



*The Planning and Permitting Office*  
*The Unified Government of Cusseta-Chattahoochee County, Georgia*

215 McNaughton St Cusseta, Georgia 31805  
Telephone 706-890-4007 | Fax No. 706-989-2005

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## **BUILDING PERMIT CHECKLIST**

The following documents and information must be submitted to the permitting office in order to process your permit application:

1. Completed permit application
2. If you are not the property owner, you must have the property owner complete and sign a Property Owner Authorization Form
3. Stamped approval / Perc test (soil sample) results from the Health Department
4. Copy of Septic Plans
5. Copy of all Contractor's and Subcontractors State License
6. Copy of Contractor's and Subcontractors Business License
7. Copy of Contractor's and Subcontractors Liability insurance
8. Two (2) copies of construction plans
9. Elevation certification
10. Name, address, and phone number for the building inspector (or you may elect to use the county's designated inspector)
11. Permit fee must be paid (cash, check, card, or money order)

### **General Information:**

- Before a building permit can be issued, you must confirm the zoning requirements for your property. The Permitting Department is available to assist you in determining these requirements.
- Setback Information: Setback requirements vary by zoning district. This information can be obtained from the Permitting Department.
- Perc Test (Soil Sample): Contact the Health Department at 706-989-3663 to schedule a perc test. This test ensures that the soil is suitable for septic tank installation.
- If there is no water meter on site, a tap fee of \$1,000 is required for a ¾-inch line. Please allow two weeks for the Water Department to install the meter. Additional costs may apply if the tap must be bored under a street or highway. If a meter already exists on site, a \$100 deposit is required to the Water Department.
- To obtain electrical service, please contact Sumter Electric at 300A GA-520, Cusseta, GA 31805. Their telephone number is (706) 989-3323.

### **Important Notes:**

- All of the above items are required for every permit. Incomplete applications will not be processed.
- HVAC, electrical, and plumbing work must be performed by a state-licensed professional.
- Permits cannot be issued until the Health Department provides stamped approval.
- Once all required information is received, processing may take up to **five (5) business days**.
- No work may begin until the permit has been issued and posted on the property by the owner and/or contractor.