

**McIntosh County Building & Zoning**  
912-437-6603  
**P.O. Box 2694**  
100 Madison Street  
Darien, GA 31305



**In order to obtain a permit for  
Repair, Renovation/Remodel, or Alteration  
of a home,  
you must have the following:**

1. Copy of your **septic permit receipt**.
2. Copy of your **County water tap in receipt**.
3. **Approval from Road Dept.** on your new or existing driveway.
4. A copy of your **approved plat**.
5. A **plot plan** with measurements from property lines.
6. **Two (2) complete sets of plans**, including a footing and wall detail.
7. **One (1) complete set of plans**, including a footing and wall detail, on a **jump/thumb drive**.
8. **A copy of the business license & state license for your General Contractor, Electrician, Plumber, & HVAC contractor**, as well as a copy of the **Concrete Contractor's business license**.
9. **Building application page**, **Contractors' page**, and **Affidavit sheets** filled out.

**Important Phone Numbers**

*Environmental Health Department (for septic permit): (912) 832-5473*  
*McIntosh County Road Department: (912) 832-5220*

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**PERMIT #**

**(For Office Use Only)**

## **McIntosh County, Ga. Building Department Building Application**

In order to obtain a permit for **Repair, Renovation/Remodel, or Alteration** you must have the following information:

**Owner/Applicant:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Contact Name & Telephone #:** \_\_\_\_\_

**Contractor: General:** \_\_\_\_\_

**Electrician:** \_\_\_\_\_

**Plumber:** \_\_\_\_\_

**HVAC:** \_\_\_\_\_

**Map & Parcel #:** \_\_\_\_\_ **Lot #:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_ **Flood Zone:** \_\_\_\_\_

**Class of Work:**  **Alteration**  **Renovation**  **Repair**

**Description of work to be done:** \_\_\_\_\_

**Repair or Replace Roof** **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Repair or Replace Siding on Exterior of Structure:**

**From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Other** \_\_\_\_\_

**Please attach the following:**

[ ] Water Tap-in Receipt

FOR OFFICE USE ONLY  
Director's Approval:

[ ] Septic Tank Permit Receipt

Date: \_\_\_\_\_

[ ] Contractor Showing Cost of Job

Inspector's Approval:

[ ] Environmental Health Department Approval Letter

Date: \_\_\_\_\_

[ ] Plot Plan

[ ] Two (2) complete sets of plans, including a footing and wall detail, and one (1) Jump Drive (digitized copy)

[ ] Copy of State and Business Licenses for General Contractor, Electrician, Plumber, and HVAC Contractors

[ ] Copy of Concrete Contractor's Business License

(Water)

\_\_\_\_ Community \_\_\_\_ Private \_\_\_\_ County \_\_\_\_\_

\_\_\_\_ Water provider \_\_\_\_\_

**\*\*NOTE\*\***

**Residences within 200 ft. of County Water must hook up to County Water.**

**Commercial businesses within 500 ft. of County Water must hook up to County Water.**

**PERMIT #** \_\_\_\_\_  
(for Office Use Only)

**QUICK CHECK:**  
*Do you have ALL of the following??*  
**If not, please DO NOT attempt to turn this application in to our office.**

- Application Sheet completed
- Contractors' page filled out
- Affidavit sheet signed & dated
- Copy of septic tank permit (Inspection required due to Drain Field)
- County water tap in receipt or any proof of water
- Copy of driveway culvert letter
- Copy of approved plat
- Copy of plot plan
- Two (2) complete sets of plans **AND**  one (1) jump drive (digitized copy) with a footing and wall detail, electrical, and plumbing diagrams. Plans must also show maximum height of roof line from grade to ground.
- Copy of General Contractor's state and business licenses
- Copy of Electrician's state and business licenses
- Copy of Plumber's state and business licenses
- Copy of HVAC state and business licenses
- Copy of Concrete Contractor's business license

(Water)

