



OGLETHORPE COUNTY BUILDING DEPARTMENT/PLANNING & ZONING

Building Permit Process

To assist you in making your new home or building a reality we have created this packet of frequently requested information. All of the documents listed herein are also available on our website page: <http://www.onlineoglethorpe.com/PZI-Forms-v-39.html>

In addition to residential building permits, Plumbing, Electrical, and Mechanical (HVAC) permits must also be pulled. Permits are also required for the construction of non-residential buildings such as storage buildings, poultry houses, green houses, barns (with and without walls) and shop buildings. Please see separate packets for Manufactured Homes (New & Pre-Owned).

Click [Oglethorpe Co. Building Fees](#) for a complete list of all building related fees.

When building a residence or a building containing a bathroom, the **minimum lot size and lot width** is based on the zoning district your property is located in, and on whether your residence will be connected to a private or community sewage system. The **minimum heated floor area** for a single-family dwelling in any zoning district is 900 sq. ft. The **location of accessory structures** is based on your zoning district. When building on property located in a subdivision with **protective covenants**, the more strict regulation applies. The setback distance for all buildings must be a minimum of 20' from the side and rear property lines. The front yard setback is based on the type of road your building is facing (arterial, collector, local or private access) or on pre-determined distances for platted subdivision developments.

1. Find out the zoning for your property.

Call the Planning, Zoning & Building Inspection office (P & Z) with the address and/or the name of the current property owner. P & Z will tell you which zoning district your property is located in and supply you with a copy of the zoning and lot regulations for your zoning district.

Do not subdivide a piece of property or decide on a building site before speaking to the P & Z office. Zoning districts dictate the size and use of the property. Changing either *may* trigger a necessary change in zoning. New surveys not meeting the necessary zoning district and lot regulations will not be approved for recording. A rezone *may* have to be requested before building can commence. The rezone process takes 45 days and the cost is \$250.

For property located within the city limits of Arnoldsville, Crawford, Lexington, and Maxeys please note: These municipalities have their own city council review process and all have adopted the Oglethorpe County building codes. Following city council approval, the P & Z office will issue building permits for property located within the city limits of these municipalities.

The *minimum* lot size for a residence is 1.5 acres and *each* zoning district has its own lot size minimums. Only one residence is allowed for each recorded parcel of land. Residential structures must have septic permits from the Health Department. The Health Department will not issue a septic permit without a plat that has been approved by P & Z and recorded in the Oglethorpe County courthouse.

2. Record your new survey (if applicable):

- a. Bring five copies of your original survey to the P & Z office for approval. The approval process may take up to 24 hours.
- b. Once approved, take 3 copies of your approved survey to the Oglethorpe County Clerk's office, located in the Oglethorpe County Courthouse, for recording. The recording cost is \$8 and the clerk's office will return one copy of the recorded plat to you.

3. Apply for your physical mailing address (if applicable):

Physical mailing addresses are assigned by Mrs. Sue Wall whose office is located in the Oglethorpe County Jail complex at 115 Buddy Faust Road. Please allow 24 hours for the processing of your new address.

Items which may be needed:

- a. Plat of your property
- b. Directions to your property and the marking of your driveway location
- c. The addresses of residents on either side of your property

4. Apply for your Driveway Permit at the P & Z office (if applicable): Fee \$50

- a. The Oglethorpe Co. driveway ordinance and driveway permit applications may be found on our website: [Driveway Ordinance](#) ; [Driveway Permit](#)
- b. Driveways must be approved before Certificates of Occupancy are issued.
- c. Oglethorpe County does not supply driveway piping or materials.

6. Apply for a Septic Permit from the Oglethorpe County Health Department (if applicable): (phone 706.743.8181)

Steps Involved:

- a. Obtain a level III soil investigation report. (Note: soil reports may already be on file for subdivision lots.) (Approximate cost \$250).
- b. Apply for your septic permit (Approximate cost \$225 for a residential permit).
- c. The Health Department will require a copy of your recorded plat and the original stamped soil survey.
- d. Septic tank permit reviews are may take 7-10 days or longer depending on site limitations.
- e. If your site already has a septic system in place, the cost for an Existing Septic Inspection is approximately \$100.

7. Apply for your Building Permit at the P & Z office.

- a. The building permit may be pulled by the homeowner or the company authorized to move and setup the home. [Building permit application](#)
- b. Required items:
 - i. A copy of the recorded plat
 - ii. A copy of the septic permit
 - iii. Contractor registration information if your contractor(s) is not registered with our office: [Contractor registration application](#)
- c. Permit Fees
 - i. Minimum Cost - \$250
 - Cost per Heated Sq. Ft. - \$.20
 - Cost per Unheated Sq. Ft. - \$.05 (decking, porches)
- d. Certificate of Occupancy (C. O.): \$50
 - i. The C. O. will be issued after your home has passed the final inspection
 - ii. A termite letter is required before the issuance of the C. O.
 - iii. A final driveway approval is required before the issuance of the C. O.

8. Apply for an Electrical Permit:

- a. Apply for service with your electrical service provider.
- b. To receive your permit, complete the [Electrical permit application](#) and forward it, and your payment, to P & Z.
- c. When you are ready for your power to be turned on, ask P & Z to set up a permanent service inspection with the Building Inspector. Follow this same procedure for a temporary power pole inspection.
- d. Once approved, P & Z will call your service provider and let them know your site has passed inspection and the power should be turned on.
- e. **You must also call your service provider** and verify that you are ready to have your service turned on.

9. Apply for a Mechanical Permit:

- a. A licensed HVAC installer should pull the mechanical permit from the P & Z office. Information on the number of units and number of tons per unit must be provided on the mechanical permit.
- b. To receive your permit, complete the [Mechanical permit application](#) and forward it, and your payment, to P & Z.

10. Apply for a Plumbing Permit:

- a. A licensed Plumber should pull the plumbing permit from the P & Z office. Information on the number of fixtures, sinks, drains, etc, must be provided on the plumbing permit.
- b. To receive your permit, complete the [Plumbing permit application](#) and forward it, and your payment, to P & Z.

11. Required inspections during the building process

The county Building Inspector (706.743.8159) will come to your building site and inspect in the order below as applicable. **Note: A \$25 re-inspection fee will be charged for any item which did not pass inspection the first time and requires an additional inspection(s) by the Building Inspector.**

- a. Footer inspections – The Inspector must probe the holes *before* the concrete has been poured
- b. Temporary power pole
- c. Rough-in for framing, wiring, plumbing and HVAC
- d. Insulation
- e. Sheetrock
- f. Permanent Electrical Service
- g. Final Inspection for Certificate of Occupancy

12. Contractor Information:

All building contractors, electricians, plumbers, and heating and air contractors must be licensed by the state of GA and must be registered with Oglethorpe Co. There is not a charge for registering with the county. [House Bill 1003 regarding contractor licensing requirements.](#) To check a **Contractor's State license status** go to:
<https://secure.sos.state.ga.us/myverification/Search.aspx>

If your contractor(s) are not registered with Oglethorpe Co., click [Contractor registration application](#):

When registering with Oglethorpe Co. contractors must supply the following:

1. State of GA contractor's license
2. A business license from any location in the State of GA
3. A valid driver's license

The P & Z office accepts cash or checks only. We do not accept credit cards. Checks should be made out to Oglethorpe County BOC (Board of Commissioners).

A list of the various building related codes adopted by Oglethorpe Co. may be found online at:
[Southern Standards & International Building Codes](#)

