



*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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## **HVAC, PLUMBING, AND ELECTRICAL PERMIT CHECKLIST**

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

1. Completed Application
2. If you are not the property owner, you must have the property owner complete and sign a Property Owner Authorization Form
3. Copy of State License
4. Copy of Business License
5. Copy of Liability Insurance
6. Project E-911 address, including Map and Parcel Number of the property
7. Permit fee of \$50.00 (payable by cash, check, card or money order)

### **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.
- 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.