

RESIDENTIAL PERMIT SUBMITTAL GUIDE



Fayette County Department of Building Safety

140 Stonewall Avenue West, Suite 201
Fayetteville, GA 30214
Phone: 770-305-5403 Fax: 770-305-5212

[Web: https://fayettecountyga.gov/building_permits/index.htm](https://fayettecountyga.gov/building_permits/index.htm)

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

RESIDENTIAL SUBMITTAL GUIDE

The following is an outline of the requirements for a **residential** submittal. **This list is for reference purposes only and may not include all items needed to complete the plans examination process. Complete and accurate submittals help expedite the plan review process.** Attention to the completeness and accuracy of information at the beginning of the process generally leads to fewer delays and requests for revisions 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.

SUBMITTAL CHECKLIST

- _____ Complete online application process using DBS online permitting software Sages.Gov
<https://www.sagesgov.com/fayettecounty-ga>
- _____ **“Structure Specifics” must be completed on the application or project will be rejected.**
- _____ Affidavits for Elec., Mech., Fuel Gas and Plumb. as applicable.
- _____ Residential and General Contractors License copies as applicable – if not state licensed copy of a business license is required.
- _____ Authorize Permit Agent form as 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.**
- _____ Environmental Health approval (must be received before DBS will accept the application).
- _____ Water meter receipt for a new residence. (must be received before DBS will accept the application).
- _____ Approved driveway cut permit from the Engineering Department if a county road as applicable.
- _____ Copy of Georgia State DOT permit for all driveway cuts off a state highway.
- _____ Site Plan (contact Planning and Zoning with any questions at 770-305-5161). (must be received before DBS will accept the application).

OTHER REQUIREMENTS

- A **foundation survey** of the lot shall be required:
 1. For all newly constructed single-family dwellings.
 2. For residential accessory structures and additions located within two feet of the setback, floodplain and/or watershed protection areas.
- The foundation survey shall occur after concrete is placed and shall be submitted to and approved by the Fayette County Planning & Zoning Department and Environmental Management Department in Sages.gov prior to the commencement of any framing operations or work.
- **Facilities Required.** Sanitary facilities shall be required during construction, remodeling or demolition activities.

PLAT REQUIREMENTS FOR PERMIT APPLICATIONS

- Location of all existing and proposed structures drawn to scale and identified (house, barn(s), swimming pool, garage, etc.)
- Dimensions of proposed structure (length and width).
- Distance lines 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 concerning the Plan Review Process should be directed to:

Chris Honeycutt

choneycutt@fayettecountyga.gov

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.**