

Ben Hill County Building & Zoning

402 A East Pine Street, Fitzgerald, GA 31750
Phone: (229) 922-0229
www.benhillcounty-ga.gov



BUILDING PERMIT REQUIREMENTS

EFFECTIVE JULY 1, 2008: Georgia State Law requires contractors who build residential (§O.C.G.A Section 43-41-17 (h)) and or commercial structures to have a Georgia State Contractors License.

Note: If Owner self-contracting permit affidavit form must be completed.

Forms can be printed out from Ben Hill Co website or picked up in Building and Zoning office.

Permits may be issued from information provided from permit forms after zoning, 911 address, and Septic permit has been received and filed with permit application.

- Property zoned properly 911 address is established
 Zoning Approval Form (Required for Health permit, flood and wetlands determination)
 Septic / Well permit (Approved by Health Department if Private system)

Permit Type

- New construction / Addition Electrical permit form
 Plumbing permit form Mechanical permit form Other _____

- 1. Property must be zoned correctly** for the proposed project, or intended use (**May not be allowed if not zoned correctly**)
- 2. 911 Address required**, Form is available at Building and Zoning office or the Ben Hill County webpage. (Address established / verified by BHC Emergency Services, Fire district set).
- 3. Septic permit required** Form is available at Building and Zoning office for private septic system. Take septic application to Health Department once address is verified. If serviced by Fitzgerald Utilities, obtain letter from Fitzgerald Utilities (229-426-5400) (Zoning approval form required)

NOTE: Verification of property zoning, approved 911 address, and septic permit forms must be approved and completed Building and Zoning can issue a permit.

- 4. Fill out information on form for what type of permit is needed.** For new construction, a copy of **Plat, legal description of property, deed or proof of ownership is required.** (Clerk of Court (229-922-0234), location on plat of structure, house plans with elevation, mechanical, electrical, and plumbing information, heated and unheated square footage, name of contractor, and owner's information. (if applicant is not the property owner, the property owner will need to sign the form also). **Note:** Reflect location of structure on plat, relation to driveway, make sure proper setbacks are maintained.

Temporary service is covered by the Building Permit Also following inspections are covered by building permit, maximum of 5 visits.

- Foundation inspection (with verification for termite treatment)
- Rough framing, wiring, plumbing and HVAC (This inspection is performed before insulation and wall covering, wiring must be in boxes with ground wires tied together)
- Insulation inspection (before wall covering)
- Final inspection, required for permanent power & issuance of Certificate of Occupancy

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5. **A Port-A-Pot or functioning restroom facilities are required on construction site for workers**
6. **Electrical, plumbing, HVAC permits are separate.** All subcontract work hired must be Licensed in the State of Georgia with their information provided for the permit. Each of these forms available separately. Each subcontractor on record is to call for their inspections.
7. Accessory structures that are under 200 Sq ft do not require a permit. Set back requirements shall be followed which are within a rear yard a minimum 5ft from rear property line and 8ft from all other property lines. Other restrictions are applicable, check with zoning office if not clear on placement, before placing.

Other:

If construction begins before a permit is issued, the permit fee is doubled.

Any additional inspections needed are \$25.00 per inspection

REMEMBER TO CALL BEFORE YOU DIG AT 811

The landowner is responsible for all protective covenants or HOA requirements

911 Address and permit box must be posted to conduct inspections