



NEWTON COUNTY

APPLICATION PACKAGE

FOR

ACCESSORY STRUCTURE

OR

ADDITION

(February 2016)

NEWTON COUNTY
APPLICANT CHECK SHEET FOR AN ACCESSORY STRUCTURE/ADDITION
(DOCUMENTS AND QUANTITIES REQUIRED)

FEES MAY BE PAID BY CHECK OR MONEY ORDER ONLY

ITEM	REQUIRED ITEM	# OF COPIES	Where to obtain	CHECK √
1.	Application form	One (1)	Planning & Development	
2.	Zoning Compliance form	One (1)	Planning & Development	
3.	Recorded plat of property	One (1)	Judicial Building	
4.	Floor plan	One (1)	Applicant	
5.	Site plan	One (1)	Applicant	
6.	Approval letter from Environmental Health (if served by septic)	One (1)	Environmental Health	
7.	Notarized letter from property owner (if not applicant).	One (1)	Property owner	
8.	Fees		To be determined. Payment by check or money order.	

REQUIRED ITEMS FOR ACCESSORY STRUCTURES/ADDITIONS:

ITEM 1. **APPLICATION FORM:** Applications can be obtained at the Newton County Department of Planning & Development. All applications must be completely filled out in order to process your request.

ITEM 2. **ZONING COMPLIANCE FORM:** Zoning Compliance forms may be obtained from the Newton County Department of Planning & Development and are required in order to determine compliance of the proposed project with applicable zoning ordinances.

ITEM 3. **RECORDED SURVEY PLAT:** A recorded plat of the property can be obtained from the Clerk of Superior Court located in the Judicial Building. Please provide the following information on the plat:

1. The location of the primary structure (i.e. house).
2. The proposed location of the structure.
3. Front, rear, and side property measurements from the proposed location of the structure.

ITEM 4. **FLOOR PLAN:** The floor plan should reflect the depth and width of the proposed structure. All rooms should be included and labeled as clearly as possible. Please provide a reduced copy (8 ½ x 11).

- ITEM 5. SITE PLAN: A drawing or photograph depicting the exterior of the structure must accompany the permit application to determine compliance.
- ITEM 6. LETTER OF APPROVAL FROM ENVIRONMENTAL HEALTH: If the property is served by a septic system, please contact Environmental Health (770-784-2121) in order to obtain a letter of approval to proceed with your project. **Applications cannot be processed without prior approval from Environmental Health.**
- ITEM 7. NOTARIZED LETTER FROM PROPERTY OWNER: If the applicant differs from the property owner, a notarized letter will be required. The letter should state the applicant has the permission of the property owner to alter/make proposed changes to the property/structure.
- ITEM 8. FEES: Permit fees are calculated by square footage and will vary depending on the size of the project(s). Fees may be paid by credit/debit, check or money order. Cash and counterchecks will not be accepted.

**DEPARTMENT OF DEVELOPMENT SERVICES
NEWTON COUNTY, GEORGIA
APPLICATION FOR BUILDING PERMIT**

NEWTON CO., GEORGIA, _____ PERMIT NO. _____

Application is hereby made according to the laws and ordinances of Newton County, Georgia, for a permit to erect, alter, and use a structure as described herein or shown on accompanying plans and specifications to be located as shown on accompanying plot plan, and if same is granted agree to conform to all laws and ordinances regulating same.

PRIMARY STRUCTURE ACCESSORY STRUCTURE ADDITION/REMODEL REPAIR COMMERCIAL POOL

PROJECT DETAILS: _____ RENTAL PROPERTY _____

PROJECT ADDRESS: _____ MAP & PARCEL _____

SUBDIVISON: _____ LOT NUMBER: _____

HEATED SQUARE FOOTAGE: _____ UNHEATED SQUARE FOOTAGE: _____ GARAGE: _____

DISTANCE FROM FRONT PROPERTY LINE: _____ SIDE PROPERTY LINE: _____ REAR PROPERTY LINE: _____

BUILDING FRONTAGE: _____ DEPTH: _____ # OF BEDROOMS: _____ # OF BATHS: _____

TOTAL # OF ROOMS: _____ SOURCE OF WATER: _____ ESTIMATED COST OF PRJ: _____

TYPE OF HEAT: _____ POWER PROVIDER: _____

TYPE OF CONSTRUCTION: _____ TYPE OF FOUNDATION: _____

INTERIOR FINISH: _____ MATERIAL IN ROOF: _____

Property Owner Information:

Name: _____

Address: _____

Telephone: _____ Email: _____

Applicant Information (If different than property owner)

Name: _____

Address: _____

Telephone: _____ Email: _____

Contractor Information (State Contractors License must be provided)

Contractor: _____

Address: _____

Telephone: _____ Email: _____

Please read the following carefully and initial:

_____ The issuance of this permit authorizes improvements of the real property designated herein, which improvements may subject such property to mechanics' 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 any interest in 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 consumers' guide to the lien laws which may be available at building supply home centers. (O.C.G.A. 8-2-26)

_____ This permit becomes null and void if work or construction authorized is not commenced within six (6) months, or construction or work is suspended or abandoned for a period of six (6) months at any time after work is started.

