

## Residential Building Permit Checklist

- Site Plan – Two Copies  
The site plan will need to be based on survey, which shows any existing structures. Clearly **define the new structure**, or **addition** from an existing structure. Show current or proposed setback distances.
  
- Floor Plan – Two Copies  
The floor plan including interior layout, door locations, designated use of rooms, dimensions of building and interior spaces. A typical exterior wall section showing foundation, floor, wall and roof framing (if required) and materials to be used.
  
- COMPLETE** Building Permit Application
  
- Electrical permit
  
- Plumbing permit
  
- HVAC permit
  
- Footing inspection
  
- Framing inspection
  
- Final inspection (this is required before occupancy)
  
- Final electrical Inspection
  
- Final plumbing inspection
  
- Final HVAC inspection
  
- Provide approved sewage disposal permit from the County Health Department

**CITY OF AUBURN**  
**Drawer 1059, 7 Seventh Street**  
**Auburn, Georgia 30203**  
**(770) 963-4002**

Business License No. \_\_\_\_\_ Permit No. \_\_\_\_\_

Make Check Payable To City of Auburn Date \_\_\_\_\_ 20 \_\_\_\_

Application is hereby made according to the laws and ordinances of the City of Auburn or a permit to erect/alter and use a structure as described herein or shown on accompanying plan and specifications, to be located as shown on accompanying plat plan and if same is granted, agree to conform to all laws and ordinances regulating same.

Use: \_\_\_\_\_ Zoning: \_\_\_\_\_ Power Company: \_\_\_\_\_

Building Permit	▶ New Building	Addition / Alteration	Elevator	Mobile Home	Moved-in-House	Safety Inspection
	Individual Permits	▶ HVAC Only	Plumbing Only	Sign	Demolition	Swimming Pool

Details of Additions, Alterations \_\_\_\_\_

\_\_\_\_\_ House No. \_\_\_\_\_ Parcel \_\_\_\_\_

Subdiv.-Lot & Block No. \_\_\_\_\_ Land Lot No. \_\_\_\_\_ L.L. Dist. \_\_\_\_\_

Street Name \_\_\_\_\_ Near \_\_\_\_\_ Road \_\_\_\_\_

Width of Lot \_\_\_\_\_ No. of Stories \_\_\_\_\_ Character of Walls, Siding \_\_\_\_\_

Depth of Lot \_\_\_\_\_ No. of Rooms \_\_\_\_\_ Sq. Ft. Floor Space \_\_\_\_\_

Width of Bldg. \_\_\_\_\_ No. of Baths \_\_\_\_\_ Heating \_\_\_\_\_

Depth of Bldg. \_\_\_\_\_ No. of Families \_\_\_\_\_ Type of Sewage Disposal \_\_\_\_\_ Co. \_\_\_\_\_

\_\_\_\_\_ No. of Bedrooms \_\_\_\_\_ Private \_\_\_\_\_

Setback from Property Lines: Left \_\_\_\_\_ Right \_\_\_\_\_ Front \_\_\_\_\_ Rear \_\_\_\_\_

Estimated Cost \$ \_\_\_\_\_

(See Schedule A on reverse side of Application)

For Apartments: Show No. of Buildings \_\_\_\_\_ No. of Dwelling Units \_\_\_\_\_

Land Owner \_\_\_\_\_ Address \_\_\_\_\_

Bldg. Contractor \_\_\_\_\_ Bus. Add. \_\_\_\_\_

Complete plans must be furnished on other than residential housing. Construction will be started not later than six months from date of permit issue.

This application is made with the full understanding that City of Auburn cannot legally maintain private roads or drive-ways and will not be requested to do so.

**GEORGIA – AUBURN:**

Personally appeared the above named applicant, who on oath says that (he) (she) is the applicant for the foregoing, and that all the above statements are true to the best of (his) (her) knowledge.

Application is also made for a Certificate of Occupancy for the above stated use. The building for which this permit is issued is not to be occupied until all inspections have been made and a Certificate of Occupancy issued.

Business Phone: \_\_\_\_\_

Name: \_\_\_\_\_  
(Applicant's Signature) (phone)

Address \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_