

City of Bogart and Oconee County Building Permit Checklist

SINGLE FAMILY DWELLING PERMIT CHECKLIST

- Septic tank permit from Environmental Health (706-769-7060) or receipt from Utility Department if on Sewer (706)769-3960
- Water meter receipt from Utility Department if not private well (706-769-3960)
- Copy of recorded plat unless in a subdivision
- Address & tax parcel number
- Set of house plans showing elevation, all dimensions
- If General Contractor, copy of business license and state license (as of July 1, 2008)
- Mechanical permits are pulled separately (plumbing, HVAC, gas, electric / \$30 each) before work is started. This applies to subcontractors as well as homeowners.
- Driveway permit (if applicable)
- Completed Building Permit Application and fee

MOBILE HOME PERMIT CHECKLIST

- Septic tank permit from Environmental Health (706-769-7060) or receipt from Utility Department if on Sewer (706)769-3960 See Zoning ordinance 9.02.004
- Water meter receipt from Utility Department if not private well (706-769-3960)
- Copy of recorded plat (Must be in accordance of the location Zoning District)
- Mobile home must not be older than 5 years and meet zoning requirements
- Address & tax parcel number
- Set of house plans showing elevation, all dimensions
- Company moving the mobile home to location, copy of business license
- Register mobile home with the Tax Commissioner (706-769-3917)
- Mechanical permits are pulled separately (HVAC, gas, electric / \$30 each) before work is started
- Completed Mobile Home Permit Application and fee

Reference City of Bogart Zoning Ordinances Chapter 9.02 Individual Manufactured Homes.

COMMERCIAL BUILDING PERMIT CHECKLIST

Must be complete before applying for plan review:

- √ Approved Soil Erosion & Sediment Plan, Preliminary Plat & Final Plat
- √ Site Plan approved by Planning Department (parking/landscape)
- √ County Engineer approved or DOT driveway permits
- √ Street and/ or Utility Bonds if required
- √ Approved drawings and specs from Code Enforcement (Plan Review)
- Must provide a current business license for the General Contractor
- Must provide septic tank permit from Environmental Health and or Utility Department Approval for water/sewer hookup fees
- Subcontractor permits must be pulled before work is started (plumbing, HVAC, gas, electric / \$30 each)
- Completed application and permit fee

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