



Building Permits

A permit is required for any new construction, remodeling, additions, repairs, alterations, foundations, swimming pools, house moving, demolition, mobile/manufactured homes, curb cuts (site work/paving), fire alarm systems, fire sprinkler systems, underground fire line piping, towers and tents, whether residential or commercial. The builder is required to purchase the permit and request the appropriate inspections. Sub-contractors (electrical, mechanical & plumbing, sprinkler or utility) must purchase their permit and request their own inspections.

Individuals acting as their own building contractor may purchase their own building permit, provided they are the owner, completing construction themselves, and are going to occupy the home themselves upon completion. Those individuals may also purchase the sub-permits (electrical, mechanical & plumbing) themselves with the same restrictions. Questions about permits can be made by calling 912.287.2944.

Construction Plans: Construction plans are required on all projects. Three complete sets of plans must be submitted to the inspections department. One set of approved plans must be available on the job site during inspections.

During the plan review, our goal is to have plans reviewed within ten (10) working days from the date we log in the plans. Other departments within the City must also conduct their review. If issues with the plans arise during the review process, the contact person listed on the plans will be notified. Plans will remain on hold until all issues are resolved.

Payment of the plan review fee is required at the time of the permit issuance.

The length of time for review will depend on the completeness and accuracy of the plans submitted.

Plans Required for Permit:

The following shall be submitted in each of the three sets of drawings required:

Site plan shall (to include):

- Grading Plan, Finished Floor Elevation
- Elevation Certificate (if located in a flood plain)
- Location of all Utilities and Easements
- Building Locations, Property Lines and Setback Lines

- Parking Layout, including Handicapped Parking
- Entrances and Exits
- Landscape Plan (new construction, additions, parking lots)
- Streets, Sidewalks, Handicap Ramps, Etc.
- Locations of ID Signs and Details (new or modifying)
- Location of Dumpster

Building plan shall include:

- Foundation Plan
- Floor Plan with Dimensions and Total Square Footage
- Exterior Elevations
- Wall Sections and Details
- Certificate of Appropriateness (buildings in the Historic District)
- Metal Building (pre-engineered)

Mechanical plans shall include:

- Heating & Air Conditioning Layout (w/applicable fire ratings)
- Exhaust Hood & Duct Details (NFPA 96)
- Plumbing Riser Diagrams and Details
- Sprinkler System Plans and Details
- Fixed Extinguishing System
- Gas Lines and Piping
- Petroleum Plans (along with state approval)

Electrical plans shall include:

- Electrical Layout, Details, and Riser Diagrams, Overhead and Underground
- Electrical Load Calculations
- Fire Alarm System

Design Professional Requirements: The design professional shall be an architect or engineer legally registered under the laws of Georgia regulating the practice of architecture or engineering and shall affix his official seal to said drawings, specifications and accompanying data, for the following:

- All Group A, E, and I occupancies.
- Buildings and structures three stories or more high.
- Buildings and structures 5,000 sq. ft. (465 m²) or more in area.
- Buildings that have construction value of \$100,000 or more.

For other buildings and structures, the submittal shall bear the certification of the applicant that some specific state law exception permits its preparation by a person not so registered.

Exception: Single-family dwellings, regardless of size, shall require neither a registered architect nor engineer, nor a certification that an architect or engineer is not required.

Inspections: For questions regarding inspections call 912.287.2944. To schedule an inspection call 912.287.2944.

Covered Work: No work will be covered until all required building, plumbing, electrical, and mechanical inspections have been made.

Lot Lines: Lot lines shall be staked and strung, and, before the foundation or slab inspection is made, the Building Contractor shall certify that the lot lines are accurate and meets proper setbacks.

Certificate of Occupancy: No building will be occupied without a certificate of occupancy. A five-day final inspection period is required prior to issuance of a certificate of occupancy.

Flood Plain: If any portion of your property is within the flood plain, you must have a flood elevation certificate filled out by a registered land surveyor.

911 Street Addressing: Waycross and Ware County operate under a 911 address system through an extensive computer system. All new addresses, new roads, and recorded subdivisions plats are entered into the system. This information is provided to the 911 emergency center for Ware County. Street numbers must be posted on each structure and be visible from the street.