



**TROUP COUNTY  
G E O R G I A  
Community Development**

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## **Residential Building Permit (Steps & Procedures)**

Building codes are designed to ensure safe building techniques. These important standards help protect your family from safety risks and ensure the overall safety, health and general welfare of all Troup County citizens. Troup County issues building permits to uphold these standards of structural strength and stability, means of egress, adequate light and ventilation, safety to life and property from fire and other hazards incidental to the design, construction, alteration, repair, removal or demolition of buildings and/or structures.

Building permits are only issued after the careful review and approval of all submitted applications, construction plans, site plans, and other required documentation, based on the overall scope of work. All submittals are reviewed for compliance with current and applicable codes. These codes include, but are not limited to the State of Georgia mandated Standard Building Codes, Fire Life Safety Codes, Georgia Accessibility Codes, and the Troup County Zoning Ordinance.

A "Homeowner Affidavit" shall be completed, signed, and notarized before a residential building permit may be issued directly to a homeowner / property owner.

### **Please follow the Steps & Procedures listed below for a Residential Building Permit:**

#### **Step 1: Zoning District Verification (if applicable)**

The zoning district of a parcel of land determines what type of construction is permitted and the regulations / standards for constructing a new single family dwelling and/or accessory structure on said parcel. Some parcels of land may require a new survey and/or subdivision of land, before a building permit may be issued. Some parcels of land may require a Demolition Permit to remove any existing residential dwellings, before a building permit may be issued. This information is available from the Community Development Office located at 100 Ridley Avenue, Suite #1300, LaGrange, Troup County Government Center, or online at the Troup County website

(<https://qpublic.schneidercorp.com/Application.aspx?App=TroupCountyGA&Layer=Parcels&PageType=Search>).

#### **Step 2: Septic Tank Permit & Well Permit (if applicable)**

Septic Tank Permits and/or Well Permits are obtained from the Troup County Environmental Health Department. They are located at 900 Dallis Street, LaGrange, or call (706) 298-3702. This step must be completed before most building permits may be issued for a proposed building construction project.

#### **Step 3: Address Assignment (if applicable)**

If the subject parcel of land does not have a current address number, then the application for an Address Assignment can be obtained from the Community Development Office located at 100 Ridley Avenue, Suite #1300, LaGrange, Troup

County Government Center, or online at the Troup County website

(<http://www.troupcountyga.org/Content/Documents/building/gis/address-assignment-request-form.pdf> ).

Address numbers are only assigned to a parcel of land as part of the building permit application process and the subject parcel of land must have a current address number before the building permit may be issued.

#### **Step 4: Driveway Permit & Land Disturbance Permit (if applicable)**

The application for a Driveway Permit and/or Land Disturbance Permit is obtained from the Community Development Office located at 100 Ridley Avenue, Suite #1300, LaGrange, Troup County Government Center, or online at the Troup County website (<http://www.troupcountyga.org/Content/Documents/building/permits-inspections/driveway-permits.pdf> ).

The Troup County Roads & Engineering Department (706-883-1713) must inspect, approve, and sign-off on the final driveway installation and land disturbance work before the building permit may be issued.

#### **Step 5: Residential Building Permit**

There are three types of residential building permits: (1) New Site Built Single Family Dwellings, (2) New Manufactured Housing Units, and (3) Additions / Renovations / Remodeling / Repairs / Accessory Structures / Swimming Pools / Electrical Services / etc. A "Homeowner Affidavit" shall be completed, signed, and notarized before a residential building permit may be issued directly to a homeowner / property owner. Listed below are the required submittals for each type of residential building permit:

##### 1. New Site Built Single Family Dwellings:

- a) Submit a completed building permit application form. The building permit application form can be obtained at the Community Development Office, or online at the Troup County website (<http://www.troupcountyga.org/Content/Documents/building/permits-inspections/building-permit-application-form.pdf> ).
  - b) Submit a site plan showing the proposed location of the new residential dwelling structure on the subject parcel of land, relative to all property lines and all other existing improvements.
  - c) Submit one (1) full set of construction drawings / blueprints of the new residential dwelling structure.
  - d) Submit a copy of the Septic Tank Permit & Well Permit (if applicable).
  - e) Submit a copy of the Driveway Permit & Land Disturbance Permit (if applicable).
- After the Community Development staff has reviewed and approved the submitted application (including all other submitted items) for completeness and Code compliance, then the Building Permit may be issued.

##### 2. New Manufactured Housing Units (MHU):

- a) Submit an APPROVED manufactured housing unit (MHU) application form.
  - b) Submit a completed building permit application form. The building permit application form can be obtained at the Community Development Office, or online at the Troup County website (<http://www.troupcountyga.org/Content/Documents/building/permits-inspections/building-permit-application-form.pdf> ).
  - c) Submit a site plan showing the proposed location of the new residential dwelling structure on the subject parcel of land, relative to all property lines and all other existing improvements.
  - d) Submit a copy of the Purchase Agreement and/or Bill of Sale for the new MHU to include the following: Make/Model, Serial #, Year, Size/Dimension, and Itemized Cost Breakdown.
  - e) Submit a copy of the Septic Tank Permit & Well Permit (if applicable).
  - f) Submit a copy of the Driveway Permit & Land Disturbance Permit (if applicable).
- After the Community Development staff has reviewed and approved the submitted application (including all other submitted items) for completeness and Code compliance, then the Building Permit may be issued.

3. All other Residential Building Permits (Additions / Renovations / Remodeling / Repairs / Accessory Structures / Swimming Pools / Electrical Services / etc.):
  - a) Submit a completed building permit application form. The building permit application form can be obtained at the Community Development Office, or online at the Troup County website (<http://www.troupcountyga.org/Content/Documents/building/permits-inspections/building-permit-application-form.pdf>).
  - b) Submit a site plan showing the proposed location of any new structures and/or buildings of the construction project on the subject parcel of land, relative to all property lines and all other existing improvements (if applicable).
  - c) Submit one (1) full set of construction drawings / blueprints of the construction project and/or provide a written description of the overall Scope of Work for the construction project.
  - d) Submit a copy of the Septic Tank Permit & Well Permit (if applicable).
  - e) Submit a copy of the Driveway Permit & Land Disturbance Permit (if applicable).
  - f) Submit a copy of the Swimming Pool Permit from the Troup County Environmental Health Department (if applicable).
- After the Community Development Staff has reviewed and approved the submitted application (including all other submitted items) for completeness and Code compliance, then the Building Permit may be issued.

**Based on the overall Scope of Work, additional information and/or submittals (not listed above) may be required by the Senior Building Official before a building permit is issued. Upon completion of the review process, a department staff member will contact the applicant if any additional information and/or submittals are required.**

**All general contractors and/or subcontractors are required to be licensed in the State of Georgia, as required by O.C.G.A. Title 43.**