

<b>Residential Building Permit checklist</b>	
✓	Documents List
	Building Permit Application
	Affidavit for Residential Dwellings ( <i>Energy Code</i> )
	OCGA 50-36—1 (c) (2) Affidavit
	Water Meter receipt
	Sewer Tap receipt
	Septic permit
	Contractor Business License
	Contractor State License
	Building plans ( <i>Digital set if over 11x17</i> )
	House location plan ( <i>Digital copy if over 11x17</i> ) ( <i>see structure location checklist</i> )
	Permit Fee
	Impact Fee \$2330.03 ( <i>applicable on all new homes-must be separate payment</i> )
	Subcontractor Affidavit ( <i>Due before CO issued</i> )
	Occupational License Affidavit ( <i>Due before CO issued</i> )
	Copy of Driver's License

1. Applicant must submit the documents listed above for building permit approval. The subcontractor's affidavits may be submitted at the end of project before the Certificate of Occupancy (CO) is issued if the subcontractors have not been selected yet.

2. **If the lot is part of a common development or over an acre, applicant must submit an application for a Land Disturbance Permit (LDP) prior to the building permit being approved & issued.**

*The LDP is a separate permit application from the building permit. It requires an Erosion Control Plan as a Primary or Tertiary Permittee, a Notice of Intent (NOI) & an inspection of the BMP's. (See LDP checklist for submittal)*

- *The LDP application must be submitted to P&D, approved and a LDP permit issued prior to the building permit.*
- *Builder installs all Erosion & Sedimentation Control (E&SC) measures*
- *Builder must email [rsw.review@rockdalecountyga.gov](mailto:rsw.review@rockdalecountyga.gov) or call (770-278-710) for an E&SC inspection.*
- *E&SC Specialist will either approve or disapprove the inspection.*
- *After an approved BMP inspection, an approved building permit application and structure location plan, a building permit may be issued.*

3. A structure location plan must be submitted with all building permit applications.

- If the lot is not part of a common development and the disturbance is not over one (1) acre, then a land disturbance permit will not be required. However an Erosion and Sedimentation Control plan as per the structure location plan checklist must be submitted.
- If the proposed structure is within 200' of a creek or stream the stormwater engineer will review the site plan and approval is required.
- The proposed and existing impervious calculations must be on the structure location plan.

4. House plans must be submitted with single family dwellings for review and approval.

5. After zoning review and approval of the structure location plan and the house plans, an approved E&SC inspection, a building permit may be issued.

6. Email [inspections@rockdalecountyga.gov](mailto:inspections@rockdalecountyga.gov) or call 770-278-7100 for inspections.