NEWTON COUNTY

APPLICATION PACKAGE FOR NEW RESIDENTIAL BUILDING PERMIT

(2025)

Newton County Development Services
1113 Usher St, Suite 201, Covington, GA 30014
678-625-1650

NEWTON COUNTY DEPARTMENT OF DEVELOPMENT SERVICES CHECK LIST FOR NEW RESIDENTIAL BUILDING PERMIT

The following items may not be applicable to all projects:

1. All projects must be emailed to building@co.newton.ga.us.

2. If you are part of a common development (subdivision) and the final plat was recorded after August 1, 2000 **or** land disturbance falls within 200' of state waters, an Erosion Sediment & Pollution Control (ES&PC) plan must be submitted to Georgia Soil & Water Conservation Commission (GSWCC) for review. An engineer will need to submit this on your behalf. The address for submittal is: 4310 Lexington Road, Athens, Georgia 30605. **The project cannot move forward until the approved plans are received in our office.** Please include a copy of this plan with the building permit application.

3. A Notice of Intent (NOI) should be filed with the Georgia Department of Environmental Protection. You may do this on line at https://epd.georgia.gov/A copy of the NOI must accompany your application.

4. Application forms may be obtained in our office or at www.co.newton.ga.us. Applications must be completely filled out in order to process your request.

5. If an address has not been assigned to the property, you will need to contact the Newton County Tax Assessor's Office (678-625-1635). Additionally, if you recently purchased the property - and the Tax Assessor's website does not reflect the change - we will require proof of ownership.

6. Please provide a PDF of the floor, foundation and front elevations.

7. A **PDF** drawing depicting the property, the proposed location of the structure, all front, rear, and side property measurements, elevations, and the exterior of the structure must also be provided.

8. The State of Georgia requires residential and general contractors to obtain licensure. A copy of the state contractor's license must accompany the permit application

9. The Sub-Contractor affidavit must be completed and returned to our offices prior to the 'rough-in' inspection. You will not be able to move forward to this inspection if the form is not on file in our office. **We must have the original form with original signatures in blue ink.**

10. If the property is served by public water you will need to provide our office a copy of the water tap receipt from the provider when making application.

11. If the property is served by public sewer, you will need to provide our office a copy of the sewer tap receipt from the provider. If the property is served by septic, you will need to obtain and provide a copy of the septic permit when making application.

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Additional information as applicable:

- If the property is located within the city/town limits of Mansfield or Newborn, you will have to get approval through their office first before submitting an application to our department.

- Zoning Compliance forms are required for all non-platted subdivision lots prior to the issuance of a building permit.

- A House Location Drainage Plan (HLDP) prepared by a civil engineer is required on all lots deemed to be 'HLDP.' These plans are reviewed by the County Engineer prior to the issuance of the building permit. Prior to the final inspection being scheduled, an As-Built Certification, prepared by a civil engineer, will need to be on file in our office.

- If a driveway is located on a county road (not within a subdivision), a permit may be obtained from our office. An inspector will need to determine if a culvert pipe is needed or if an existing pipe is sufficient. If a driveway is located on a state road, a permit must be obtained from the Georgia Department of Transportation prior to the issuance of the building permit.

- All projects vary in scope; therefore, additional items may be required upon request (i.e., elevations, engineer's letter, scope of work, alternative materials spec sheet, etc.).

Incomplete applications will not be accepted. Applicants are advised to ensure that ALL documents are provided to the Department at time of submittal. Failure to submit all documentation will result in the delay of your project.

NEWTON COUNTY DEPARTMENT OF DEVELOPMENT SERVICES
BUILDING INSPECTION INFORMATION

- To schedule a building inspection, please call (678) 625-1650, email building@co.newton.ga.us or submit a request through the inspection portal: https://newtondevelopment.ncboc.com. Inspection requests must be received by 3:00 p.m. in order to be scheduled for the next available business day.

- If you cancel an inspection by phone, email or in the field, a $25 cancellation fee will be applied.

- Only five (5) inspections may be scheduled per day, per subdivision.

- Any re-inspection fees must be paid prior to scheduling a final inspection.

- Inspections **will not** move forward if there are Stop Work Orders or incomplete/missing paperwork applicable to your specific project (i.e., Engineer letters, HLDP As-Builts, landscape plan approvals, Sub-Contractor Affidavits). Administrative staff are here to assist with the facilitation of your inspections; not to manage your projects.

- **Permits must be posted on site in a permit box**. **The inspector will not perform the inspection if the permit card is not posted.** Failure to post the permit may result in the delay of your project, as well as re-inspection fees. If you need to relocate the permit box for landscaping, etc., please place it in the garage.

- Certificates of Occupancy will be available **48 hours** after the final inspection has been conducted.