_____ I, the undersigned, understand that for any projects on which a previous owner conducted the work, I am responsible for ensuring all work meets the applicable building and fire codes, even work that was done without a permit, prior to my acquiring the property and/or prior to my becoming the contractor of record. This applies to properties acquired through foreclosure, resale, inheritance, etc. Please see Sections 1.3.7 and 3.12 of the Newton County Permits Administrative Ordinance.

_____ Building plans for residential permits are required for the purpose of verifying zoning standards and will not be reviewed for design or construction standards.

_____ In accordance with O.C.G.A. 48-5-264.1, please be advised that staff of the Newton County Tax Assessor's Office will be visiting your property to obtain information on the improvements authorized by this building permit. If you have any questions regarding a visit, please contact the Assessor's Office at (770) 784-2030.

I hereby certify that I have read and examined this document 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. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.

(SIGNATURE OF CONTRACTOR OR AUTHORIZED AGENT)

_____/_____/_____
DATE

I hereby certify that this will be my own personal home. I certify that my immediate family or I will perform all work. I also certify that I have not purchased a building permit for a residence in the last two and one-half (2 1/2) years.

(SIGNATURE OF HOMEOWNER)

_____/_____/_____
DATE



**Newton County
Planning & Development
ZONING COMPLIANCE FORM**

(Revised 6/26/07)

This form is used to determine compliance of the proposed project with applicable zoning ordinance standards. Please complete all of the information below. Additional information may be required from the Fire Department, Environmental Health Department or other county offices.

Applicant's Name _____
Phone Number _____
Project Address _____
Zoning District _____
Map & Parcel # _____
Explanation of Project _____

A building permit application cannot be processed without the following information (additional information may also be required):

- (1) A plat or survey including dimensions, distances and property lines.
- (2) A site plan of the property showing the following:
 - (a) Location of all proposed and existing structures
 - (b) Setbacks of proposed structures from property lines
 - (c) Setbacks of proposed structures from streams and other bodies of water
 - (d) Square-footage of all structures
- (3) Floor plan including square-footage of project
- (4) If constructing an accessory building in R1, R2, R3, DR, RMF, MSR, MHP or MHS districts, include a copy of a rendering or elevation for proposed structure.
- (5) If constructing any buildings on any Georgia Power lease lot or any deeded waterfront lot on Jackson Lake, written approval of the proposed site plan from Georgia Power Land Management must be submitted.

I have provided the required information as listed above. I understand that unless otherwise noted this form is valid for 30 days from the date below.

Applicant's Signature _____ Date: _____

***** OFFICIAL USE ONLY *****

First Review

Compliance
 Non-Compliance

Reason for Non-Compliance

Suggested Remedies

Date of Review

Date Applicant Notified

____/____/____
____/____/____

Director/Senior Planner/Zoning Administrator Signature:

Second Review

Compliance
 Non-Compliance

Reason for Non-Compliance

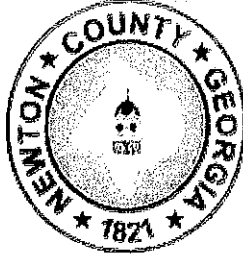
Suggested Remedies

Date of Review

Date Applicant Notified

____/____/____
____/____/____

Director/Senior Planner/Zoning Administrator Signature:



DEVELOPMENT SERVICES

- Planning and Zoning ◦ Building Permitting ◦ Business License ◦ Geographic Information Services
- Development Permitting ◦ Inspections ◦ Code Enforcement ◦

BUILDING INSPECTION INFORMATION

It is our department's goal to provide efficient and professional customer service. With this in mind, effective Monday, September 21, 2015, the following procedures will go into effect:

1. To schedule an inspection for the next business day, please call (678) 625-1659, between the hours of 8:00 a.m. – 4:00 p.m. **Emails will not be accepted.**
2. To cancel an inspection on the scheduled date, please call (678) 625-1659, before 9:00 a.m. Failure to do so may result in re-inspection fees. **Emails will not be accepted.**
3. Only five (5) inspections may be scheduled per day, per subdivision.
4. Inspections **will not** occur if there are stop work orders, outstanding re-inspection fees or incomplete/missing paperwork applicable to your specific project (i.e., box checks, HLDP certifications, landscape plan approvals, Sub-Contractor Affidavit).
5. Residential building inspections include:
 - Lot inspection (i.e., silt fence; construction drive; etc.)
 - Footings
 - Plumbing/Slab
 - House Wrap
 - Rough-in (framing, plumbing, electrical and mechanical)
 - Insulation
 - Final
6. Permits should be posted on site in a permit box. **The inspector will not perform the inspection if the permit is not posted.** Failure to post the permit may result in the delay of your project, as well as re-inspection fees.
7. Certificates of Occupancy will be available 48 hours after the final inspection has been conducted.