



HENRY COUNTY BUILDING DEPARTMENT
140 HENRY PARKWAY, McDONOUGH, GA 30253
PHONE: (770) 288-6051 FAX: (770) 288-6187

CHECKLIST FOR BUILDING PERMITS
[ACCESSORY STRUCTURES, POOLS, ADDITIONS AND RENOVATIONS]

SWIMMING POOLS

1. _____ Completed 'Application for Building Permit' form including any outlets, lights and/or heating elements.
2. _____ Septic approval from the Environmental Health Department – 770.288.6190 (if not on sanitary sewer)
3. _____ Legible copy of Pool Contractor's Driver's License
4. _____ Legible copy of Pool Contractor's current year Business License
5. _____ Copy of recorded plat illustrating the location of the house and the proposed pool including distances from the pool to the house and the pool to the property lines.
6. _____ Completed 'Site Plan Affidavit'
7. _____ Drawing or plan of the pool with dimensions, layout and details.
8. _____ If you're in a subdivision with a Homeowners Association, submit written approval for the detached structure/addition.

ACCESSORY STRUCTURES, ADDITIONS, AND RENOVATIONS

1. _____ Completed 'Application for Building Permit' form
2. _____ Septic approval from the Environmental Health Department – 770.288.6190 (if not on sanitary sewer).
3. _____ Georgia Energy Code Compliance Method (signed 'Residential Energy Code Compliance Affidavit' or Res-Check Report) **IF HEATED**
4. _____ Completed 'Homeowner/Builder Affidavit' form
5. _____ Copy of Current State of Georgia Contractor's License; if applicable
6. _____ Copy of Homeowner/Builder's Driver's License
7. _____ Copy of Current-Year Business License; if applicable
8. _____ Completed 'Site Plan Affidavit'
9. _____ Completed "Footing Detail" form

****CONTINUED ON THE REVERSE SIDE****

10. _____ Copy of recorded plat (if not in a platted subdivision) illustrating the location of the detached structure or addition including distances from the detached structure to the house and the property lines or the addition to the property lines.
11. _____ Copy of Residential Land Disturbance permit showing final approval; if applicable.
12. _____ Two copies of detailed, legible building plans (min. 11" x 17") that provide the following information:
 - a. Elevations (include detailed list of building materials)
 - b. Foundation Plan
 - c. Floor Plans (including square footage and structure height)
13. _____ If you're in a subdivision with a Homeowners Association, submit written approval for the detached structure/addition.

HENRY COUNTY BUILDING DEPARTMENT

140 Henry Parkway, McDonough, GA 30253

CHECK NO. _____

APPLICATION FOR BUILDING PERMIT

DATE _____

Minimum Fee \$50.00

BLDG. PERMIT NO. _____

THIS APPLICATION SHALL BE MADE IN ACCORDANCE WITH APPLICATION REQUIREMENTS OF HENRY COUNTY CODE FOR A PERMIT TO ERECT, ALTER, REPAIR OR USE A STRUCTURE AS DESCRIBED HEREIN AND AS REQUIRED BY THE DEVELOPMENT PERMIT.

ADDRESS:		PROJECT/SUBDIVISION:	
CITY:	ZIP:	UNIT:	SECTION: LOT/BLOCK:
SANITARY FACILITIES: <input type="checkbox"/> Sewer <input type="checkbox"/> Co. Water <input type="checkbox"/> Septic Tank <input type="checkbox"/> Well	PURPOSE OF PERMIT: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Fire Damage <input type="checkbox"/> Alter <input type="checkbox"/> Repair <input type="checkbox"/> Demolish	DESCRIBE USE OF PROPOSED CONSTRUCTION:	

SQUARE FOOTAGE OF AREAS				TOTAL SQ. FEET:	
Lot Size:	Heated Floors	Heated Bonus	Heated Basement	Covered Porch/Deck/Patio	
	Garage	Unheated Bonus	Unheated Basement	Accessory Structure	
	Unheated Finished Areas (Sun Room, Garage Storage, etc.)			Other	
No. Stories	No. Rooms	No. Baths	No. Bedrooms	No. Kitchens	
Type of Construction & Materials				Roofing Materials	

Owner:			Contractor:		
Address:			Address:		
City:	St.	Zip:	City:	St.	Zip:
Telephone #:			Telephone #:		Alt. Ph. #:
Alternate Phone #:			St. License #		
			Lic. Type		Business Lic.#

INDICATE BELOW ALL ADDITIONAL WORK (INCLUDING WORK TO BE DONE BY OTHERS) THAT WILL BE DONE IN RELATION TO THIS PERMIT			
ELECTRICAL	HEATING (<input type="checkbox"/> FA, <input type="checkbox"/> Rad.)	AIR CONDITIONING	PLUMBING
<input type="checkbox"/> Gen. Pur. Outlets	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Kit. Sink(s) No. _____
<input type="checkbox"/> Lighting	<input type="checkbox"/> Electric	<input type="checkbox"/> Gas	<input type="checkbox"/> Lavatories
<input type="checkbox"/> Power Connection	<input type="checkbox"/> Steam/Hot wate	<input type="checkbox"/> Chilled Water	<input type="checkbox"/> Commodes
<input type="checkbox"/> Other _____	<input type="checkbox"/> Oil		<input type="checkbox"/> Bathtubs/Showers
	<input type="checkbox"/> Solar		<input type="checkbox"/> Other _____