- Residential building inspections include (list is not all inclusive and may vary from project to project):

    - Lot (Must be conducted in order to move forward with other inspections)
    - Wall
    - Plumbing/Slab
    - Footings
    - House Wrap
    - *Rough-In (framing, plumbing, electrical and mechanical)
    - Insulation
    - Final (A blower door test is required)

*Please make sure drywall is not stored in the house until after the rough-in inspection has been conducted.
_____ (Initial)

DEPARTMENT OF DEVELOPMENT SERVICES
NEWTON COUNTY, GEORGIA
1113 USHER STREET, COVINGTON GA 30014, STE 201 (678-625-1650)
APPLICATION FOR BUILDING PERMIT

Date Received	Date Received	Date Received

NEWTON CO., GEORGIA, _____ PERMIT NO. _____

Application is hereby made according to the laws and ordinances of Newton County, Georgia, for a permit to erect, alter, and use a structure as described herein or shown on accompanying plans and specifications to be located as shown on accompanying plot plan, and if same is granted agree to conform to all laws and ordinances regulating same.

PRIMARY RESIDENTIAL STRUCTURE □ ADDITION/REMODEL □ REPAIR □ COMMERCIAL STRUCTURE □

PROJECT DETAILS: _____

NEW STRUCTURE_____ REPLACING STRUCTURE_____ (REASON)_____

OWNER OCCUPIED _____ RENTAL PROPERTY _____

PROJECT ADDRESS: _____

MAP & PARCEL _____ ZONING_____

SUBDIVISON: _____ LOT NUMBER _____ HLDP/SPA _____

TOTAL SQ FOOTAGE: _____ HEATED SQ FT: _____TOTAL UNHEATED SQ FT (include garage): _____

GARAGE (only): _____

DISTANCE FROM PROPERTY LINE: FRONT: _____ SIDE(s): _____/_____ REAR: _____

BUILDING FRONTAGE: _____ DEPTH: _____ STORIES_____ # BEDROOMS: _____ # BATHS: _____

TOTAL # OF ROOMS: _____ ESTIMATED COST OF PROJECT: _____

SOURCE OF WATER: PUBLIC (NCWSA____, City of Covington ____, City of Oxford____), WELL_____, OTHER_____

TYPE OF HEAT: ELECTRIC_____ GAS_____ AMPERAGE _____ POWER PROVIDER: _____

TYPE OF CONSTRUCTION: WOOD_____ MASONRY _____ METAL_____

TYPE OF FOUNDATION: SLAB_____ CRAWL SPACE _____ BASEMENT (Finished) _____ (Unfinished)_____

INTERIOR FINISH: DRYWALL/SHEETROCK_____ OTHER_____ EXTERIOR MATERIALS _____

MATERIAL IN ROOF: ARCHITECTURAL SHINGLES_____ SHINGLES_____ METAL_____ OTHER _____

Property Owner Information:

Name: _____

Address: _____

Telephone: _____ Email: _____

Applicant Information ***(if different than property owner)***

Name: _____

Address: _____

Telephone: _____ Email: _____

Contractor Information (*State Contractors License must be provided)*

Contractor: _____

Address: _____

Telephone: _____ Email: _____

Please read the following carefully and initial:

_____ The issuance of this permit authorizes improvements of the real property designated herein, which improvements may subject such property to mechanics' and materialmens' liens pursuant to Part 3 of Article 8 of Chapter 14 of Title 44 of *The Official Code of Georgia Annotated,* in order to protect any interest in such property and to avoid encumbrances thereon, the owner or any person with an interest in such property should consider contacting an attorney or purchasing a consumers' guide to the lien laws which may be available at building supply home centers. (O.C.G.A. 8-2-26)

_____ This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or construction or work is suspended or abandoned for a period of six (6) months at any time after work is started.

_____ I, the undersigned, understand that for any projects on which a previous owner conducted the work, I am responsible for ensuring all work meets the applicable building and fire codes, even work that was done without a permit, prior to my acquiring the property and/or prior to my becoming the contractor of record. This applies to properties acquired through foreclosure, resale, inheritance, etc. Please see Sections 1.3.7 and 3.12 of the Newton County Permits Administrative Ordinance.

_____ Building plans for residential permits are required for the purpose of verifying zoning standards and will not be reviewed for design or construction standards.

_____ In accordance with O.C.G.A. 48-5-264.1, please be advised that staff of the Newton County Tax Assessor's Office will be visiting your property to obtain information on the improvements authorized by this building permit. If you have any questions regarding a visit, please contact the Assessor's Office at (770) 784-2030.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

_____ _____/_____/_____

(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT) DATE

I hereby certify that this will be my own personal home. I certify that my immediate family or I will perform all work. I also certify that I have not purchased a building permit for a residence in the last two (2) years.

