

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



REQUIREMENTS to obtain a PERMIT for New Residential Construction:

Failure to obtain a permit before beginning construction will result in your being fined a double fee (\$0.60/sq. ft. instead of \$0.30/sq. ft. Permit Fee)

1. Copy of your **Septic Permit Approval**.
2. Copy of your **County Water Tap-In Receipt**.
3. **Approval from the Road Department** on your new or existing driveway.
4. A copy of your **Approved Plat**.
5. A copy of your **Elevation Certificate** (if in a Flood Zone).
6. A copy of the **current Deed** (showing ownership).
7. A **Plot Plan** with measurements from property lines, and all structures on the property/lot.
8. **Two (2) complete sets of Plans**, including a footing and wall detail.
9. **One (1) complete set of Plans on a jump/thumb drive**, including a footing and wall detail.
10. 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.
11. **Building Permit Application page, Contractors' page, and Affidavit sheet**, all filled out.
12. **Homeowner's Affidavit**

Important Phone Numbers

McIntosh County Building Department: (912) 437-6603
Environmental Health Department (for *Septic Permit*): (912) 832-5473
McIntosh County Road Department: (912) 832-5220

*****See the McIntosh County Code of Ordinances in its entirety for any further requirements of this application by accessing the McIntosh County website: www.McIntoshCountyGa.com → Government tab → Codes & Ordinances → McIntosh County Municipal Codes. You must click "Proceed to site" to acknowledge leaving the County's website before you can access the document.***

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

___ Driveway Culvert letter/status: ___ No culvert required

 ___ Existing culvert meets Building Code

 ___ Culvert will be installed to Code.

(This application must include a letter from McIntosh County Public Works/Road Dept.)

___ Copy of Approved Plat plus Elevation Certificate (if in a Flood Zone)

___ Copy of Current Deed (showing ownership)

___ Copy of Plot Plan showing all structures plus new construction

___ Two (2) complete sets of printed 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 at 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 contractor's state and business licenses

___ Copy of Concrete Contractor's business license

___ Signed/notarized Homeowner's Affidavit, ***if acting as General Contractor***

(Water) Community ___ Private ___ County ___

___ Water provider _____

****NOTE****

Residences within 200 feet of County water must hook up to County water.

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

PERMIT # _____

(For Office Use Only)

McIntosh County Building & Zoning

912-437-6603

P.O. Box 2694

100 Madison Street

Darien, GA 31305

McIntosh County



Residential Building Permit Application

In order to obtain a permit for **Residential Building**, you must have the following information:

Owner/Applicant: _____

Telephone #: _____

Property Address: _____

Mailing Address: _____

Contact Name & Telephone #: _____

Contractor: General: _____

Electrician: _____

Plumber: _____

HVAC: _____

Map & Parcel #: _____ Lot #: _____ Zoning: _____ Flood Zone: _____

Class of Home: ☐ Single Family ☐ Duplex ☐ Multi-Family

Description of work to be done: _____

Total Building Height: _____

Number of Stories: _____

Number of Bathrooms: _____

Number of Toilets: _____

Square Feet: Heated: _____

Garage/Storage: _____

Porch/Carport: _____

Total Square Footage Under Roof: _____

Overall Structure Width: _____ Depth _____

Heating Type: _____

A/C Type: _____

Ventilation: _____

Roof Type: _____

Engineered Trusses: _____

Stick Building: _____

Foundation: _____

Interior Walls: _____

Exterior Walls: _____

Number of Fireplaces: _____

Please attach the following:

___ **Water Tap-in Receipt**

___ **Septic Tank Permit Receipt**

___ **Driveway Culvert Status:**

___ **No culvert required**

___ **Existing culvert meets Building Code**

___ **Culvert will be installed to Code**

(This application must include a letter from McIntosh County Public Works Dept. regarding culvert.)

___ **Copy of Plat plus Elevation Certificate (if you are in a Flood Zone)**

___ **Copy of Current Deed (showing ownership)**

___ **Plot Plan showing all structures plus new construction**

___ **Two (2) complete sets of Plans, including a Footing & Wall Detail, Electrical and Plumbing diagrams, AND ___ one (1) Jump Drive (digitized copy). Plans must also show maximum height of roof line from grade at ground.**

___ **Copy of state licenses for General Contractor, Electrician, Plumber, & HVAC Contractors**

___ **Signed/Notarized Homeowner's Affidavit, if acting as General Contractor**

(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.

