



**New Residential Building Permit Checklist**  
**Building & Planning Department**  
**P. O. Box 247**  
**186 Hwy 441 Bypass, Baldwin, GA 30511**

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The following list of documentation is required before a permit will be issued for residential construction. Incomplete forms will not be processed and will delay permit issuance. Please return this form with all permit application submittals.

- \_\_\_\_\_ 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)
- \_\_\_\_\_ Subcontractor licensing documentation (state, business, and driver's license for each trade)
- \_\_\_\_\_ GSWCC Level 1A Certification (Blue Card)
- \_\_\_\_\_ One (1) copy of Tertiary Permit NOI (if applicable)
- \_\_\_\_\_ One (1) copy of 3-phase Erosion Sediment Control Plan (NRCS stamped approved for tertiary permitting)
- \_\_\_\_\_ One (1) set of scaled construction drawings (foundation plan, floor plan, side elevations, and wall details), including plans for all applicable trades (8.5 "x 11" is acceptable if legible). A digital copy of the plans must also be submitted either via email or USB.
- \_\_\_\_\_ House Location Plan: scaled site survey with a scaled footprint of house and any other structure located on property (fences, septic systems, pools, etc.), show building limitations, setback requirements
- \_\_\_\_\_ Septic Permit from County (if applicable)
- \_\_\_\_\_ Recorded deed of property/proof of ownership
- \_\_\_\_\_ Recorded plat of property
- \_\_\_\_\_ Proof of taxes paid on property
- \_\_\_\_\_ Engineer's report(s) signing off on work already complete (if any work was done without a permit)

Project Address: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Received by: \_\_\_\_\_

Complete Application Received: \_\_\_\_\_