



CONSTRUCTION REQUIREMENTS

- Effective July 1, 2011, the amendments to the International Energy Conservation Code (Section 401.3) require all new construction to provide an **Energy Code Compliance Certificate** before a certificate of occupancy will be issued.
- By law, a State of Georgia licensed contractor must pull all construction permits. However, a homeowner is allowed to pull a construction permit to build their personal home as long as the applicant agrees to reside in the completed structure and does not plan to offer the same for sale or rent for at least two years following the issuance of the certificate of occupancy. (43-41-17. c.2.h) In that case, the homeowner is responsible for calling in all required inspections and if any inspections fail, there will be a \$50.00 reinspection fee. The applicant must sign the **Homeowner Acting as Contractor Agreement**.

PROPERTY LOCATION REQUIREMENTS:

- ZONING: There are no zoning ordinances in the unincorporated areas of the county. However, any construction within the city limits of Folkston must be approved by the city council. A written notice of approval shall be provided with the Building Permit Application.
- LOCATION AND LOT SIZE REQUIREMENTS:

SERVICE TYPE	MINIMUM LOT SIZE PER DWELLING
Septic and Well	1 acre
Septic and City Water	½ acre
City Sewer and City Water	No less than 10,000 square feet (.23 Acres)

- FLOOD ZONE: If the property is located in a flood zone, an **Elevation (or Flood) Certificate** (obtained from a licensed land surveyor) shall be provided with the Building Permit Application.
- SETBACKS: All permanent structures must be situated no less than fifteen (15) feet from any property line or boundary and no less than twenty-five (25) feet from any boundary of any public right of way.



BUILDING PERMIT AND INSPECTIONS

- **The building permit is valid for a period of 180 days. If construction is started without purchasing a building permit, the permit fee will be doubled.** The building inspector is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension must be requested in writing and justifiable cause demonstrated. The construction will have to meet all current building codes including any revisions that have occurred since the initial issuance of the permit.
- Inspection requests must be made **24 hours in advance** to the Permitting Office at: (912) 496-3826. The permitting office is open Monday through Friday from 8:00 AM-1:00 PM and 2:00 PM-5:00 PM. **Provide the permit number** at the time of the inspection request. The building inspector can be reached at 912-390-2061.
- Inspections Required
 - Footing
 - Slab
 - Framing
 - Lath/Brick Tie
 - Bond Beam/Lintel
 - Nail Off Floor Covering
 - Nail Off Wall Sheathing
 - Nail Off Roof Sheathing
 - Flashing
 - Windows/Doors
 - Vapor Barrier
 - Strapping
 - Insulation
 - C.O./Final
 - Plumbing
 - Pre-slab
 - Rough-in
 - Final
 - Electrical
 - Pre-slab
 - Temporary
 - Rough-in
 - Pre-final
 - Final
 - Mechanical
 - Rough-in
 - Final
 - Gas
 - Rough-in
 - Final



Permitting Office
 68 Kingsland Dr, Suite C
 Folkston, GA 31537
 P: 912-496-3826
 F: 912-496-4645
 sreynolds@charltoncountyga.gov

BUILDING PERMIT APPLICATION

APPLICANT INFORMATION

Last _____ First _____ M.I. _____
 Street Address _____ Suite/Apt. _____ Date _____
 City _____ State _____ Zip _____
 Phone _____ Email _____

PROPERTY OWNER INFORMATION (IF DIFFERENT THAN ABOVE)

Last _____ First _____ M.I. _____
 Phone _____ Email _____

PROPERTY INFORMATION

Street Address _____ Suite _____
 City _____ State _____ Zip _____
 Map/Parcel _____ Zoning n/a Lot Size _____

IMPROVEMENT INFORMATION

Description of Improvement: _____

Stories: _____ # Bed: _____ # Bath: _____ Heated sf: _____ Unheated sf: _____ Total sf: _____

Fixtures: _____ Plumbing cost: _____ Circle One: GP OREMC Electrical Cost: _____

Gas? Y N Gas cost: _____ Fireplace? Y N HVAC? Y N Heat Cost: _____

<u>Circle One:</u>	<u>Circle One:</u>	<u>Circle One:</u>	<u>Circle One:</u>
Stick Built	Stem Wall	City Water	City Sewer
Trusses*	Monolithic	Well	Septic Tank
*provide truss package	Crawl Space		

FOR OFFICE USE ONLY

Circle One: Occupancy Classification (Refer to IBC Occupancy Classification, Chapters 3 & 4.):

A-1	A-2	A-3	A-4	A-5	B	E	F-1	F-2	H-1	H-2	H-3	H-4
H-5	I-1	I-2	I-3	I-4	M	R-1	R-2	R-3	R-4	S-1	S-2	U

Circle One: Type of Construction (Refer to IBC Types of Construction, Chapters 5 & 6.):

IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
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BUILDING PLANS SUBMITTAL CHECKLIST

PUT A CHECK NEXT TO THE ITEMS YOU ARE SUPPLYING WITH THIS APPLICATION.

