

## **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 (Septic & Well Permits)

**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
- Affidavit Form Initial, Signed & Dated
- 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 #:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

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

**Estimated Cost of Work :** \_\_\_\_\_

**Electric Company:** \_\_\_\_\_

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

# Affidavit Form

Driveway Culverts are handled by the Liberty County Road Department. Please call 912-884-3310 to have one installed. \_\_\_\_\_ Initial

Property lines must be marked before any inspections can be made. Please pull strings. \_\_\_\_\_ Initial

All Commercial Establishments must have a bulk refuse waste container. \_\_\_\_\_ Initial

All Contractors and Private Home Builders must have an on-site bulk refuse container for collection and disposal of construction/demolition waste. \_\_\_\_\_ Initial

Burning or Burying of any construction/Demolition material is a violation of State Law. \_\_\_\_\_ Initial

**Please call for inspections. Allow at least 24 hours advance notice.** \_\_\_\_\_ Initial

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 lein laws which may be available at building supply home centers. \_\_\_\_\_ Initial

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

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. \_\_\_\_\_ Initial

I am aware that this project may be in violation of Federal Wetland Regulations and that I am responsible for contacting the Savannah District Office of the U.S. Army Corp of Engineers (USACE) at 912-652-5279 for a delineation of wetlands on my property before beginning this project. \_\_\_\_\_ Initial

## 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 understand that to enclose beneath the required elevation, there are strict requirements pertaining to hydrostatic vents or breakaway walls depending on the flood zone in which the building is located and that there can be no partitioning of rooms. 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. \_\_\_\_\_ Initial

An elevation certificate is required upon completion of the slab/floor before continuing up with the walls. \_\_\_\_\_ Initial

I hereby certify that I have read and examined this permit application 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. The granting of this 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. This permit becomes null and void if work or construction authorized is not commenced within (6) six months or if construction is suspended or abandoned for a period of (1) one year at anytime after work is commenced.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

Printed Name: \_\_\_\_\_

