



Haralson County Department of Planning, Zoning & Permits
4266 Ga Hwy 120 Buchanan, Ga 30113
770-646-2033
Building Official :Terry Floyd
Permit Clerk : Tabitha Chappell



To Apply for Residential Home Building Permit

**Step 1: Speak with the Haralson County Planning, Zoning and Permits Department
4266 Ga Hwy 120 Buchanan, Ga 30113**

**Step 2: A: While at the Haralson County Planning, Zoning and Permits Department, the Permit Clerk will fill out the Parcel Information Sheet with the Correct Information for your parcel.
B: Permit Clerk will Complete the Home Application Packet for you as well**

Information Check List (Before the county procedure can begin, every form must be filled out correctly and include :

- Property Address
- Property Owner's Name(s), address, phone number and work number
- Professional Engineer's Name, address and Phone number (RESIDENTIAL CHANGE OF USE ONLY)
- Contractor's name, address, and phone number (includes Electrical, Plumbing and HVAC SubContractors)
- Contractor's State License and Occupational Tax Certificate/Business Licensee
- One complete set of House Plans (11"x17" or small)

D: Complete EROSION CONTROL AFFIDAVIT forSingle Family Residential Construction.

E: Complete the Haralson County Environmental Health Septic Tank Application. This is not included in this packet, you will need to see Melissa Sherman at the Haralson County Environmental Health Office 770-646-4301 ext 401 133 Buchanan Bypass, Buchanan Ga 30113

**F: Approval of Driveway from Terry Edwards at Haralson County Roads Department.
770-646-2029 1801 Macedonia Ch Rd Buchanan, Ga 30113**

G: Fill out and sign the Affidavit with notarized signature. (Permit Clerk will notarize the documents for you at no additional charge)

Step 3: The Haralson County Planning, Zoning and Permits Department will verify that no outstanding taxes are due on the property in question. (This is a requirement before proceeding to the permitting process)

Before a Certificate of Occupancy will be issued, a Professional Engineer must provide a report with supporting documents stating that the structure meets the following codes: (Residential Change of Use Only)

IRC 2018 w/Georgia Amendments, specifically R301.1.1 (Alternative Provisions) IMC 2018 w/Georgia Amendments 2015 IECC w/Georgia Amendments NEC 2020 w/Georgia Amendments 2018 IPC w/Georgia Amendments

After the forms have been reviewed by Haralson County Planning, Zoning and Permits Development and the Septic Tank application approval has been received from Environmental Health, you will be telephoned and notified that the review process has been completed, and all of your permits have been issued. All permitting fees will be payable when you pick up your permits via Cash or Check made payable to HC Permits. A Certificate of Occupancy (CO) will only be issued after the final inspection has been completed for Conventional Home, or the receipt of Professional Engineer Report for Residential Change of Use. Please refrain from moving into your home until this time.



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**PARCEL INFORMATION SHEET
APPLICATION FOR ZONING COMPLIANCE CERTIFICATE**

Home Owners Name : _____ Phone # : _____

Property Address: _____

Map: _____ Parcel: _____ Acres: _____ Zoning: _____

Current Property Owner: _____

Subdivision Name : _____ Lot # : _____

Required Setbacks : Front: _____ Side: _____ Back: _____

Type of Residence : House? Other: _____

Dimensions or Sq Ft

Heated _____ Basement _____ Porches _____ Garage _____

Number of Bedrooms _____ Bath _____ C/H&A _____ Roof Shingle / Metal

Siding Hardi Board / Vinyl / Wood / Metal

Contractor : _____ Phone: _____

Plumber: _____ Electrician: _____ HVAC: _____

Electrical Company (Application for Power) Carroll EMC / Georgia Power / Carroll EMC Cedartown

Water Authority : _____

Set of Plans Showing All Dimensions : _____

Land Owner: _____ Relationship: _____

Approved: _____ Date: _____

Street/Road address must be posted (at driveway or on mailbox) with 4-inch reflecting numbers

Ga. Law 48-5-299 To avoid a 10% penalty on assessed property, any improvements made on the property (real or personal), must be returned to the Assessors Office between January 1-April 1



All fees will be due at the time of permit issuance, fees can be made payable via Cash or Check made payable to HC Permits.



