

**City of Elberton
P. O. Box 70
Elberton, GA. 30635**

Residential Permit Application Checklist

The following list of documentation is required before a permit will be issued for Residential construction. **Incomplete forms will not be processed and will delay permit issuance.** Please return this form with all permit application submittals. All documents must be legible.

- _____ Completed building permit application
- _____ Contractor licensing documentation (state license card, business license)
- _____ Completed trade permit applications
- _____ Subcontractor licensing documentation (state license card, business license)
- _____ GSWCC Level 1A certification (Blue Card)
- _____ Digital scaled construction drawings for review and approval-when approved and stamped by plan reviewer(s), applicant will print off and deliver one stamped copy to the jurisdiction. One copy MUST be on site for all inspections.
- _____ Site plan: scaled lot drawing with a scaled footprint of structure and any other structure located on property, show building limitations, setback requirements, landscaping requirements, parking requirements, and erosion sediment control BMP's if less than 1 ac.
- _____ One (1) copy set of GSWCC approved ESC plans for initial, intermediate and final phases. (Applicable for Primary, secondary and tertiary permit holders).
- _____ GaDOT Permit(s) if applicable, If not required on a State Road, submit a letter from GaDOT stating a GaDOT driveway permit is not required.
- _____ Verification of 911 addressing
- _____ Verification of water/sewer connections as applicable
- _____ Septic permit (if applicable)
- _____ Recorded deed of property
- _____ Recorded plat of property
- _____ Proof of taxes paid on property

Project Address: _____

Applicant Name: _____

Received by: _____ Date: _____