



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

100 Ridley Avenue  
LaGrange, GA 30240  
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## Steps for Obtaining a Residential Building Permit

Building codes are designed to ensure safe building techniques. These important standards help protect your family from safety risks and ensure the public safety, health and general welfare. Troup County issues building permits to uphold 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 or structures.

It shall be unlawful to construct, erect, demolish, install, alter or repair or to commence the construction, erection, demolition, installation, alteration or repair of any building, structure, equipment, appliances or system without first obtaining a building permit." These building permits are needed for any construction, alteration, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenance connected or attached to such buildings or structures.

Building permits are issued by the Building, Planning & Zoning Office, upon the approval by the appropriate review entities based on the scope of work.

### **How do I obtain my building permit?**

#### **MUST APPLY IN PERSON**

Go to the Troup County Government Services Center, 100 Ridley Avenue, LaGrange, GA. Applicant may download the application at [http://troupcountyga.org/Building/Permits\\_Inspections](http://troupcountyga.org/Building/Permits_Inspections) prior to coming to the office to obtain said permit.

#### **Step 1: Zoning Verification**

The zoning of a parcel determines what is permitted and the acreage needed for placing a structure on said parcel. This information can be found on the Property Record Card available from the Property Appraisal Office, 100 Ridley Avenue, Suite 2100, 2<sup>nd</sup> floor of the Government Services Center, or online at [http://troupcountyga.org/Departments/Property\\_Appraisal](http://troupcountyga.org/Departments/Property_Appraisal).

#### **Step 2: Septic Tank and Well Permit**

Obtained from the Troup County Health Department. They are located at 900 Dallis Street, LaGrange, GA, or call (706) 298-3702. This step must be completed to obtain a building permit.

#### **Step 3: Address Assignment**

The application for an Address Assignment can be obtained from the Building, Planning & Zoning office or online at [http://troupcountyga.org/Building/Address\\_Assignments](http://troupcountyga.org/Building/Address_Assignments). A fee of \$25.00 will be assessed. To have an address assigned to the parcel the applicant must meet the following criteria:

1. Address not assigned.
2. The applicant owns the property, have documentation stating they are in the process of purchasing said parcel, or documentation stating the current owner of said parcel have given permission for the applicant to place a residential structure on the parcel.
3. Must present a site plan of the residential building being placed on the parcel.
4. Must fill out a Building Permit application.

#### **Step 4: Driveway & Land Disturbance Permit**

Obtain a Driveway and Land Disturbance Permit from the Building, Planning, & Zoning Office or online at [http://troupcountyga.org/Building/Permits\\_Inspections](http://troupcountyga.org/Building/Permits_Inspections). A fee of \$50.00 will be assessed for each permit.

1. If the parcel already have a driveway installed the Driveway Permit is not necessary.
2. The permit(s) will be faxed to the Troup County Road Department, (706) 883-1713.
3. The applicant will be issued a set of procedures to be followed once the permits are issued.

#### **Step 4: Building Permit**

There are several types of building permits: (1) Standard Built and Manufactured Home Units. The property must be free of residential structures. If there is a residential structure on said property a Demolition Permit must be obtained prior to a Building Permit being issued. (2) Additions, Remodeling, etc. The procedure for obtaining said permits are as follows:

1. Standard Built Permit:
  - Application: The applicant must have the following documents:
    - a) Application - can be obtained at the Building, Planning & Zoning office or online at [http://troupcountyga.org/Building/Permits\\_Inspections](http://troupcountyga.org/Building/Permits_Inspections).
    - b) Obtain address if not assigned.
    - c) Septic Tank & Well Permit from the Troup County Health Department.
    - d) Driveway and Land Disturbance.
    - e) Must present a site plan of the residential building being placed on the parcel.
    - f) Must present Blue prints
  - The Building Inspector will review the application and attached required documents. The review process may take up to seventy two (72) hours if all of the above requirements are met.
2. Manufactured Home Unit (MHU) Permit:
  - The applicant must have the following documents:
    - a) Application - can be obtained at the Building, Planning & Zoning office or online at <http://troupcountyga.org/Planning/Applications>.
    - b) New parcel – survey plat
    - c) Obtain address if not assigned
    - d) Septic Tank and Well Permit
    - e) Must present a site plan of the residential building being placed on the parcel.
    - f) Must present Blue prints
    - g) Purchase agreement
  - If the application is for replacing an existing MHU it will be reviewed administratively. The applicant must obtain a Demolition Permit from the Building, Planning & Zoning office for the existing MHU.
  - If the application is for a new MHU it will be:
    - Forwarded to the Board of Zoning, Appeals and Planning Commission for review, then
    - Forwarded to Board of Commissioners for review and approval.

3. All other Building Permits:
  - Application: The applicant must have the following documents:
    - g) Application - can be obtained at the Building, Planning & Zoning office or online at [http://troupcountyga.org/Building/Permits\\_Inspections](http://troupcountyga.org/Building/Permits_Inspections).
    - h) Septic Tank & Well Permit from the Troup County Health Department.
    - i) Land Disturbance.
    - j) Must present a site plan of the residential building being placed on the parcel.
    - k) Must present Blue prints
  - The Building Inspector will review the application and attached required documents. The review process may take up to seventy two (72) hours if all of the above requirements are met.
4. Plans are reviewed for compliance with current and applicable codes. These codes include, but are not limited to Georgia's Construction Codes, Building Energy Codes, Georgia Accessibility Codes, and the International Building Code.
5. Upon completion of review we will contact the applicant for any additional information required. If revisions are required, the Community Development office will notify the applicant.