



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 Multi-Family/Accessory 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) | Window & Door Size Chart |
| Foundation Plan | Erosion, Sediment and Pollution Control Plan (if required) |
| Floor Plan Elevations (all sides) | 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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Multi-family/Accessory Building Permit Application **(INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED)**

City of Eatonton Putnam County

Permit# 2021-

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

Property Location

Project Name:		Jurisdiction:
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: (Check all that apply)

- | | | | |
|-------------------------------------|---|---|---|
| <input type="checkbox"/> Duplex | <input type="checkbox"/> Single-family dwelling | <input type="checkbox"/> Addition & Remodel | <input type="checkbox"/> Pool House |
| <input type="checkbox"/> Triplex | <input type="checkbox"/> Apartment Building(s) | <input type="checkbox"/> Existing Home Relocation | <input type="checkbox"/> Remodel |
| <input type="checkbox"/> Quadruplex | <input type="checkbox"/> Condominium | <input type="checkbox"/> Existing Permit Renewal | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Townhouses | <input type="checkbox"/> Accessory Storage Building | <input type="checkbox"/> Garage-Attached | <input type="checkbox"/> Solar System |
| <input type="checkbox"/> Mid-rises | <input type="checkbox"/> Addition | <input type="checkbox"/> Garage Detached | <input type="checkbox"/> Recreation |

Other (explain) _____
List all existing buildings/structures on property (also show on plat): _____



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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.

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: _____ 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: _____

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 Prefabricated 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
- EPWSA
- Piedmont

Sewage (if applicable): Private Septic EPWSA Private Sewage System Piedmont

Occupancy Classification and Group: (Check all that apply)

- | | | | | |
|--|------------------------------|------------------------------|------------------------------|------------------------------|
| <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"/> Residential | <input type="checkbox"/> R-1 | <input type="checkbox"/> R-2 | <input type="checkbox"/> R-3 | <input type="checkbox"/> R-4 |
| <input type="checkbox"/> Storage | <input type="checkbox"/> S-1 | <input type="checkbox"/> S-2 | | |
| <input type="checkbox"/> Utility & Miscellaneous | <input type="checkbox"/> U | | | |
| <input type="checkbox"/> Single Family Dwelling | | | | |
| <input type="checkbox"/> Multi-Family Dwelling | | | | |



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Environmental:

- Is the building within 200 feet of State Waters? Yes No
- Are there wetlands on the property? Yes No
- Is there 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 Signature

Date

Applicant (Neatly Print)

Office Use Only

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

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

Fire Chief Approval: _____ / / _____ **Plans Approved by:** _____

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

Comments: _____

FEES: Heated X .40 \$ _____ + Unheated X .35 \$ _____ + Decks/Porches X.25 \$ _____ + Energy Code \$5.00 Total \$ _____

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

PLEASE CALL 811 BEFORE YOU DIG



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Building Permits

Note: For the purpose of determining fees, floor area shall be the gross overall outside area of a building at each story, including all portions under roof. Where a building permit fee is paid for a new building or addition, separate permits and fees shall not be required for fences, walls, awnings, masonry fence wall, site work, or other components normal to building construction. (Separate fees shall be paid for electrical, plumbing, mechanical, miscellaneous, or other permits shown elsewhere in this schedule.)

Building Permits (Residential)	
Multi-Family Fee	
For each square foot of enclosed area or fractional part thereof residential space, for each story below and above grade	\$0.40
For each square foot of garage, storage building, or barn space	\$0.35
For each square foot of porches, decks, or open shed space	\$0.25
Alteration/Remodel	
Alterations (including major repair to building or other structures.) For each \$1,000 of estimated cost or fractional part thereof	\$6.00