_____ _____/_____/_____

(SIGNATURE OF HOMEOWNER) DATE

DO NOT REMOVE THIS PAGE

Newton County Development Services
Zoning Compliance Form

This form is used to determine compliance of the proposed project with applicable zoning ordinance standards. Please complete all of the information below. Additional information may be required from the Fire Department, Environmental Health Department or other county offices.

Applicant's Name _____
Phone Number _____
Project Address _____
Zoning District _____
Map & Parcel # _____
Explanation of Project _____

A Building Permit application cannot be processed without the following information (additional information may also be required):

1. A Plat or Survey including dimensions, distances, and property lines.
2. A Site Plan of the property showing the following:
   a. Location of all proposed and existing structures
   b. Setbacks of proposed structures from property lines
   c. Setbacks of proposed structures from streams and other bodies of water
   d. Square footage of all structures
3. Floor Plan including square footage of project.
4. If constructing an accessory building in **R1, R2, R3, DR, RMF, MSR, MHP** or **MHS** districts, include a copy of a rendering or elevation for proposed structure.
5. If constructing any buildings on any Georgia Power Lease Lot or any deeded waterfront lot on Jackson Lake, written approval of the proposed site plan from Georgia Power Land Management must be submitted.

I have provided the required information as listed above. I understand that unless Otherwise noted this form is valid for 30 days from the date below.

Applicant's Signature _____ Date:_____

DO NOT REMOVE THIS PAGE

********** **OFFICIAL USE ONLY**********

First Review

☐ Compliance ☐ Non-Compliance

Reason for Non-Compliance:

_____

_____

_____

Suggested Remedies_____

_____

_____

General Comments: _____

_____

_____

Date of Review ____/____/____ Date Applicant notified: ____/____/_____

_____/_____/_____/_____

Director /Planner/Zoning Administrator/ 3rd Party Designee Signature

Second Review

☐ Compliance ☐ Non-Compliance

Reason for Non-Compliance:

_____

_____

_____

Suggested Remedies_____

_____

_____

General comments: _____

_____

Date of Review ____/____/____ Date Applicant notified: ____/____/_____

_____/_____/_____/_____

Director /Planner/Zoning Administrator/ 3rd Party Designee Signature

Newton County Sub-Contractor Affidavit

(State, Business & Driver's License Required)

Email: building@co.newton.ga.us

THIS FORM MUST BE COMPLETED, SIGNED, AND SUBMITTED TO NEWTON COUNTY DEVELOPMENT SERVICES 24 HOURS PRIOR TO THE REQUIRED ROUGH INSPECTION(S).

WE MUST HAVE ORIGINAL SIGNATURES IN BLUE INK.

Combination Permit Number_____ Date of Permit _____
Subdivision _____ Lot #_____
Job Site Address_____
Contractor_____
Owner_____

STATE LICENSED SUB-CONTRACTORS

ELECTRICIAN (CHECK CLASS I RESTRICTED [ ]; CLASS II UNRESTRICTED [ ])
Company or Contractor_____ Address_____
State Card #_____
City or Co. Occupational Lic #_____ Issue Date_____
Print Name_____ Phone # _____
Card Holders Signature_____

PLUMBER (CHECK CLASS I RESTRICTED [ ]; CLASS II UNRESTRICTED [ ])
Company or Contractor_____ Address_____
State Card #_____
City or Co. Occupational Lic #_____ Issue Date_____
Print Name_____ Phone # _____
Card Holders Signature_____

HVAC (CHECK CLASS I RESTRICTED [ ] ; CLASS II UNRESTRICTED [ ])
Company or Contractor_____ Address_____
State Card #_____
City or Co. Occupational Lic #_____ Issue Date_____
Print Name_____ Phone # _____
Card Holders Signature_____

LOW VOLTAGE (CHECK CLASS I RESTRICTED [ ]; CLASS Il UNRESTRICTED [ ]
Company or Contractor_____ Address_____
State Card #_____
City or Co. Occupational Lic #_____Issue Date_____
Print Name_____ Phone # _____
Card Holders Signature_____

I DO CERTIFY THAT I AM RESPONSIBLE FOR EACH LICENSED CONTRACTOR TO OBTAIN AN OCCUPATIONAL TAX LICENSE. ANY FALSE INFORMATION OR REPRESENTATIVE WILL BE PROSECUTED UNDER ALL APPLICABLE LAWS OR ORDINANCES IN THE EVENT OF ANY CHANGE IN MY STATUS ON THIS INSTALLATION; I UNDERSTAND THAT I WILL BE HELD RESPONSIBLE FOR THIS JOB UNTIL BUILDING INSPECTIONS HAS BEEN NOTIFUED, IN WRITING, OF ANY CHANGE.

_____
(Combination Permit Holder)