

# Ben Hill County Building and Zoning

402 A E Pine St, Fitzgerald, GA 31750

Phone: (229) 426-5100

[www.benhillcounty-ga.gov](http://www.benhillcounty-ga.gov)



## BUILDING PERMIT REQUIREMENTS

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

**Note: If the landowner is self contracting, a permit affidavit form must be completed.**

***Forms can be obtained from Ben Hill County's official website or picked up in Building and Zoning office at 402A E. Pine St, Fitzgerald, GA 31750. Permits may be issued from information provided from permit forms after the property's zoning has been confirmed proper, the 911 address has been established and verified, and the landowner's septic permit has been received and filed.***

- ☐ Property zoned properly                      ☐ 911 address is established  
☐ Zoning Approval Form filed (required for health permit and flood and wetlands determination)  
☐ Septic / Well permit (must be approved by Health Department for a private system)

### Permit Type

- ☐ New construction / addition                      ☐ Electrical  
☐ Plumbing    ☐ Mechanical                      ☐ Other \_\_\_\_\_

1. **Property must be zoned correctly** for the proposed project and/or the intended use.
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 (229-426-5135), location on plat of structure, house plans with elevation, mechanical, electrical, and plumbing information, heated and un- heated 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**