

The City of Newnan, Georgia

Building Department

25 LaGrange Street, 2nd Floor, Newnan, GA 30264 – 770-254-2362 – Fax 770-254-2361

RESIDENTIAL PERMIT CHECKLIST

Contractor: _____

House Address: _____ Lot # _____

- City of Newnan Impact Fees Receipt (Community Development)
- Newnan Utilities Water and Sewer Fees Receipt (Newnan Utilities)
- Site plan (house location plan) – 2 each – see residential site plan elements on next page for information required on this plan
- Manual J or other energy calculations – 1 each
- Detached retaining wall over 4’ high (measured from bottom of footing to top of wall, any portion) – requires drawings submitted to engineering
- Architectural drawings – 1 set – sealed and signed by licensed architects or engineers, or letter stating ownership (City Ordinance) – must be detailed, showing footer size, depth, reinforcement, foundation details, slab details, grade beams, spans and spacing of lumber, beams, rafters, and joists. Show exterior materials and elevations; drawings must be to scale and can be no larger than 11”x17”, or submit electronically

_____ I understand that earthwork is not to proceed until erosion control measures have passed inspection.

_____ I understand that a C.O. will not be issued without a tree preservation inspection and a Newnan Utilities water service and sewer line inspection.

_____ I understand that the sub contractor fees are to be paid at this time for the HVAC, electrical and plumbing, and that a signed affidavit must be submitted before the issuance of the C.O.

I certify that the above items are included with this document, and additional items may be required prior to a building permit being issued.

Applicant Signature _____ Date: _____

The City of Newnan, Georgia

Building Department

25 LaGrange Street, 2nd Floor, Newnan, GA 30264 – 770-254-2362 – Fax 770-254-2361

RESIDENTIAL SITE PLAN ELEMENTS

Residential site plans shall consist of a current stamped and signed plat by a registered engineer in the State of Georgia, and contain the following information.

1. North arrow and scale
2. Width and location of any adjoining street right-of-way
3. Lengths and bearing of property lines
4. Area of property (square feet and acres)
5. Outlines of existing and proposed buildings and structures on the site indicating ground floor area (footprint), include all areas under roof such as porches, and any projections, such as chimneys and bay windows
6. Utility easements
7. Setbacks from property lines indicated by labeled setback lines or dimensioned arrows (drawn square to the lot lines) from the lot lines to the nearest point of building(s)
8. Flood plain boundaries or disclaimer statement, the disclaimer statement must contain the panel number of the Flood Insurance Rate Map (FIRM), (if any portion of the property is in the flood plain, the finish floor elevation must be given and a Certificate of Elevation provided before a C.O. will be issued)
9. Driveway imprint