****NOTE****

**ANY detached structure
(i.e., Accessory Buildings or
Swimming Pools)?**

___ **Yes** ___ **No**

*If yes, additional permits
MAY be required.*

**FOR OFFICE USE ONLY
Director's Approval:**

Date: _____

Inspector's Approval:

Date: _____

List of Subcontractors to work on this job:

PERMIT # _____
(For Office Use Only)

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.**

Printed Name of General Contractor

Date

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.

Date

Signature

You are responsible for approvals from any subdivision Property Owner's Association for covenant requirements prior to a permit for construction being issued.

_____ Approved _____ Not Required

Homeowner's Association Representative:

Printed Name

Date

Signature

Homeowner:

Date

Signature

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.

Date

Signature

I have been explained to 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.

Date

Signature

McIntosh County Building & Zoning

912-437-6603

P.O. Box 2694

100 Madison Street

Darien, GA 31305



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

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: _____

Plumbing 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: _____



Permit # _____
(for office use only)

Affidavit Page

New Home Permit Application

Burning or Burying of any construction/demolition material is a violation of State Law. _____ Initial

Please call for inspections. Allow at least 24 hours advance notice (by 12pm previous day). _____ Initial

If an inspection fails, or if an inspection is called in and not ready when the inspector shows up on site, a Re-inspection Fee will be charged and must be paid before the inspector can re-visit the site:

1st: \$35⁰⁰

2nd: \$50⁰⁰

3rd: \$65⁰⁰ _____ Initial

I hereby certify that I have read and examined this permit application 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. The granting of this permit does not presume to give authority to violate or cancel the provisions of any other state or local laws regulating construction or the performance of construction. This permit becomes null and void if work or construction authorized is not commenced within six (6) months or if construction is suspended or abandoned for a period of six (6) months at any time after work is commenced.

Owner/Taxpayer or Agent's Signature

Date

Revised 10/22/2024

McIntosh
County



Building & Zoning

Post Office Box 2694

Darien, GA 31305

Office: (912) 437-6603

Fax: (912) 437-5088

HOMEOWNER NEW CONSTRUCTION PERMIT AFFIDAVIT

- INSTRUCTIONS: PLEASE TYPE OR PRINT (IN INK) ALL REQUESTED DATA -

(Note: An incomplete application may delay the approval process.)

STATE OF GEORGIA

County of McIntosh

Permit Number: _____

PROPERTY ADDRESS: _____ BLOCK: _____ LOT: _____

The undersigned hereby applies for special consideration as a property owner desiring to alter his/her personal residence. In making this request for a "homeowner" permit, the undersigned states the following to be true:

- Applicant intends to reside in completed structure and does not plan to offer same for sale or rent.
- Property described in permit application is currently owned by the applicant.
- Applicant will serve as the general contractor and accept inherent responsibilities for the work authorized by the issued permit.
- Applicant agrees to hire **properly licensed contractors** for any work that is further sub-contracted. All electrical, mechanical and plumbing work will be separately permitted.
- Applicant agrees to perform work in accordance with all applicable codes and strictly adhere to the inspection schedule. Undersigned acknowledges that inspections must be performed in an established sequence and that work done in violation of the codes must be corrected or may be ordered removed.

Applicant acknowledges that he/she is aware that a permit issued under the provisions of the code **may be revoked for false statements or misrepresentation** as to the material fact in the application on which the permit was based.

Applicant further acknowledges that he/she is aware that any knowingly false statements made in the permit application will subject said applicant to possible prosecution. Georgia Criminal Code, Section 26-2402 (False Swearing) calls for a possible fine of not more than \$1,000.00 or imprisonment for not less than one (1) nor more than five (5) years, or both.

UPON SUBMISSION, THIS AFFIDAVIT BECOMES PART OF THE ACTUAL PERMIT.

Applicant's Signature: _____ Date: _____

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public
State of Georgia

FOR OFFICE USE ONLY

Accepted by: _____ Date: _____ Permit #: _____

After completion, make one copy for the Applicant, and attach a copy to the original Permit Application for the file.