

**PROCEDURES FOR ACQUIRING A
RESIDENTIAL OR COMMERCIAL BUILDING PERMIT**

1.) APPROVAL BY ZONING OFFICE

- (a) Property deed and Tax Assessor record card will be researched.
- (b) Zoning compliance will be reviewed/verified.
- (c) Property lines and the proposed location of the structure must be marked.

2.) APPROVAL FOR SEWAGE MANAGEMENT

- (a) Floor plan for all residential dwellings will be required.
- (b) If connecting to an on-site sewage management system, Environmental Health Department must either:
 - approve the use of an existing septic tank, or
 - issue new septic tank permit. Soil survey will be required.
- (c) If connecting to Dalton Utilities sanitary sewer system, applicant must provide written confirmation from utility company that sewer service is available.

3.) APPROVAL FOR BUILDING PERMIT

- (a) Flood zone designation will be noted on application. Structures proposed for location in certain flood zones may require an elevation certificate.
- (b) Applicant will be notified if erosion control plan, storm water management plan, and/or site design plan is required.
- (c) If a Land Disturbance Permit, Storm Water Management Permit, and/or Site Design Permit is required, erosion control plan, storm water management plan, and/or site design plan must be submitted and approved prior to the issuance of a building permit. Chapters 5 and 14 of the Whitfield County Code describe the items required for erosion control plans, storm water management plans, and site design plans. Refer to www.whitfieldcountyga.com
- (d) Building plans for all commercial/industrial development must be submitted and approved prior to the issuance of a building permit.
 - Fire department approval of fire protection plan required for all commercial/industrial development prior to issuance of a building permit.
- (e) Building permit is issued and charged according to the adopted fee schedule posted on the county website at www.whitfieldcountyga.com
- (f) See inspection schedule sheet for inspection procedures.

ALL RESIDENTIAL/COMMERCIAL/INDUSTRIAL & ACCESSORY STRUCTURES:
There is a setback requirement. Please refer to Unified Zoning Ordinance for the applicable setback.

FOR ALL MULTI-FAMILY/COMMERCIAL/INDUSTRIAL STRUCTURES:
A buffer area will be required whenever a proposed development abuts property in a less intense zone district. Refer to Article VI of the Unified Zoning Ordinance for further buffer information.