Jasper County Building Permit Application Checklist

The following documentation is required to secure a building permit.

1. Recorded plat of property (**showing location of structure**). Jasper County Clerk of Courts Office (1st floor).
2. Recorded deed of property. Jasper County Clerk of Superior Courts Office (1st floor).
3. Tax Map and Parcel Number. Jasper County Tax Assessors Office (1st floor).
4. Paid Tax Affidavit (**last page**). Jasper County Tax Comm. Office Must Sign Completed Form (1st Floor).
5. Floor plan of house/building including number of floors, bedrooms and bath rooms, two sets of Plans (one must be a reduced set 8.5x14 max). Detailed plans for narrow wall bracing (garages, etc.,) must be included. Plans must meet the requirements of the Jasper County Zoning Ordinance Article X. Section 101: Building Permit Applications. The plans are to be drawn to scale and be of professional quality.
6. _____ Homeowners Affidavit or _____ Contractors Affidavit

State Codes and amendments: It is especially important for homeowners to have a working knowledge of the current codes. These are available at the following website: https://up.codes/viewer/georgia /irc-2018

In addition to the above requirements, the items below may also be required depending on the project.
Initial the spaces below to acknowledge requirements as applicable. Please note everyone must initial the last highlighted space.

_____ Turtle Cove A&E approval letter.

_____ If you are part of a common development (subdivision) and the final plat was recorded after August 1, 2000 or land 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 and approval. An engineer or design professional in the field will need to submit this on your behalf. The address for submittal is 4310 Lexington Road, Athens, GA 30605. The project cannot move forward until the approved plans are received in the building office.

_____ If you are required to submit an ES&PC plan, then 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/geos. A copy of the NOI must accompany your application.

_____ All State required BMP's (Best management practices) must be in place prior to the first inspection. If you have a GSWCC approved Erosion, Sediment and Pollution plan You must maintain your property to the plans at all times.

☐ Septic System Permit or Letter- Jasper County Health Department See David Mercer 706-468-6850.

☐ A copy of the General Contractor's state license and Business License is required.

☐ A copy of the Subcontractor's state license and Business License is required.

☐ A copy of the Graders GSWCC level 1A card. Commonly known as "Blue Card"

_____ PROCESSING OF C/O WILL BE 3 TO 5 BUSINESS DAYS NO EXCEPTION

Permit #_____ Date_____

Is approval needed by: ☐ NA ☐ City of Monticello ☐ Turtle Cove

****We do not make appointments, give times, or call ahead. Your inspection request can be morning or afternoon if you wish to be at the inspection****

RESIDENTIAL BUILDING PERMIT APPLICATION

Site Address: _____City_____ Zip_____

Tax Map/Parcel #_____ Email _____

Owners Name: _____ Current Address: _____

City: _____ State: _____ Zip: _____

Phone: Cell:

CONTRACTOR'S/ HOMEOWNERS AFFIDAVIT

☐ General Contractor ☐ *Home Owner: Signature_____

*I CERTIFY THAT I OWN AND WILL RESIDE AT THIS JOB ADDRESS AND AS A HOMEOWNER, I AM ACCEPTING THE SAME RESPONSIBILITY THAT A GENERAL CONTRACTOR HAS FOR HAVING A WORKING KNOWLEDGE OF ALL CONSTRUCTION CODES, STATE AND FEDERAL CODES AND AMENDMENTS, AND ALL LOCAL ORDINANCES. YOU CAN FIND THEM AT THE FOLLOWING WEB SITE: http://www.dca.state.ga.us/development/constructioncodes/programs/codeAmendments.asp

G.C. Name: _____State Lic. No_____ Bus Lic: _____

Address_____City_____State_____

Bus. No: Cell Phone:

PLUMBING or ☐ NA

Co. Name: _____ St Lic._____ Bus Lic._____

Bus. Phone: Cell Phone:

HVAC or ☐ NA

Co. Name: _____ St Lic._____ Bus Lic._____

Bus. Phone: Cell Phone:

ELECTRICAL or ☐ NA

Co. Name_____ St. Lic._____ Bus Lic._____

Bus. Phone: Cell Phone:

TAX AFFIDAVIT

This is to certify that _____has no outstanding tax bills, levies, liens or other taxes that are due or overdue and owing to Jasper County, for the following described property.

Physical address _____a/k/a City_____, Georgia.

Tax Map/Parcel Number _____

Is permit for a manufactured home? ☐ YES ☐ NO if yes, has a decal been purchased? ☐ YES ☐ NO

Certified by the Jasper County Tax Commissioner, or designee in the Jasper County Tax Commission Office.

Tax Commissioner Signature **Date:**

TOTAL COST OF CONSTRUCTION: $ _____

TYPE OF WORK ☐ **New** ☐ **Remodel** ☐ **Addition** ☐ **Other** _____

STRUCTURE WILL HAVE ☐ **Electrical (Pwr. Co.)** _____ ☐ **HVAC** ☐ **Plumbing**

BUILDING DIMENSIONS: _____ **HEATED SQ FOOTAGE:** _____

TOTAL SQ FOOTAGE: _____ **UNHEATED SQ FOOTAGE:** _____

(Per Jasper County Ordinance 119-244 Development Standards, house must be a minimum of 1200 heated square feet in Agricultural Districts and 1500 heated square feet in Residential Districts)

I HEREBY STATE THAT ALL INFORMATION ON THIS FORM AND ON ACCOMPANYING DOCUMENT GIVEN BY ME IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I AGREE TO ABIDE BY ANY AND ALL STATE AND COUNTY LAWS, CODES AND ORDINANCES REGULATING THE ABOVE MENTIONED CONSTRUCTION, INCLUDING EROSION AND SEDIMENT CONTROL ON THIS CONSTRUCTION SITE. I UNDERSTAND THAT ONLY THE CONSTRUCTION DECLARED ON THIS PERMIT IS PERMITTED. NO ON-SITE BURIAL OF TREES, STUMPS, OR CONSTRUCTION DEBRIS ALLOWED. I UNDERSTAND THAT ANY/ALL CONSTRUCTION DEBRIS MUST BE DISPOSED OF AT THE JASPER COUNTY LANDFILL. I ACKNOWLEDGE THAT I HAVE READ AND UNDERSTAND THE REQUIRED INSPECTIONS AND ADDENDUMS.

