



## Douglas County Residential Building Permits

### For Accessory Structure Permits (including swimming pools)

The following information will be required to obtain a Building Permit. Plan approvals from five departments are required. The Building Department will issue your building permit upon approval. Your Building Permit application will start in Planning and Zoning. Those items required by P&Z must be submitted at the time you initiate your application. Your review will be expedited if all required information is provided when you start your application. If any materials are not provided at the start of your application, the information will need to be submitted directly to the reviewing department. This may cause a delay to your approvals.

	P&Z	Environmental Health (for septic systems)	Development Control	Water and Sewer Authority	Building Department
Application		✓			
Warranty Deed	✓				
Property Survey	✓	✓		✓	
Proof of Taxes Paid	✓				
Individual Site/ Plot Plans		✓	✓		
Individual Set of Plans					✓
Soil and Erosion Fee				✓	
Copy of Business License					✓
Copy of Contractors License					✓
Copy of Drivers License					✓

Department Contacts	
Planning and Zoning	770-920-7241
Environmental Health	770-920-7311
Development Control (Engineering)	770-920-7242
Water and Sewer Authority	770-949-7617
Building Department	770-920-7201

#### Permitting Notes:

- A Building Permit application may be submitted by either a homeowner or a licensed contractor.
  - If the Building Permit application is submitted by a licensed contractor, a copy of the warranty deed is not required. A licensed contractor will have to provide a copy of their drivers license, contractor's license and business license.
  - If the Building Permit application is submitted by a homeowner, a business license and contractors license are not required. A homeowner will have to provide a copy of their drivers license, and it must match the name on the deed.
- Deeds and Plats are kept in Superior Court, which is located on the second floor of the Douglas County Courthouse at 8700 Hospital Drive, Douglasville GA 30134.
- Taxes can be paid at the Douglas County Annex, 6200 Fairburn Road, Douglasville GA 30134.
- Environmental Health and WSA may require separate payment of fees for project approvals.
  - Environmental Health will take payment over the phone, online or in-person in the office.