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Sub-Contractor Affidavit for Building

NOTICE: This form must be completed, signed (with original signature in BLUE ink) and submitted along with a copy of the state license for each trade before permits will be issued. A new affidavit must be filled out if any changes in subcontractors are made during construction. Said building will be constructed to meet requirements of the most recent edition of the construction codes as adopted and amended.

Project Address: _____

Owner's Name: _____ Phone: _____

Contractor's Name: _____

Address: _____ Phone: _____

City/State/Zip: _____

Master's Name: _____ State Card #: _____ Expiration: _____

Signature: _____ **OTC License/Jurisdiction:** _____

Contractor's Name: _____

Address: _____ Phone: _____

City/State/Zip: _____

Master's Name: _____ State Card #: _____ Expiration: _____

Signature: _____ **OTC License/Jurisdiction:** _____

Contractor's Name: _____

Address: _____ Phone: _____

City/State/Zip: _____

Master's Name: _____ State Card #: _____ Expiration: _____

Signature: _____ **OTC License/Jurisdiction:** _____

Contractor's Name: _____

Address: _____ Phone: _____

City/State/Zip: _____

Master's Name: _____ State Card #: _____ Expiration: _____

Signature: _____ **OTC License/Jurisdiction:** _____



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Erosion Control Affidavit

Construction Site Name : _____

Construction Site Address: _____

Property Owner: _____ Phone : _____

Owner's Address: _____

Authorized Representative/Applicant _____ Phone: _____

Email: _____

Georgia Soil and Water Conservation Commission Certification # : _____

My signature hereto signifies that I am the person responsible for compliance with the Soil Erosion and Sedimentation Control Ordinance. I hereby acknowledge that Best Management Practices (BMP's), per Manual for Erosion and Sediment Control in Georgia, must be used to control soil erosion on my job site which includes (but not limited to) at a minimum the following:

- 1. Property Installation and regular maintenance of silt barriers**
(i.e. silt fences, hay bales etc.) in those areas where water exists on the job site
- 2. Proper Installation and regular maintenance of grave construction entrance with geotextile under-liner** to keep soil and mud from being tracked from vehicles onto the roadways
- 3. Removal of mud from the roadway or adjacent property immediately following any such occurrence**
- 4. Maintenance and removal of sediment from detention ponds, sediment basins, sediment traps, etc.**
- 5. Conduct no land disturbing activities within 50 feet of the banks of streams, lakes, wetlands, etc**
For projects within the water supply watershed, check with the engineer for stream buffers/setbacks
- 6. Cut-fill operations must be kept to a minimum;**
- 7. Land disturbance activities must be limited to and contained within the site of the approved plans**
- 8. Disturbed soil shall be stabilized as quickly as practicable (within 14 days)**



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- 9. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development (Blankets or Matting are required on all slopes of 3 feet horizontal to 1 foot vertical (3:1) or steeper)**
- 10. Cuts and fills may not endanger adjoining property**
- 11. Fills may not encroach upon natural watercourses or constructed channels in a manner so as to adversely affect other property owners**
- 12. Mud or silt (sediment) may not enter a stream, river, lake or other state waters**

NOTE:

1. Best Management Practices (BMP's): A collection of structural measures and vegetative practices which, when properly designed, installed, and maintained, will provide effective erosion and sedimentation control for all rainfall events up to and including a 25 year, 24-hour rainfall event.

2. State Waters: Any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells, and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the State which are not entirely confined and retained completely upon the property of a single individual, partnership, or corporation.

Any person violating any provisions of the Erosion and Sedimentation Ordinance, permitting conditions, or stop work order shall be liable for monetary penalty not to exceed \$2,500 with a minimum of \$1,000 per day for each violation, by a sentence of imprisonment not exceeding 60 days in jail or both fine and jail or work alternative. Each day the violation or failure or refusal to comply shall constitute a separate violation. Property owners, developers, and contractors should be advised that while the Erosion and Sedimentation Act and local Ordinance provides for fines of up to \$2,500 per day per violation, the GA Water Quality Control Act provides for fines up to \$50,000 per day per violation.