Community  Private  County   
 Water provider \_\_\_\_\_

**\*\*NOTE\*\***

**Residences within 200 ft. of County water must hook up to County water.**

**Commercial businesses within 500 ft. of County water must hook up to County water.**

**List of subcontractors to work on this job:**

General Contractor: \_\_\_\_\_

Contact #: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

Contact #: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_

Contact #: \_\_\_\_\_

Heating & Air Contractor: \_\_\_\_\_

Contact #: \_\_\_\_\_

Framer: \_\_\_\_\_

Contact #: \_\_\_\_\_

Concrete Contractor: \_\_\_\_\_

Insulation Contractor: \_\_\_\_\_

**(Changes in Subcontractors)**

If, for any reason, the subcontractors are changed or replaced, I, as the general contractor, understand that I have 48 hours to inform and present all required paperwork to the Building and Zoning Office.

**FAILURE TO COMPLY WITH THE ABOVE REQUIREMENT COULD RESULT IN CRIMINAL PROSECUTION.**

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Printed Name of General Contractor

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Date

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Signature

The issuance of this permit authorizes improvements of the real property designated herein, which improvements may subject such property to mechanic's and materialmen's 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 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 consumer's guide to the lien laws which may be available at building supply home centers.

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Date

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Signature

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You are responsible for approvals from any subdivision Property Owner's Association for covenant requirements prior to actual construction.

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Date

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Signature

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**For houses being built in Flood Zone areas:**

The regulation to build at or above the required flood elevation has been explained to me. I understand that areas below the required elevation may only be used for the parking of vehicles, building access (staircase or floodproofed elevators) and limited storage for equipment necessary for lawn or building maintenance. I further understand that should I violate any of these regulations I may be required to remove the enclosure, that my insurance carrier may be notified, and that further remedy may be sought through the courts.

**An elevation certificate is required upon completion of the slab before continuing up with the walls.**

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Date

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Signature

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I have been explained and understand the regulations pursuant to the State of Georgia Water Quality Control Act, Title 12 Chapter 5 that **NO CONSTRUCTION** may occur within **25 feet of the marsh, 50 feet on waters** designated as "trout streams", as delineated by the Georgia Department of Natural Resources. These setbacks are considered permanent buffers and shall remain in its natural and undisturbed state.

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Date

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Signature

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## **Application for Building Permit McIntosh County, Georgia**

### **Contractors' Affidavit Page:**

***PLEASE PRINT CLEARLY***

**General Contractor's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ License #: \_\_\_\_\_

**Affidavit:** I swear or affirm that if permit is granted, I agree to conform to all McIntosh County Building Codes, Georgia Building, Electrical, Plumbing and Fire Codes, as well as International Residential, IBC, IMC, IPC, IFC, IFGC, NEC.

Signature: \_\_\_\_\_

**Electrical Contractor's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ License #: \_\_\_\_\_

**Affidavit:** I swear or affirm that if permit is granted, I agree to conform to all McIntosh County Building Codes, Georgia Building, Electrical, Plumbing and Fire Codes, as well as International Residential, IBC, IMC, IPC, IFC, IFGC, NEC.

Signature: \_\_\_\_\_

**Plumber Contractor's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ License #: \_\_\_\_\_

**Affidavit:** I swear or affirm that if permit is granted, I agree to conform to all McIntosh County Building Codes, Georgia Building, Electrical, Plumbing and Fire Codes, as well as International Residential, IBC, IMC, IPC, IFC, IFGC, NEC.

Signature: \_\_\_\_\_

**HVAC Contractor's Name:** \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone #: \_\_\_\_\_ License #: \_\_\_\_\_

**Affidavit:** I swear or affirm that if permit is granted, I agree to conform to all McIntosh County Building Codes, Georgia Building, Electrical, Plumbing and Fire Codes, as well as International Residential, IBC, IMC, IPC, IFC, IFGC, NEC.

Signature: \_\_\_\_\_