



Douglas County Residential Building Permits

For New Home Construction

Your building permit application will start in Planning and Zoning. Multiple departments are required to sign off on your building permit. 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. **Before starting your application, it is recommended that you call each department directly to determine the specific information that will be needed for your location.**

	P&Z	Environmental Health (for septic systems)	Development Control	Water and Sewer Authority	Building Department
Application		✓			
Warranty Deed	✓				
Property Survey	✓	✓		✓	
Proof of Taxes Paid	✓				
Address Confirmation	✓				
Individual Site/ Plot Plans		✓	✓		
A set of House Plans		✓			✓
Letter from WSA stating sewer is not available		✓			
Level 3 Soil Test		✓			
Water Meter				✓	
Sewer Tie In				✓	
Soil and Erosion Fee				✓	
Copy of Business License					✓
Copy of Contractors License					✓
Copy of Drivers License					✓
Driveway Permit, if needed			✓		
Home Detail Spreadsheet					✓
Energy Code Compliance Sheet					✓
Authorized Agent Form					✓

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



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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.
- **It is recommended** that you contact Environmental Health at 770-920-7311 prior to initiating your building permit application to determine if your property is on sewer or septic.
 - If the property is on sewer, you will **NOT** need to complete the requirements for Environmental Health, including a level 3 soil test.
 - If the property is on septic, anticipate 2-4 weeks for review and approval once all required information has been submitted to Environmental Health.
- House plans must include floor plans and elevations.
 - Plans need to include heated square footage and bedroom-bathroom-fireplace counts.
 - Scaled floor plans, 8 ½ x 11 or 11 x 17, to be kept by the Building Department each time you permit.
- The Energy Code Compliance Sheet must be completed to the Mechanical Summary and Signature
- The Authorized Agent Form is only required if the General Contractor is not picking up the permit in person.
- A building permit walk thru application is required for new home construction on all property not in a platted subdivision. A building permit walk thru application may be required for property in platted subdivisions if 24 months has elapsed from the date of Final Plat approval.
- 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.
- Planning and Zoning approvals may be delayed by up to eight working hours if a new address is required to be assigned.
- Driveway permits:
 - Douglas County Department of Transportation if the property is located on a county road and not in a platted subdivision.
 - Georgia Department of Transportation if the property is located on a State highway.
- 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.