



Residential Accessory Building Checklist Building & Planning Department

P. O. Box 247

186 Hwy 441 Bypass, Baldwin, GA 30511

The following list of documentation is required before a permit will be issued for residential construction of an accessory building (i.e. storage shed, workshop, etc.). Incomplete forms will not be processed and will delay permit issuance. Please return this form with all required permit submittal documents.

- _____ Completed building application
- _____ Contractor licensing documentation (state, business and driver's license)
- _____ One (1) notarized copy of Homeowner Affidavit (as applicable if homeowner is assuming responsibility as general contractor)
- _____ Completed trade permit applications (electrical, mechanical/gas, plumbing) and plans for each trade.
- _____ Subcontractor licensing documentation (state, business and driver's license for each trade)
- _____ One (1) set of scaled construction drawings (foundation plan, floor plan, side elevations, and wall details); 1 set will be returned with permit placard. 8 ½ "x 11" is acceptable if legible.
- _____ House Location Plan: scaled site survey detailing project location, location of main house and any other structure located on property (fences, septic systems, pools, etc.), show building dimensions, and setback requirements.
- _____ Recorded deed of property/proof of ownership
- _____ Engineer's report(s) signing off on work already complete (if any work was done without a permit)

Project Address: _____

Applicant Name: _____

Received By: _____ Date Complete Application Received: _____