

**McIntosh County Building & Zoning**

912-437-6603

**P.O. Box 2694**

100 Madison Street

**Darien, GA 31305**



**In order to obtain a permit for construction/placement of an**  
**ACCESSORY BUILDING**  
**or an**  
**ADDITION TO YOUR 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 contractors**, as well as a copy of the **Concrete Contractor's business license**.
9. **Building Application page, Contractors' page, and Affidavit sheet** filled out

**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*

## ***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 status:    \_\_\_ No culvert required  
   \_\_\_ Existing culvert meets Building code  
   \_\_\_ Culvert will be installed to code

\_\_\_ Copy of approved plat

\_\_\_ Copy of plot plan

\_\_\_ Two (2) complete sets of plans with a footing and wall detail ***AND***  
    \_\_\_ one (1) jump drive (digitized copy)

\_\_\_ 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.**



**PERMIT #**

**(For Office Use Only)**

**McIntosh County Building Department  
100 Madison Street  
P.O. Box 2694  
Darien, Georgia 31305  
(912) 437-6603**

**ADDITION or ACCESSORY BUILDING APPLICATION**

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

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

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

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

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

Contractors: \*General: \_\_\_\_\_

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

\*Plumbing: \_\_\_\_\_

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

Class of work: \_\_\_\_\_ Single Family \_\_\_\_\_ Duplex \_\_\_\_\_ Multi-family

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

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

Total Building Height: \_\_\_\_\_ No. of Stories: \_\_\_\_\_

No. of Bathrooms: \_\_\_\_\_ No. of Toilets: \_\_\_\_\_

Square Feet: Heated: \_\_\_\_\_ Garage/Storage: \_\_\_\_\_

Porch/Carport: \_\_\_\_\_ \*Total Square Footage under roof: \_\_\_\_\_

Overall Width of Structure: \_\_\_\_\_

Overall Depth of Structure: \_\_\_\_\_

Heating Type: \_\_\_\_\_

A/C Type: \_\_\_\_\_

Ventilation: \_\_\_\_\_

Roof Type: \_\_\_\_\_

Engineered Trusses: \_\_\_\_\_ Stick Building \_\_\_\_\_

Foundation: \_\_\_\_\_

Interior Walls: \_\_\_\_\_

Exterior Walls: \_\_\_\_\_

No. of Fireplaces: \_\_\_\_\_

**Please attach the following:**

- \_\_\_\_ Water Tap-in Receipt
- \_\_\_\_ Septic Tank Permit Receipt (Inspection required due to Drain Field)
- \_\_\_\_ 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/Road Dept.)**

- \_\_\_\_ Copy of Plat
- \_\_\_\_ Plot Plan
- \_\_\_\_ Two (2) complete sets of Plans, including a footing & wall detail, **AND** one (1) jump drive (digitized copy)
- \_\_\_\_ Copy of State and Business Licenses for General Contractor, Electrician, Plumber & 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.**

<b>FOR OFFICE USE ONLY</b> Director's Approval:
Date: _____ ----- Inspector's Approval:
Date: _____

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

**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.**

\_\_\_\_\_  
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

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

\_\_\_\_ Approved      \_\_\_\_ Not Required

**Homeowner's Association Representative:**

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Homeowner:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
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.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
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.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature



Permit # \_\_\_\_\_  
(for office use only)

**Affidavit Page**

**ACCESSORY BUILDING/ADDITION Permit Application**

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

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

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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:

1<sup>st</sup>: \$35<sup>00</sup>

2<sup>nd</sup>: \$50<sup>00</sup>

3<sup>rd</sup>: \$65<sup>00</sup> \_\_\_\_\_ Initial

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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

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.