ESTIMATED VALUE OF CONSTRUCTION

THE APPLICANT SHALL BE RESPONSIBLE FROM THE DATE OF THIS PERMIT OR FROM THE TIME OF THE BEGINNING OF THE FIRST WORK, WHICH EVER SHALL BE THE EARLIER, FOR ALL INJURY OR DAMAGE OF ANY KIND RESULTING FROM THIS WORK, WEATHER FOR BASIC SERVICES OR ADDITIONAL SERVICES, TO PERSON OR PROPERTY. THE APPLICANT SHALL EXONERATE, INDEMNIFY AND SAVE HARMLESS THE COUNTY FROM AND AGAINST ALL CLAIMS OR ACTIONS AND ALL EXPENSES INCIDENTAL TO THE DEFENSE OF ANY SUCH CLAIMS, LITIGATION AND ACTIONS, BASED UPON OR ARISING OUT OF DAMAGE OR INJURY (INCLUDING DEATH) TO PERSONS OR PROPERTY CAUSED BY OR SUSTAINED IN CONNECTION WITH THE PERFORMANCE OF THIS PERMIT OR BY CONDITIONS CREATED THEREBY OR ARISING OUT OF OR IN ANY WAY CONNECTED WITH WORK PERFORMED UNDER THE PERMIT OR FOR ANY AND ALL CLAIMS FOR DAMAGES UNDER THE LAWS OF THE UNITED STATES OR OF GEORGIA ARISING OUT OF OR IN ANY WAY CONNECTED WITH THE ACQUISITION OF AND CONSTRUCTION UNDER THE PERMIT AND SHALL ASSUME AND PAY FOR, WITHOUT COST TO THE COUNTY, THE DEFENSE OF ANY AND ALL CLAIMS, LITIGATIONS AND ACTIONS, SUFFERED THROUGH ANY ACT OR OMISSION OF THE APPLICANT OR ANY SUBCONTRACTOR, OR ANYONE DIRECTLY OR INDIRECTLY EMPLOYED UNDER THE SUPERVISION OF ANY OF THEM.

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED OR NOT.

_____ PLEASE PRINT NAME	_____ APPLICANT'S SIGNATURE
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DO NOT COMPLETE THE FOLLOWING - OFFICE USE ONLY

MAP REFERENCE	DISTRICT	LAND LOT	ZONING
SETBACKS FROM PROPERTY LINES:	LEFT	RIGHT	FRONT REAR

Date Application Processed	Application Processed By	Entered By
Building Valuation	Cost of Permit	

BUILDING PERMIT REMARKS



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SITE PLAN AFFIDAVIT

Date: _____

Builder's Name: _____

Builder's Phone: _____

Building/Site Address: _____

Subdivision Name: _____ Lot/Block: _____

Owner's Name: _____

Owner's Address: _____

Owner's Phone: _____

I hereby approve and affirm to Henry County that the Building and/or Structure will be located on the property as it is shown on the submitted Site Plan. I further acknowledge that any deviation from the proposed and approved location may create a non-conforming lot and/or structure which could preclude the use of the Building and/or Structure until the non-conformance is corrected.

Signature: _____

Printed Name: _____



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RESIDENTIAL ENERGY CODE COMPLIANCE AFFIDAVIT

Date: _____

Construction Type: Single Family

Codes: Georgia State Minimum Standard Energy Code (*International Energy Conservation Code with Georgia State Supplements & Amendments*)

Option: Georgia State Amendments, Table 402.1.1, Climate Zone 3 (see back of form)

Building Address: _____

Subdivision (if applicable): _____ Lot # _____

Builder/Company Name: _____

Builder/Company Address: _____

Statement of Compliance: I understand by my selection of the above Option method that I must meet or exceed the minimum insulation values as stated for the walls, windows and doors and that I will comply with all of the requirements stated in the chosen Option.

Builder/Contractor -- Signature: _____

Builder/Contractor -- Print Name: _____



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HOMEOWNER/BUILDER AFFIDAVIT

I, _____, hereby confirm that I am acting as my own General Contractor, which does not require me to have a State of Georgia Contractor's License and an Occupational Tax Certificate and that the permit I am obtaining is solely for occupancy or use by my personal family.

Property Location: _____

FOR RESIDENCES: In accordance with *O.C.G.A §43-41-17(C)(2)(h)* and *Appendix B 103.1* of the *Henry County Unified Land Development Code (ULDC)*, I intend to live in and occupy and use the structure as my residence when completed. I am not building this home to sell, rent or for use by another person or family. I understand I cannot build another residence as a Homeowner/Builder for two (2) years after receiving my Certificate of Occupancy. I further acknowledge that by acting as my own contractor, I am responsible for ensuring any work done to the premises shall conform with all Building and Technical Codes as listed by reference in *Section 1.07.06* of the *ULDC*.

FOR ACCESSORY STRUCTURES: I intend to use the accessory structure for its permitted use and not for a business or residence.

FOR UTILITY CONNECTIONS: In accordance with *O.C.G.A §43-14-13(d)* and *Appendix B 103.1* of the *ULDC*, I acknowledge that I am the owner of the property listed above and intend to live in and occupy and use the structure within which I am having the utility service connected (electrical and/or gas) as my residence. I further acknowledge that by acting as my own contractor, I am responsible for ensuring any work done to the premises shall conform with the Technical Codes as listed by reference in *Section 1.07.06* of the *ULDC*.

Signature: _____

Print Name: _____

Date: _____