

RESIDENTIAL RENOVATION, ADDITION, FINISH PERMIT SUBMITTAL GUIDE



Where Quality is a Lifestyle

Fayette County Department of Building Safety

140 Stonewall Avenue West, Suite 201

Fayetteville, GA 30214

Phone: 770-305-5403 Fax: 770-305-5212

CALL BEFORE YOU DIG

Department of Transportation

Fayette County Clerk of Superior Court

Water System

Environmental Health (Septic Tanks/Fields) – Suite 200

Fayette County Department of Building Safety – Suite 201

Fayette County Environmental Management Dept – Suite 203

Fayette County Planning & Zoning Department – Suite 202A

811

706-646-6566

770-716-4290

770-461-1146

770-305-5415

770-305-5403

770-305-5410

770-305-5421

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RESIDENTIAL SUBMITTAL GUIDE

The following is an outline of the requirements for a residential renovation, additions, and finish submittal. This list is for reference purposes only and may not include all items needed to complete the plan's examination process. Complete and accurate submittals help expedite the plan review process. Attention to the completeness and accuracy of the information at the beginning of the process generally leads to fewer delays and additional requests from county staff. Please use the following guidelines to assure that your application includes all the information necessary for a timely review of your plans.

REQUIRED DOCUMENTS SUBMITTAL CHECKLIST

_____ Application is online using DBS online permitting software Sages.Gov
<https://www.sagesgov.com/fayettecounty-ga>

_____ **“Structure Specifics” must be completed on the application, or the project will be rejected.**

_____ Affidavits for Electric, Mechanical, Fuel Gas, and Plumbing as applicable

1. Legible Copy of the Subcontractors state-issued contractor's license
2. Legible Copy of Subcontractors business license
3. Legible Copy of Subcontractors driver's license

_____ Residential/General Contractors State Issued Contractors License copies as applicable.

_____ Residential Contractors Business License.

_____ Authorize Permit Agent form if applicable.

_____ Plans and Supporting Construction Documents - **Refer to the “Standards for Residential Plans and Construction Documents” guide for detailed requirements.**

_____ Recorded Property Deed and Recorded Plat **if not in a subdivision.**

_____ Signed Environmental Health approval (Must be included before DBS will accept the application).

_____ Site Plan (Contact Planning and Zoning with any questions at 770-305-5161). (Must be included before DBS will accept the application).

PLAT/SITE PLAN REQUIREMENTS FOR PERMITTING

- Location of all existing and proposed structures drawn to scale and identified (house, barn(s), swimming pool, garage, etc.)
- Dimensions of the proposed structure (length and width).
- Distance lines are drawn from each property line to the closest part of the proposed structure.
- Location and shape of all existing and proposed driveways.

RESIDENTIAL FEE SCHEDULE

New/Rebuild

(Does not include initial Plan Review fee)

\$.42 per total square foot or \$ 100.00 Minimum Fee

Other

(Includes initial Plan Review fee) - \$400.00 minimum fee (up to 400 sq. ft.) Plus: 0.42 sq. ft. over 400 sq. ft.

Plan Review

\$ 100.00 **New**

\$ 50.00 **Other**

\$ 25.00 **Each Plan Revision**

Impact Fees: Residential - \$600.57

New structures only (does not apply to additions, remodels, accessory structures, etc.)

Any questions you may have about the Plan Review Process should be directed to:

770-305-5273

****NOTICE** ANY WORK CONCEALED BEFORE THE NECESSARY INSPECTION HAS BEEN APPROVED WILL REQUIRE AN ENGINEER'S EVALUATION SIGN-OFF OR TO BE PROPERLY EXPOSED FOR THE INSPECTION.**