

## **In order to obtain a permit for construction of an addition or an accessory building you must have the following:**

1. Zoning approval from the Liberty Consolidated Planning Commission.
2. A plot plan showing all new and existing structures with measurements from property lines.
3. Two (2) complete sets of plans, including a footing and wall detail.
4. A complete list of contractors including a copy of their state and business license.
5. If you are adding a bedroom or bathroom you must get approval from the Environmental Health Department if you are on a septic tank system.
6. Building application page, contractors page, and affidavit sheet filled completely out.

### **Important Numbers:**

Liberty County Building Department: 912-876-8454

Liberty Consolidated Planning Commission: 912-408-2030

Environmental Health Department: 912-368-5520

**Quick Check:** Do you have the following, if not **do not** attempt to turn this application in to our office!!!

- Zoning Approval Sheet
- Building Application Sheet Completed
- Contractors Page Filled Out
- Environmental Health Dept Approval
- Copy of Plot Plan
- 2 Complete sets of plans with footing and wall detail
- Copy of contractors state and business license
- Copy of electricians state and business license
- Copy of plumbers state and business license
- Copy of HVAC contractors state and business license
- Copy of concrete contractors business license.

**Liberty County Building and Licensing Department  
Building Application**

**Owner/Applicant:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Contact Name & Telephone #:** \_\_\_\_\_

**Contractor: \*General:** \_\_\_\_\_

**\*Electrician:** \_\_\_\_\_

**\*Plumbing:** \_\_\_\_\_

**\*HVAC:** \_\_\_\_\_

**Class of Work:**  Addition  Alteration  Renovation  Repair  Move  Accessory  Demolition

**Description of work to be done:** \_\_\_\_\_

**Map & Parcel #** \_\_\_\_\_ **Lot #:** \_\_\_\_\_ **Zoning:** \_\_\_\_\_ **Flood Zone:** \_\_\_\_\_

**Total Building Height:** \_\_\_\_\_

**No. of Stories:** \_\_\_\_\_

**No. of Bathrooms:** \_\_\_\_\_

**No. of Toilets:** \_\_\_\_\_

**Square Feet:** Heated: \_\_\_\_\_

Garage/Storage: \_\_\_\_\_

Porch/Carport: \_\_\_\_\_

**Overall Width of Structure:** \_\_\_\_\_

**Overall Depth of Structure:** \_\_\_\_\_

**Heating Type:** \_\_\_\_\_

**A/C Type:** \_\_\_\_\_

**Ventilation:** \_\_\_\_\_

**Roof Type:** \_\_\_\_\_

**Engineered Trusses**  **Stick Building**

**Foundation:** \_\_\_\_\_

**Interior Walls:** \_\_\_\_\_

**Exterior Walls:** \_\_\_\_\_

**No. of Fireplaces:** \_\_\_\_\_

**Please attach the following:**

- Zoning Approval Letter
- Environmental Health Department Approval
- Plot Plan
- 2 Complete Sets of Plans, Including a Footing & Wall Detail
- Copy of State and Business License for General Contractor, Electrician, Plumber, & HVAC Contractors
- Copy of Concrete Contractors Business License

<b>FOR OFFICE USE ONLY</b>
<b>Director Approval:</b> _____
<b>Date:</b> _____
<b>Inspector Approval:</b> _____
<b>Date:</b> _____

# List of Subcontractors to work on this job

General Contractor: \_\_\_\_\_

Contact #: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_

Contact #: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_

Contact #: \_\_\_\_\_

Heating & Air Contractor: \_\_\_\_\_

Contact #: \_\_\_\_\_

Framer: \_\_\_\_\_

Concrete Contractor: \_\_\_\_\_

Insulation Contractor: \_\_\_\_\_

The issuance of this permit authorizes improvements of the real property designated herein which improvements may subject such property to mechanic's 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 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 consumer's guide to the lien laws which may be available at building supply home centers.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

You are responsible for approvals from any subdivision Property Owner's Association for covenant requirements prior to actual construction.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

### **For Houses Being Built In Flood Zone Areas**

The regulation to build at or above the required flood elevation has been explained to me. I understand that areas below the required elevation may only be used for the parking of vehicles, building access (staircase or floodproofed elevators) and limited storage for equipment necessary for lawn or building maintenance. I further understand that should I violate any of these regulations I may be required to remove the enclosure, that my insurance carrier may be notified and that further remedy may be sought through the courts.

**An elevation certificate is required upon completion of the slab before continuing up with the walls.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

I have been explained and understand the regulations pursuant to the State of Georgia Water Quality Control Act, Title 12 Chapter 5- that **NO CONSTRUCTION** may occur within 25 feet of the marsh, 50 feet on waters designated as "trout streams", as delineated by the Georgia Department of Natural Resources. **These setbacks are considered permanent buffers** and shall remain in its natural and undisturbed state.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

