

IS YOUR APPLICATION PACKET COMPLETE?

- ☐ APPLICATION: Completed application including building, electrical, plumbing, and mechanical contractor information
- ☐ SITE PLAN: A copy of your land plat showing the locations of the new residence, septic tank, well, easements, driveway, and any other existing buildings as well as county required setbacks.
- ☐ SURVEY: A copy of your recorded survey or land plat
- ☐ PROOF OF OWNERSHIP: Deed or other proof of land ownership
- ☐ HOUSE PLAN: At minimum drawn to scale floorplan of new residence and PEMB plans (for metal buildings.)
- ☐ SEPTIC APPROVAL: A septic tank approval/permit from Banks County Environmental Health.
- ☐ DRIVEWAY VERIFICATION: Photo of driveway entrance, marked with flags or stakes (may be submitted digitally to PlanningOffice@co.banks.ga.us)
- ☐ HOMEOWNER AFFIDAVIT: A signed, notarized homeowner affidavit if you are acting as your own contractor.

IS YOUR BUILD SITE READY?

- ☐ Is your driveway entrance marked for addressing?
- ☐ Have you installed a permit box on-site?
- ☐ Is there/will there be a portable toilet available prior to first inspection?
- ☐ Have you installed erosion control such as silt fences where needed?
- ☐ Are you setback far enough from property lines and roadways?

HAVE YOU READ THE GUIDELINES PAGES?

- ☐ Have you read the Residential Guidelines?
- ☐ Have you read the Driveway Guidelines?



NEW SINGLE-FAMILY RESIDENCE APPLICATION

Permit # _____

Map/Parcel # _____

Acreage _____

Property Owner _____ Phone # _____

Construction Address [#####] _____

Applicant _____ Phone # _____

General Contractor _____ Phone # _____

State License Number _____ Exp. _____

☐ Property Owner

Email Address _____

Dwelling Information

(*Please provide site
specific PEMB infographic
or plan)

Type of Build: ☐ Traditional Stick- Built ☐ Build-out inside Metal Structure *

Foundation Type: Slab Crawl Space Fin. Basement Unf. Basement

Bedrooms _____ Bathrooms _____ # Floors _____

Heated Sq. Footage _____ Unheated Sq. Footage _____ Total _____

Fireplace? Yes No Bonus Room? Yes No

Estimated Cost of Construction \$ _____

Electric Service Information

Contractor _____ Phone # _____

State License Number _____ Exp. _____

☐ Property Owner

Electric Service Provider: Jackson EMC GA Power Hart EMC

Amp Capacity: 100 200 400

Plumbing Information

Contractor _____ Phone # _____

State License Number _____ Exp. _____

☐ Property Owner

#

Toilets _____ Tubs _____ Showers _____ Sinks _____ Washing Machines _____ Floor Drains _____

Hose Bibs _____ Water Heater _____ Dishwasher _____ Garbage Disposal _____

Other _____

Well ☐ Public Water System ☐

Septic ☐ Public Sewer System ☐

Mechanical Information (HVAC)

Contractor _____ Phone # _____

State License Number _____ Exp. _____

☐ Property Owner

Type of Heat _____ Tons _____

Type of Cooling _____ Tons _____

Application is hereby made according to the laws and resolutions of Banks County to perform the above listed work. If a permit is issued, I agree to conform to all laws and resolutions regulating the same. By my signature below, I certify that the application and any attached data is correct. I certify that I have read and understand the Residential Guidelines provided to me by the Planning and Zoning Department. I understand that permits are issued on Good Faith that the construction of the residence shall be in compliance with all local, state, and international codes. Banks County has the right to revoke or suspend permits in the event that structure is found to be non-compliant.

Property Owner or Applicant

Date

RESIDENTIAL GUIDELINES

Building permits must be obtained BEFORE construction begins.

Building permits are valid for 180 days from the date of issue. You must notify the Planning Office if you require an extension.

A homeowner may act as general contractor and/or perform their own electrical, plumbing, or mechanical services provided a signed affidavit is on file.

Applicants/contractors must call for inspections as required. You must call before 4:00 pm for next day inspection. We do not guarantee time slots.

If you fail the same inspection twice; if you are not ready for requested inspection; or if the inspector cannot access the site, you may be charged a \$75 reinspection fee.

If you are using a metal building as a shell for your residence, the structure must be approved for residential use and an engineer stamped plan set will be required.

Only one residence (house or manufactured home) is allowed on any parcel of land.

Stick-built homes in the ARR zone must be a minimum of 1000 sq ft. In R-1 zones, homes must be a minimum of 2000 sq ft with no less than 1500 sq ft on the main floor.

Accessory structures and outbuildings are not to be used as dwellings and will not be permitted as such.

RVs, campers, travel trailers and the like are temporary dwellings and power poles/utilities will not be provided for such. Camping in recreational vehicles is allowed for no more than 90 days.

Any addition, driveway, garage, deck, or outbuilding may not be built over the septic tank, drain fields, or replacement area.

Lots located in the ARR zone must be at least 2 acres to build upon unless otherwise approved by the Planning Office.

All structures in the ARR zone must be set back a minimum of 70' from the center of any road right of way. Side and rear property setbacks are 30'.

Land disturbing activities are prohibited within 25' of any natural body of water.

If you sawmill the lumber for your project, it must be identified by a grade mark or written certification of an approved lumber grading/inspection agency. Grade mark must be visible or certification presented to the inspector.

A certificate of occupancy must be issued before a person can take residence in the home.

DRIVEWAY GUIDELINES

The pipe shall be GA DOT standard 1030D (or as specified in the Banks County Development Regulations) at a minimum 20 feet long and 18 inches in diameter with 1 foot of cover over pipe.

Existing surface flow should remain.

No headwalls to be constructed on pipe.

The inlet and outlet end of all driveway culverts shall have safety flared end-sections that meet the standards of GA DOT 1120 or 1125.

No brick or other hazardous type mailbox allowed on right-of-way. All driveways should have turn around pad off right-of-way to prevent backing into the road.

All disturbed right-of-way shall have grass seed and straw put down to prevent erosion.

If driveway is used for construction entrance, it must be stabilized with 4 inches of stone as a minimum.

Driveways on a dirt road shall have 4 inches of gravel placed on driveway from edge of road to end of road maintenance easement or right-of-way as a minimum.

Permittee shall be responsible for any damage to existing county road as a result of construction.

