



## Greene County Building and Zoning Department

# SINGLE FAMILY HOME PERMIT APPLICATION

(New House, Addition, Repair/Remodeling)

**Chuck Wooley**  
**Building Official**

1034 Silver Dr., Ste 103, Greensboro, GA 30642 • Telephone 706-453-3333 • [www.greencountyga.gov/building](http://www.greencountyga.gov/building)

The permit fee is based on the total square footage of the footprint of the house including porches, patios, garages, etc. The permit fee will be collected at the time of permit issuance.

Please remember that a **COMPLETE** application packet requires you to provide the following items:

- \* One **HARD COPY and one PDF VERSION** of the Structure Location Plan prepared, signed and sealed by a land surveyor, professional engineer, or landscape architect. See below for a list of the items that make up a complete Structure Location Plan.
- \* One **HARD COPY and one PDF VERSION** of the Floor Plan
- \* Approval Letter from Environmental Health, if on septic tank **OR** proof of sewer connection. *The office of Environmental Health can be reached at 706-453-7561 or 1031 Apalachee Ave, Greensboro, GA 30642.*
- \* **Beginning January 1, 2020 an APPROVED Septic Tank Final Inspection Report from the Health Department must be on file with the Planning and Zoning Department before a Certificate of Occupancy (CO) will be issued.**
- \* Copy of Georgia Contractor's License
- \* Copy of Local Occupational Tax Certificate
- \* **APPROVED** Land Disturbance Permit.
- \* If the Homeowner is also the Contractor for their primary dwelling, then a Homeowner's Affidavit must be received.

You may submit any outstanding documents via PDF format to [permits@greencountyga.gov](mailto:permits@greencountyga.gov) or in person at Greene County Planning and Zoning, 1034 Silver Dr., Ste 103, Greensboro, GA 30642. If you have further questions please feel free to reach out to our office at 706-453-3333 or via email at [permits@greencountyga.gov](mailto:permits@greencountyga.gov)

## STRUCTURE LOCATION PLAN

- \* Boundary lines of the lot
- \* Subdivision name, Lot # and complete address of project, 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 building setbacks or buffer lines with dimensions (see Section 8 of Greene County Zoning Ordinance)
- \* Location of all buildings with FFE, driveways, parking areas, swimming pools, recreational courts, patios, accessory structures & other improvements existing/proposed, dimensions of buildings & distances between structures & to property lines
- \* All easements, public water, sewer or storm water drainage facilities traversing or located on the property, septic tank and septic tank drain field
- \* 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 sedimentation control measures
- \* All other applicable requirements of the Building Code or condition 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
- \* Note on plan: This structure Location Plan has been reviewed for general compliance with the Greene county Building Code and is approved for issuance of a building permit for the residential structure and other improvements shown hereon. 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.