

Obtaining a Permit

To obtain a permit you must have the following:

- ◆ A complete Auburn building permit application.
- ◆ A site plan (2 copies) based on current survey, which shows existing structures and clearly defines the new structure or addition with trees and other natural features. Any new structures must meet all current setback requirements.
- ◆ An accurately scaled floor plan (2 copies) including interior lay out, door locations, designated use, dimensions of building and interior space. A typical exterior wall section showing foundation, floor, wall and roof framing (if required) and materials to be used.
- ◆ Electrical, Plumbing, and HVAC will require separate permits submitted by a state licensed contractor.
- ◆ Sewage disposal permit from the Barrow County Environmental Health Department.
- ◆ Permit fee.

After presenting the required materials, your plans and application will be reviewed for all required trades. If approved, you will be issued a building permit. Most building permits will require a footing, framing and final inspection. A final inspection is mandatory before occupancy. Separate inspections must be scheduled for the electrical, plumbing, and HVAC work. An inspection card and proper street address must be posted at the construction site at all times to receive inspection.

**All inspections require
a 24-hour notice
Please call (770) 963-4002 ext. 206
to set your appointment**

City of Auburn Permits and License Dept.

Jay Miller
City Planner
(770)963-4002 ext. 229
cityplanner@cityofauburn-ga.org

Permits and License Clerk
(770)963-4002 ext. 206

Barrow County Environmental Health
(770) 307-3502

City of Auburn

PO Box 1059
Auburn, GA 30011
(770) 963-4002 ext. 200
(770)513-9255 Fax

Monday– Friday
8:30 am— 4:30 pm

This brochure is one in a series designed to provide you information on various regulations administered and enforced by the City of Auburn. The purpose of the brochure is to provide citizens with basic, easy-to-use information regarding city codes and services.



**WHEN DO I
NEED A
RESIDENTIAL
BUILDING
PERMIT?**



www.cityofauburn-ga.org

Why do you need a permit?

Your home is an investment. Construction projects that do not comply with the codes adopted by your community, may present safety hazards and reduce the value of your investment .

Your permit also allows code officials to protect the public by reducing the potential hazards of unsafe construction and ensuring public health, safety and welfare. By following code guidelines, the completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, your friends, or future owners.

It takes everyone in a community to keep our homes, schools, offices, churches, stores and other buildings safe for public and private use. Your safe construction practices help protect you and your neighbors. Be sure to get your local code official involved with your project, because the building department is an important ally, from start to finish.



What is a building permit?

A building permit gives you legal permission to start construction of a building project in accordance with approved drawings and safety standards.

When do you need a permit?

If you intend to construct, enlarge, alter, move, demolish or change the occupancy of a building or structure or to install, alter, repair or replace any part of the electrical, gas, plumbing or HVAC systems a permit is required. Other specific items would include but not limited to manufactured homes, decks, storage buildings, pole barns, fencing, pools etc. Even if a permit is not needed, the Planning Department will be able to answer your construction questions and may provide valuable advice.

How long is a permit good for?

Work must begin within six (6) months of permit issuance. Permits expire if project is idle for more than six (6) months and must be renewed.



PERMITS ARE REQUIRED FOR THE FOLLOWING:

- ◆ New Buildings
- ◆ Additions (bedrooms, bathrooms, family rooms, etc.)
- ◆ Renovations (permit required if bearing walls are modified or removed)
- ◆ Accessory Structures *(fencing, storage buildings, pools etc.)
- ◆ Decks
- ◆ Electrical systems
- ◆ Plumbing systems
- ◆ HVAC (heating, ventilating and air conditioning systems)
- ◆ Grading and grubbing

Permits are not required for:

- ◆ Replacement or repairs to roof, siding, doors or windows.
- ◆ Replacing kitchen cabinets.
- ◆ Replacing plumbing fixtures.
- ◆ Repairing deck (limited to replacing decking, rails and steps)
- ◆ Fencing in rear or side yard (maximum of 8ft.)
- ◆ Painting, sheetrock, or flooring.

* Manufactured accessory structures less than 8'X12' (96 sq. ft.) require an affidavit to be filed with our office.