Please note that the ORIGINAL LAND DISTURBING ACTIVITY PERMIT holder is responsible for all land disturbing activity on the property – even if the lots are sold. Some liability may be alleviated if the original LDA Permit holder writes into his agreement of sale specific wording which ties all future development to the approved LDA Plan and Permit, including references to State Law and Haralson County Ordinances.



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NOTE:

1. All persons involved in land disturbing activities have been trained and state certified per O.C.G.A. 12-7-19.
2. The finished floor elevation of the lowest habitable floor shall be at least (2) feet above (vertical elevation), or forty (40) feet from the (horizontal measurement) the 100-year floodplain or headwaters of any drainage easement or waterway (and not located in the dam-break area).
3. Driveway drain pipes shall be a minimum of 18 inches in diameter, and shall be bituminous coated metal pipe, reinforced concrete pipe, or material approved, in advance, by the Haralson County Road Department – PHONE: (770) 646-3278 (Driveways on State Highways call: Georgia DOT—(770) 646-5522.
4. No burial of wood waste, trees, stumps, or construction debris is allowed except in compliance with the procedure and rules of the Georgia Department of Natural Resources Environmental Protection Division, and inspections by the Development Department will be stopped at the request of the State if violations are found by them.
5. 511-3-1.03 General Requirements for On-Site Sewage Management Systems. Environmental Health (770) 836-6781. No person may begin the physical development of a lot or structure where an on-site sewage management system will be utilized, nor install an on-site sewage management system or component thereof, without having first obtained from the County Health Department a construction permit for the installation of an onsite sewage management system.

I hereby further acknowledge that Carroll County Department of Community Development inspection staff may refuse to make development inspections, may issue stop work orders, and may issue summons to Magistrate Court for failure to comply with erosion control requirements.

I further grant the right-of-entry onto this property, as described above, to the designated personnel of Carroll County for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinance.

Signature: _____ **Date Signed:** _____



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AFFIDAVIT FOR A RESIDENTIAL CHANGE OF USE PERMIT

_____, personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted approval for a RESIDENTIAL CHANGE OF USE PERMIT under the Ordinances of Haralson County:

The information contained within the application attached hereto and filed in the Department of Planning Zoning and Permits consists of facts within my personal knowledge that I know are true and correct, and will be relied upon by officials of Haralson County in making a decision whether to issue this Application, License, Permit, or other Department approval.

On behalf of the Applicant, I declare that the Applicant, regardless if a partnership, corporation, or other organization or entity that is receiving a benefit under this Application, License, Permit, or other Department approval (whichever is applicable) is not delinquent in the payment of any taxes or fees due Haralson County.

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This _____ day of _____, _____.

AFFIANT (signature) Address:

If Affiant is authorized to sign on behalf of a partnership, corporation, or other organization or entity, please set forth the entity and address

Entity:

Address:

Sworn to and Subscribed

before me this _____ day

of _____, _____

Notary Public

My Commission Expires: _____



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AFFIDAVIT FOR A BUILDING PERMIT

_____, personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted approval for a BUILDING PERMIT under the Ordinances of Haralson County:

The information contained within the application attached hereto and filed in the Department of Community Development consists of facts within my personal knowledge that I know are true and correct, and will be relied upon by officials of Haralson County in making a decision whether to issue this Application, License, Permit, or other Department approval.

On behalf of the Applicant, I declare that the Applicant, regardless if a partnership, corporation, or other organization or entity that is receiving a benefit under this Application, License, Permit, or other Department approval (whichever is applicable) is not delinquent in the payment of any taxes or fees due Haralson County.