___ Completed building permit application and (2) Full sets of plans drawn to scale that meet or exceed the 100 mph/3 second wind load. All plans must meet IBC 2018, IRC 2018, IFC 2018, IPC 2018, IMC 2018, IFGC 2018, NEC 2017, IECC 2015, & ISPSC 2018 with Georgia Amendments.

The cover sheet includes:

- ___ Site Address
- ___ Site Plan including flood certificate if required
- ___ Map/Parcel Number
- ___ Property owner with address and phone number
- ___ IBC Occupancy Classification
- ___ IBC Type of Construction
- ___ List of building codes being utilized
- ___ Index of each sheet in the set of plans
- ___ Area tabulations (heated, unheated, & total sf)

Architectural Plans:

- ___ General Notes
- ___ Floor Plan
- ___ Roof Plan/Cross Sections
- ___ Elevations
- ___ Electrical Plan

Structural Plans:

- ___ Foundation, including cross section of footing and/or slab detail
- ___ Lower floor framing (if applies)
- ___ Roof framing (with engineered truss package if applies)
- ___ Structural Notes & Details including door & window schedules

___ Soil & Erosion Permit Application (if disturbing more than one acre)

___ Copy of septic permit from the environmental health department or proof that existing system was inspected and approved. Charlton County Health Department is at 2587 Third St., Folkston, GA 31537 and can be reached at (855)473-4374.



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CONTRACTOR INFORMATION (Must have a license issued by the Georgia Secretary of State)

General	Name		Georgia License #	
	Company		Phone	
	Address			
Plumber	Name		Georgia License #	
	Company		Phone	
	Address			
HVAC	Name		Georgia License #	
	Company		Phone	
	Address			
Electrician	Name		Georgia License #	
	Company		Phone	
	Address			
Low Voltage	Name		Georgia License #	
	Company		Phone	
	Address			

READ AND SIGN

The applicant hereby certifies as follows: 1) that he/she is authorized to make this application; 2) that all information provided by the applicant, whether on an original application or on an application for a revision, is true and correct, including all information on any attachments thereto; 3) that, on an application for revision and all attachments thereto, he/she has brought to the attention of the Permitting Office all changes being made from the original application and attachments thereto by highlighting those changes on this form and the attachments; 4) that he/she will comply with all regulations of Charlton County which are applicable hereto; 5) that he/she will perform no work on the above property not specifically described in this application; 6) that he/she grants Charlton County officials the right to enter onto the property for the purpose of inspection the work permitted and posting notices.

Signed: _____ Date: _____
Owner or Agent



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HOMEOWNER ACTING AS CONTRACTOR AGREEMENT (if applies)

Permit Number: _____ Address: _____

Applicant/Owner: _____ Parcel Number: _____

Having applied for special consideration as a property owner desiring to build his/her own residence, the undersigned states the following to be true.

(READ AND INITIAL NEXT TO EACH STATEMENT)

Applicant agrees to reside in completed structure and does not plan to offer same for sale or rent for at least 2 years following the issuance of the certificate of occupancy. (SEE GEORGIA LAW 43-41-17, c.2.h).

_____ Applicant will serve as the general contractor and accept inherent responsibilities for the work authorized by the issued permit.

_____ Applicant agrees to hire properly licensed contractors for any work that is further subcontracted. All electrical, plumbing, and conditioned air work will be permitted separately.

_____ Property described in the permit application is currently owned by the applicant.

_____ Applicant agrees to build in accordance with all applicable codes and strictly adhere to the inspection schedule.

_____ Homeowner can be held liable for any injury which occurs on the job, whether it is to a builder's or subcontractor's employee, or even to a trespasser who gets hurt while trespassing.

_____ In the event of an occurrence beyond the builder's control (lawsuit, etc.) which causes the builder to be unable to complete the work, the homeowner will be legally responsible for completion of the job.

_____ The undersigned acknowledges that inspection must be performed in an established sequence and that work done in violation of the codes must be corrected or may be ordered removed even if the builder or any other persons actually did the work. Re-inspections for failed inspections are \$50.00 each.

_____ Applicant acknowledges that he/she is aware that a permit issued under the provisions of the code may be revoked for false statements or misrepresentation as to the material facts in the application on which the permit is issued. Applicant acknowledges that the permit requested was given solely based on this affidavit and the permit is based upon his/her swearing under oath that he/she resides or intends to reside on this property.

Signed: _____

Property Owner

Date: _____