

FIRST SUBMITTAL CHECKLIST
(Check those items applicable to your submittal)

PROJECT NAME: _____

DATE: _____

1. ___ Eleven (11) sets of civil drawings (unless submittal is a sanitary sewer extension OR a revision to an existing permit; Landscape Plan OR cell tower) – signed/stamped
2. ___ Two (2) Hydrological Studies – must be signed/stamped
3. ___ Application filled out and signed (2 pages)
4. ___ Plan Review Check (payable to Henry County – see schedule for fees)
5. ___ Copy of current Business License. The license can be for the General Contractor with classification in site developing OR the license can be for the developer as printed on plans submitted to EC&PR. The GC or the developer has to be licensed in the State of Georgia (not necessarily in Henry County). This license must be submitted to EC&PR prior to preconstruction meeting for the Land Disturbance Permit. Business Licenses can be obtained in Henry County by contacting Dottie or Eve at 770.288.8162.
6. ___ One (1) set to Henry County Water Authority. Any comments from HCWSA must be picked up in their Engineering Office (678.583.2438), Randy Crumbley, and then resubmitted directly to them.
7. ___ If your submittal requires a Septic Permit, application must be made with Henry County Environmental Health (770.288.6190). Once a Septic Permit is obtained, submit a copy to EC&PR. After copy of permit is received and project has been approved by EC&PR, a preconstruction meeting will be set up.
8. ___ If your submittal requires a GDOT permit, application must be made to Wesley Wilkerson (706.646.6681) at GDOT. Once all requirements are met with them and you have obtained a permit, EC&PR requires copies of both the permit and approved stamped plans.
9. ___ If your submittal is more than an acre (disturbed) you must present a copy of the NOI sent to the State (their portion of NPDES fees) at the preconstruction meeting.
10. ___ Copy of current tax receipt for current tax year. All property taxes should be paid prior to scheduling a preconstruction meeting.
11. ___ A release is required from HCWSA before a preconstruction meeting can be scheduled.
12. ___ Commercial projects require a RECORDED Maintenance Agreement as it relates to the Storm Water review. Failure to present this to Storm Water will result in a delay in your preconstruction meeting.
13. ___ Irrevocable Letters of Credit, Escrow Letter of Surety or Maintenance Bonds for Land Disturbance and (if applicable) Accel/Decel Lanes must be submitted before a preconstruction meeting can be scheduled. (This does not apply to projects within the City of Stockbridge.)

Please see Development Information Packet for all other requirements.

A PRECONSTRUCTION MEETING (IF APPLICABLE) WILL NOT BE SCHEDULED UNTIL ALL THE ABOVE, APPLICABLE TO YOUR PROJECT, HAVE BEEN MET. MEETINGS ARE CONDUCTED ON TUESDAYS AND THURSDAYS OF EACH WEEK.

I UNDERSTAND ALL OF THE ABOVE REQUIREMENTS:

SIGNED: _____ DATE: _____ PHONE: _____

Allow 10 business days from the date you submit to inquire about comments/redlines