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This _____ day of _____, _____. _____

AFFIANT (signature) Address:

Sworn to and Subscribed

before me this _____ day

of _____, _____

Notary Public

My Commission Expires: _____

If Affiant is authorized to sign on behalf of a partnership, corporation, or other organization or entity, please set forth the entity and address
Entity:
Address:



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HARALSON COUNTY ZONING REQUIREMENTS

<u>ZONE</u>	<u>MIN. ACREAGE</u>	<u>HABITABLE SQ FT</u>	<u>SETBACKS</u>
R-1	3 ACRES	1200 SQ FT	60 FT FROM RIGHT OF WAY 20 FT FROM SIDELINE 40 FT FROM BACKLINE
R-2	1 ACRE	1000 SQ FT	40 FT FROM RIGHT OF WAY 15 FT FROM SIDELINE 30 FT FROM BACKLINE
R-3	2 ACRE	1000 SQ FT	40 FT FROM RIGHT OF WAY 15 FT FROM SIDELINE 30 FT FROM BACKLINE
R-LM	1 ACRE HEALTH DEPT REQ.	800 SQ FT	40 FT FROM RIGHT OF WAY 15 FT FROM SIDELINE 30 FT FROM BACKLINE
R-HM	1 ACRE HEALTH DEPT REQ.	SEE SEC 7.5.6	40 FT FROM RIGHT OF WAY 15 FT FROM SIDELINE 30 FT FROM BACKLINE
R-MHP	10 ACRES	800 SQ FT	SEE SECTION 6.6
A-1	5 ACRES	1000 SQ FT	40 FT FROM RIGHT OF WAY 20 FT FROM SIDELINE 40 FT FROM BACKLINE
F-1	5 ACRES	1000 SQ FT	40 FT FROM RIGHT OF WAY 20 FT FROM SIDELINE 40 FT FROM BACKLINE

** SQUARE FOOTAGE FOR MOBILE HOMES ARE CALCULATED WITHOUT THE TONGUE **



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**INSPECTIONS ARE ON MONDAY THRU FRIDAY
PLEASE CALL 770-646-2033 BY 9:00 AM**

- 1) Unless the owner is doing the work, we will need a copy of current state license card when applying for electrical, plumbing and HVAC permits.
- 2) All requests for inspections should be made at least 24 hours in advance. inspections will be made within 72 hours.
- 3) When the footings inspection is requested **THE CONSTRUCTION ENTRANCE MUST BE GRAVELED AND STREET NUMBERS MUST BE POSTED AT THE DRIVE (4" REFLECTIVE NUMBERS)**
- 4) **GRADING:** Single family dwellings are exempt from obtaining a land disturbance permit, **HOWEVER**, - Better Land Management practices (i.e. silt fence, hay bale dams, rock dams, mulch, etc) to prevent silt runoff to another property or into a waterway (creek, lake, etc) **MUST** still be used and maintained throughout construction!!! Failure to do so may result in a **STOP WORK ORDER!!!**
- 5) **Required Inspections:** The building official, upon notification from the permit Holder/General Contractor, or their agent, shall make the following inspections of building and such other inspection as may be necessary:
 - (a) **FOOTINGS:** Min: 12x16 in. To be called in before concrete is poured.
 - (b) **Poured Walls:** after steel is tied in
 - (c) **In-Slab Plumbing:** Roughed in and left uncovered
 - (d) **Slab:** After gravel, wire, and poly is in place, prior to concrete
 - (e) **Rough In:** Prior to sheetrock and after the electrical, plumbing, and HVAC is roughed-in. If using spray foam insulation, inspect before being sprayed; if using batts, they may be installed at time of inspection
 - (f) **TEMP-PERM ELECTRICAL:** To be called in when the structure is at least 75% complete. All electrical work is ready for a meter to be placed, and septic is complete.
 - (g) **Final/Certificate of Occupancy:** To be called in when the structure is at least 95% complete.
- 6) Codes in force in Haralson County are as follows
 - (a) International Building Code (2018 w/ amendments)
 - (b) International Residential Codes (2018 w/ amendments)
 - (c) International Mechanical Codes (2018 w/ amendments)
 - (d) International Plumbing Code (2018 w/ amendments)
 - (e) International Fuel Gas Code (2018 w/ amendments)
 - (f) International Energy Conservation Code
 - (g) International Fire Code NFPA 2017
 - (h) National Electrical Code 2017