



**ROCKDALE COUNTY PLANNING AND DEVELOPMENT**  
**SINGLE FAMILY HOUSE PERMIT**  
 New house, addition, repair or remodeling

**SUBMIT:**

- Permit application (see next page)
- Digital copy & two (2) copies of the structure location plan (prepared, signed and sealed by a land surveyor, professional engineer, or landscape architect)
- Digital copy & two (2) copies of the floor plan no larger than 11” x 17”
- Approval letter from Environmental Health, if on septic tank (telephone: 770-278-7340), or Proof of sewer connection from Rockdale Water Resources (telephone: \_\_\_\_\_)
- Copy of Georgia Contractor’s License & Business License

**STRUCTURE LOCATION PLAN:**

- Boundary lines of the lot
- Subdivision name, zoning district, and tax parcel ID number
- Lot area (total square footage)
- Location and names of all abutting streets, other rights-of-way or easements
- Minimum required f building setbacks or buffer lines with dimensions (see [Section 214-1](#) and [Section 326-6](#))
- Location of all buildings with FFE, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures and other improvements existing or proposed, dimensions of buildings and distances between all structures and to the nearest property lines
- All easements, public water, sewer or stormwater drainage facilities traversing or located on the property, septic tank and septic tank drain field
- Impervious area (includes all structures, sidewalks, driveways, paved areas, swimming pools): Existing, proposed and total impervious area (square footage)
- Limit of the 100-year floodplain, wetland areas, streams, historic structures and any applicable buffers or special building setback lines
- Existing and proposed grades with two-foot contour intervals, and erosion and sediment control measures
- All other applicable requirements of the UDO or conditions of zoning
- Name, address and telephone number of the property owner
- Name, address and telephone number of the person who prepared the structure location plan
- Exterior building materials description (see [Section 214-7](#))
- Note on plan: “This structure Location Plan has been reviewed for general compliance with the Rockdale County Unified Development Ordinance and is approved for issuance of a building permit for the residential structure and other improvements shown hereon. (No framing inspection will be approved until a flood elevation certificate has been received by the department.) This approval is granted with the provision that no Certificate of Occupancy or Certificate of Completeness shall be issued until conformance to this structure location plan has been field verified by the building official or has been verified by an as-built foundation survey prepared by a Registered Land Surveyor or Professional Engineer”

**Department of Planning and Development contact information:**

In person: 968 Milstead Avenue, Conyers, GA 30012 ◦ Monday through Friday, 8:00am to 5:00pm	
Mail: P.O. Box 289, Conyers, GA 3001	Phone: 770 278-7100
Email: <a href="mailto:permit@rockdalecounty.org">permit@rockdalecounty.org</a>	Fax: 770 278-8940