checkbox"/> I-3 | <input type="checkbox"/> I-4 | |
| <input type="checkbox"/> Storage | <input type="checkbox"/> S-1 | <input type="checkbox"/> S-2 | | | |
| <input type="checkbox"/> Utility & Miscellaneous | <input type="checkbox"/> U | | | | |

Environmental:

- 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 _____ Flood Zone: _____ Fire District: _____ School District: _____

LDP Approved: _____ Site Plan Approved: _____ Zoning Approved: _____ Type Construction: _____

Plans Approved by: _____ Date: _____ Permit Approved by: _____ Date: _____

Comments: _____

FEES: Heated X .35 \$ _____ + Unheated X .30 \$ _____ + Decks/Porches X.10 \$ _____ + Energy Code \$3.00 Total \$ _____

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

–WORK MUST BE COMMENCED WITHIN 6/MONTHS OF ISSUANCE AND NOT BE ABANDONED IN EXCESS OF 6/MONTHS

–IF PLANS ARE ALTERED OR ADDITIONAL WORK IS DONE, AN AMENDED PERMIT MUST BE PURCHASED.

–EROSION CONTROL MANAGEMENT MUST BE PRACTICED AT ALL TIMES.

–THE ISSUANCE OF THIS PERMIT DOES NOT ALLOW OR IMPLY THE RIGHT TO VIOLATE ANY CODE OR ORDINANCES ADOPTED BY THE CITY OF EATONTON OR PUTNAM COUNTY.

*****CONTRACTOR/OWNER SHALL REMAIN RESPONSIBLE FOR CODE COMPLIANCE*****

PLEASE CALL 811 BEFORE YOU DIG