



Permit Application Checklist	Accessory Structure	Deck / Porch	Demolition	Fence	Land Disturbance	Residential Building	Commercial Building	Roofing / Siding	Sign	Swimming Pool	Trade Permit
Complete Application	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Code Compliant Building Plans	✓	✓	Proof of No Asbestos	✓		✓	✓			✓	
Stamped Building Plans	•	•					✓				
Site Plan / Aerial View	✓	✓		✓		✓	✓		Include Rendering	Include Fence	
Approved Hauler List available on request	•	•	✓	•	✓	✓	✓	✓		•	
Homeowner Affidavit + Proof of Ownership (for residential permits only)	•	•				•		•		•	
Owner Authorization Affidavit			•								
Contractor Licensing	•	•	•	•	•	•	✓	•	•	•	✓
Authorized Agent Affidavit	•	•			•	•	•			•	
Electrical Subcontractor Affidavit + Licensing	•	•				•	•		•	•	
Mechanical Subcontractor Affidavit + Licensing	•	•				•	•				
Plumbing Subcontractor Affidavit + Licensing	•	•				•	•			•	
Gas Subcontractor Affidavit + Licensing	•	•				•	•				
Land Disturbance Application					✓	New Construction	New Construction				
ES & PC Plans					✓	New Construction	New Construction				
Proof of Spalding Co Impact Fee						New Construction	New Construction				
Cost Capacity Recovery Fee						New Construction	New Construction				
Bond					✓	New Construction	New Construction				
2015 RES Check Report						New Construction	New Construction				
Proof of New Utility Account						New Construction	New Construction				

✓ required with each application	• required if applicable to permit
<b>State Licensed Contractors</b> – required to submit state license issued by GA Secretary of State, Occupational Tax Certificate, government ID	<b>Non-State Licensed Contractors</b> – required to submit Occupational Tax Certificate and government ID

*All applications are subject to a review process and may require additional documents per Building Official or Planning and Development Director.  
 Please contact the Planning and Development Office for any questions/clarification on permit requirements  
 Fire Sprinkler plans and Fire Line plans are submitted separately from building permits.*