SIGNED: _____ **Date:** _____

Office Use Only

ZONING: ☐ **Approved** ☐ **Denied** **Date**_____ **Signature** _____

Zoning type: _____ **Setback requirements met:** ☐ **Yes** ☐ **No**

Address: _____

Comments: _____

Plan Review: ☐ **Approved** ☐ **Denied** **Date**_____ **Signature** _____

Please keep this copy for your records

PLEASE NOTE: THERE IS A MINIMUM THREE BUSINESS DAY WAITING PERIOD FOR ALL PERMITS TO ALLOW FOR PLAN REVIEW.
ALL CURBSIDE (TRASH CAN) FEES ARE DUE TO JASPER COUNTY BEFORE A CERTIFICATE OF OCCUPANCY CAN BE ISSUED.
Jasper County is not responsible to make sure that any protective covenants are met. That is solely the owner's responsibility.

Jasper County Required Residential Inspections

Stick built structures:

1. **Culvert Pipe Inspection:** The culvert will be constructed with a Georgia Department of Transportation approved material and be at least 18" in diameter and a minimum 20' in length.
2. **Construction exit and Silt fence:** Construction exit requires 20 ft wide geofabric 50 ft from roadway to home covered with 1.5-3.5-inch stone. Silt fence placed outside of all disturbed areas
3. **Temp-Pole Inspection:** To assure that meter base is properly wired, and to assure that ground wire and ground rod are properly installed. Also, that pole is properly braced.
4. **Box Check survey must be provided by builder prior to footing or under slab inspection. Not required in AG zoning**
5. **Footing Inspection**: For any structure including Manufactured homes and post holes for decks.
6. **Under Slab Inspection**: Plumbing, electrical, and in some cases, ducting, that is to be permanently installed under slab.
7. **All poured foundation walls**:
8. **Slab Inspection**: For areas to be covered with concrete, so as to check the depth and width of footers and compaction of fill used to prepare area to be poured. Does not include sidewalks or driveways. Includes garage floors.
9. **House Wrap Inspection**: To ensure that house wrap is installed correctly (all joints taped), and window tape is used on windows.
10. **Rough-In Inspection**: Consisting of the following combinations. The structure should be "dried-in", with the plumbing, electrical and HVAC and security roughed-in, and any pressure tests required by code. If structure is on a crawlspace, then the vapor barrier must be installed at this time also.
11. **Insulation Inspection**: All walls, floors and ceilings where insulation is required before it is covered up, plus fire foam at all top plate penetrations.
12. **Semi-Final Inspection: C**ircuit breaker panel, receptacle and light covers must be removed for this inspection. At this time, if ALL of the electrical is completely finished power can be turned on for a **THIRTY DAY PERIOD**. If after 30 days the structure is not ready for a final inspection, the electricity may again be disconnected at the Chief Building Inspector's discretion. **No occupancy is allowed until the final inspection is approved**.
13. **Blower Door test – proof of passing blower door test must be provided by Final Inspection**
14. **Final/Certificate of Occupancy:** Structure is complete, including landscaping. All construction and clearing debris must be removed. 4-inch reflective house numbers must be on mailbox or front of home visible from the street ***PROCESSING OF C/O WILL TAKE 3-5 BUSINESS DAYS.***

Please keep this copy for your records

ADDENDUMS TO LOCALLY ADOPTED BUILDING CODES

1. Each jobsite must have at least (1) English speaking worker onsite at all times, if not, it will require the inspection to be rescheduled and a re-inspection fee will be assessed. Re-inspection fee must be paid before the inspection can be rescheduled. All Communications about Jobsite will be between GC, Subcontractors and home owner.

2. Permit boxes shall be mounted on a 4 X 4 post and set at the road.

3. Posting of house numbers is required to be done before the final inspection. Please note all new residences in Jasper County are required to post their assigned house number on both sides of their mailbox or on a post of sufficient height to be seen from the roadway with a **reflective material** and in numbers that are **at least four (4) inches in height**. Mail boxes should be constructed with a material that will break off if struck by a moving vehicle. No solid brick, masonry or super heavy-duty posts or boxes are allowed to be installed in the county right-of-way.

4. If installing a culvert, you agree that the culvert will be constructed with a Georgia Department of Transportation approved material and be at least 18" in diameter and 20' in length. Best Management Practices will be in effect during the entire installation of the culvert.

5. DO NOT CALL FOR AN INSPECTION UNTIL WORK IS COMPLETE! If the Building Inspector comes to the building site for a scheduled inspection and it is not ready for inspection, a re-inspection fee will be assessed. Re-inspection fees are required to be paid in the Planning and Zoning office before the inspection will be rescheduled. We will not accept money at the job site. Next day inspections must be called in before 3:00 pm to be on the next day's schedule.

6. Per Jasper County Ordinance 119-244 Development Standards, house must be a minimum of 1200 heated square feet in Agricultural Districts and 1500 heated square feet in Residential Districts.