

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

1.) APPROVAL BY ZONING DEPARTMENT

- (a) Property deed and Tax Assessor record card will be researched.
- (b) Zoning officer will visit site to determine if property is in compliance with the Zoning Ordinance. Property lines and the proposed location of the structure must be marked.
- (c) Flood zone designation will be noted on application. Structures proposed for location in certain flood zones may require an elevation certificate.
- (d) Applicant will be notified if erosion control plan, storm water management plan, and/or site design plan is required.
- (e) Applicant will be notified of zoning approval/disapproval.

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
 - (1) approve the use of an existing septic tank, or
 - (2) 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) 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.
- (b) Building plans for all commercial/industrial development must be submitted and approved prior to the issuance of a building permit.
 - (1) Fire department approval of fire protection plan required for all commercial/industrial development prior to issuance of a building permit.
- (c) Building permit is issued and charged according to the posted fee schedule.
- (d) See inspection schedule sheet for inspection procedures.

SETBACKS FOR ALL STRUCTURES AND ACCESSORY STRUCTURES:

There is a setback requirement of twenty-five (25) feet from the property line that is adjacent to any and all roads. A ten (10) foot setback is required from all other neighboring or adjacent properties with similar zoning designations.

FOR ALL COMMERCIAL/INDUSTRIAL STRUCTURES:

A buffer area will be required whenever a proposed development abuts property in a less intense zone district. Refer to Article XI of the Zoning Ordinance for further buffer information.