Paulding County Board of Commissioners

Community Development Department
Building & Permitting Division
Watson Government Complex
240 Constitution Boulevard, Dallas, Georgia 30132
770-443-7571 * commdevpermits@paulding.gov * www.paulding.gov

PRIVATE DWELLING PERMIT

APPLICANT'S NAME: _____ TELEPHONE: _____

PRESENT ADDRESS: _____

CONTRACTOR'S NAME: _____ TELEPHONE: _____

ADDRESS: _____

DEPARTMENT APPROVALS

1. ZONING: _____
   2nd Floor (Lot Size) (Setbacks) (Zoning District)

   _____
   (Parcel Number) (Type home to be built) (Approval Signature & Date)

2. TAX COMMISSIONER:_____
   3rd Floor (Verification that property taxes are current for new home location) (Approval Signature & Date)

3. ADDRESSING / GIS: _____
   3rd Floor (Assigned Address) (Approval Signature & Date)

4. ENVIRONMENTAL HEALTH: _____
   1st Floor (*If applicable* - Septic tank / well; requires inspection & permit) (Approval Signature & Date)

5. DEVELOPMENT DIVISION: _____
   1st Floor (*If applicable* - E&SC; Floodplain stream; buffers) (Approval Signature & Date)

6. WATER SYSTEM: _____
   (*If applicable* - Fees Paid for Water / Sewer Tap) (Approval Signature & Date)

Erosion and Sediment Control (E&SC) devices must be installed at all points where silt can leave the lot. Silt fence must be installed at the toe of all slopes behind the curbing and wherever silt or mud could leave the lot. **A GRAVEL DRIVEWAY IS MANDATORY DURING CONSTRUCTION.** These E&SC devices must be cleaned and maintained until the disturbed areas are stabilized with permanent vegetation. Failure to properly maintain or install these devices will result in the issuance of violation notices. Failure to comply with the terms of the notice will result in the withholding of all inspections and possible legal action by the County.

I HAVE READ AND UNDERSTAND MY RESPONSIBILITIES AND HEREBY CERTIFY THAT ALL OF THE ABOVE INFORMATION IS CORRECT AND A PROPER PLAT HAS BEEN SUBMITTED. I CERTIFY THE DWELLING WILL CONTAIN _____ SQUARE FEET OF HEATED AREA.

_____ _____
APPLICANT SIGNATURE **DATE**

PAULDING COUNTY PRIVATE DWELLING PERMIT POLICIES & PROCEDURES

THE PRIVATE DWELLING PERMIT FORM MUST BE SIGNED AND APPROVED BY EACH DEPARTMENT PRIOR TO OBTAINING A BUILDING PERMIT.

1. All homes must contain a minimum heated area of 1100 square feet (unless otherwise noted).

2. Manufactured homes/doublewides cannot be placed in platted subdivisions.

3. All parcels within special flood hazard areas require an "Elevation Certificate". This is a two step process:
   a) A "Build Under Construction Elevation Certificate" will be required after the footings are poured and prior to frame and rough-in inspections.
   b) A final "Finished Construction Elevation Certificate" will be required prior to issuance of the Certificate of Occupancy.

4. A recorded survey plat for each building site must be provided which shows appropriate street right-of-way width or easement; only one dwelling per parcel is permitted.

5. The following are for existing platted property zoned R-2 and A-1:
   a) EASEMENTS: current plat is required which shows recorded easement.
      - R-2 = 2 acres minimum per lot (there is a maximum of 3 houses with a 30-foot recorded easement).
      - A-1 = 5 acres minimum per lot.

6. Property Taxes:
   a) The office of the Tax Commissioner will verify that the ad valorem property taxes are current. Contact number is 770-443-7581.

7. Assign Address:
   a) Assignment of address will be obtained from the Addressing Division of GIS. Contact number is 770-505-1365.

8. Driveway Permits:
   a) County Road: Permit thru Paulding County DOT. Contact number is 770-445-4759. Allow 5 business days for them to inspect the site.
   b) State Highway: Permit thru the State DOT. Contact number is 770-646-5522. Requires prior application.

9. Water & Sewer:
   a) Well & Septic: A Septic Tank Permit will need to be obtained from the State Environmental Health Department; if applicable. Contact number is 770-443-7877. Allow 3-7 business days.
   b) County Water & Sewer: Service thru Paulding County Water System. Contact number is 770-222-6868.

10. Subdivision Regulations: Verify with the Development Division of Community Development. Contact number is 770-443-7571.
    a) More than two lots – plat must meet subdivision regulations.
    b) Separate permits (for individuals) after 6 months do not trigger subdivision regulations, but plat is required.

Once the Private Dwelling Permit is complete you will need to go to the Building & Permitting Division of Community Development for a Building Permit; prior to 4:00 p.m. Cost of the Building Permit is based on the square footage of the home.

PAULDING COUNTY BUILDING INSPECTIONS POLICIES AND PROCEDURES

PLEASE CALL 770-505-1398 OR EMAIL bldginspections@paulding.gov FOR BUILDING INSPECTIONS

1. Building Permit must be posted on the lot before calling for an inspection. If your home is not visible from the road, post the Building Permit at the beginning of your driveway.

2. If the lot is in a Subdivision, lot numbers must be placed on all lots.

3. Call the Permit Office for a footing inspection when all your footings have been dug and before concrete is poured.

4. For houses, the General Contractor/Builder must call the Permit Office for Framing/ Rough, and Final Inspections. Framing, Plumbing, Electrical, and Heating & Air Inspections will be made at the same time.

5. Manufactured homes/doublewides cannot be placed in platted subdivisions. Home must be placed on a solid foundation. Pier footings must be dug 2' by 2' and a minimum depth of 8". Call for a footing inspection when all the footings have been dug and before concrete is poured.

6. Call for a final inspection when:
   a) The Septic tank is in and approved;
   b) Porches (3' by 3' minimum) and underpinning are completed;
   c) HOMES MUST BE OPEN SO THE SWITCH PANEL IS ACCESSIBLE.

When you call in a request for an inspection it will be scheduled for the next business day, if possible. The following information will be required when you call:

- Name listed on permit.
- Permit & Project number.
- Address and location.
- Type of inspection requested.

If the work is not completed when the inspector arrives there will be a re-inspection fee assessed to the permit. This fee **MUST** be paid before the Certificate of Occupancy (C.O.) is released.

Re-Inspection Fee Schedule	
1st Re-Inspection	$50
2nd Re-Inspection	$100
3rd or More Re-Inspection	$200