



Carroll County Department of Community Development

997 Newnan Rd
P.O. Box 338

Carrollton, GA 30117
(770) 830-5861

CONVENTIONAL HOME PERMIT APPLICATION PACKET / RESIDENTIAL CHANGE OF USE PERMIT APPLICATION PACKET

Date Received: _____

Received by: _____

To Apply for a Residential Change of Use Permit

STEP 1: Pick up the Development Package from the **Department of Community Development**
or print a copy online at www.carrollcountygga.com.

- STEP 2:**
- A. Ask staff to complete the **Parcel Information Sheet** or go to the Map Room to have it filled out.
 - B. Complete the **Conventional Home Application Packet/Residential Change of Use Application Packet**.

Information check list (before the County procedure can begin, every form must be filled out correctly and include)

- ☐ Property address
- ☐ Property owner's names, address, phone number and work number
- ☐ Professional Engineer's name, address, and phone number (**Residential Change of Use Only**)
- ☐ Contractor's name, address and phone number (Electrical, Plumbing and HVAC)
- ☐ Contractor's State License and Occupational Tax Certificate/Business License
- ☐ One complete set of house plans (**Conventional Home Only**)

- C. Please see the instructions explaining how the sketch on this sheet is to be completed.
- D. Complete the **Plan Review Sheet** and the **Erosion Control Affidavit** for Single-Family Residential Construction.
- E. Complete the **Carroll County Environmental Health Septic Tank application**. This is not included in the online materials and may be obtained by visiting the Environmental Health Department.
- F. Fill out and sign the Affidavit with notarized signature. Administrative staff will notarize the documents for you at no additional charge.

- A. Return this completed **Conventional Home Application Packet/ Residential Change of Use Package** to the Department of Community Development..

STEP 3:

The completed application will contain:

- ☐ Parcel Information Sheet
- ☐ Plan Review Sheet
- ☐ Sketch showing all dimensions and setbacks
- ☐ Erosion Control Affidavit
- ☐ Submit the completed Septic Tank application to the **Environmental Health Department**. Fees for the septic tank inspection are due and payable at the time the application is submitted.

Before a Certificate of Occupancy will be issued, a Professional Engineer must provide a report with supporting documents stating that the structure meets the following codes: (Residential Change of Use Only)

IRC 2018 w/Georgia Amendments, specifically R301.1.1 (Alternative Provisions)

IMC 2018 w/Georgia Amendments 2015 IECC w/Georgia Amendments NEC 2020 w/Georgia Amendments

2018 IPC w/Georgia Amendments

After the forms have been reviewed by Community Development and the Septic Tank application approval has been received from Environmental Health, you **will be telephoned** and notified that the review process has been completed, and all of your permits have been issued. All permitting fees will be payable when you pick up your permits. **A Certificate of Occupancy (CO) will only be issued after the final inspection has been completed for Conventional Home, or the receipt of Professional Engineer Report for Residential Change of Use. Please refrain from moving into your home until this time.**

Please note there is a 25 ft setback from cemeteries for any land disturbance activities, per Chapter 27.4 of the Code of Ordinances.

Revision Date 2/05/24

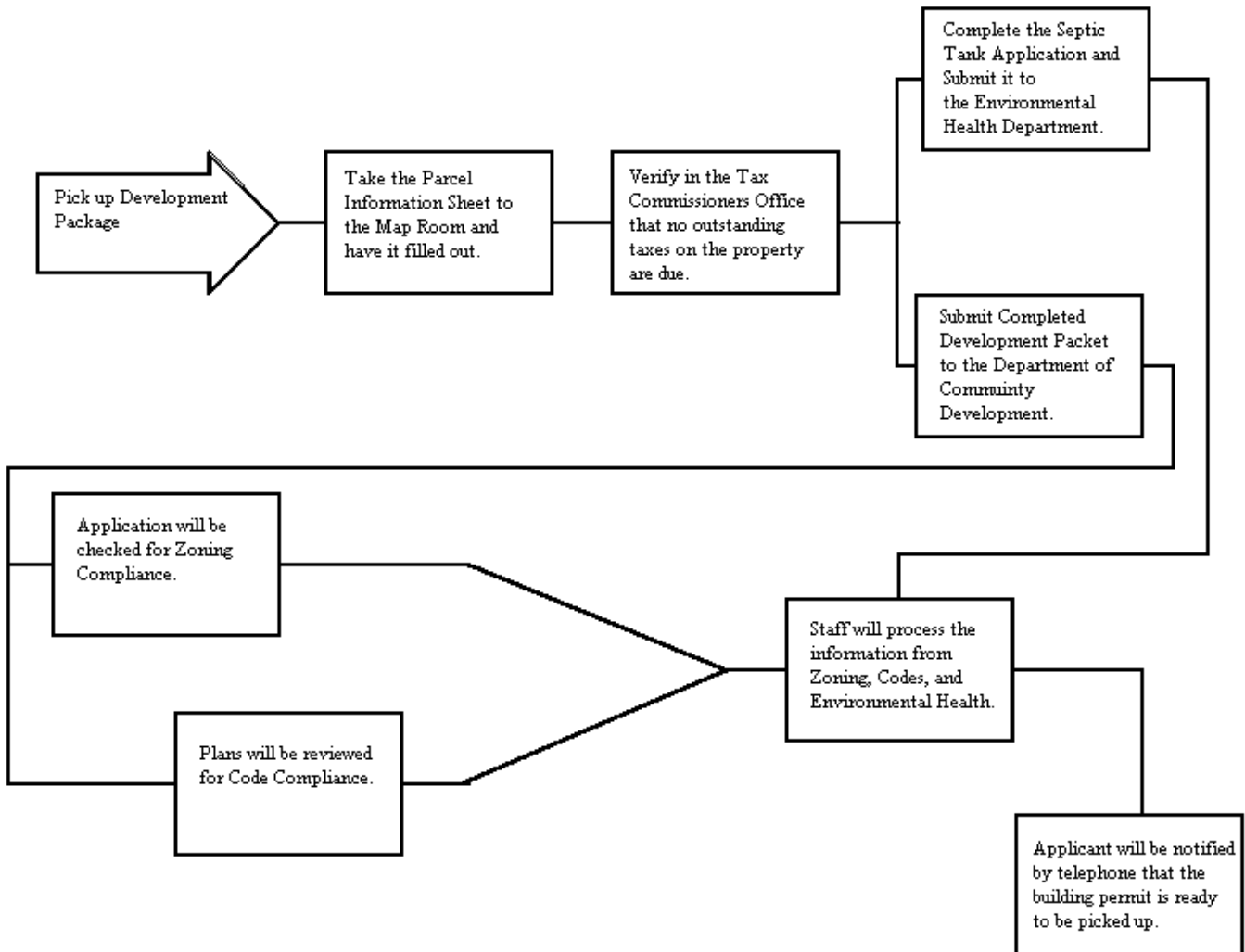


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DEVELOPMENT REVIEW PROCESS





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PARCEL INFORMATION SHEET APPLICATION FOR ZONING COMPLIANCE CERTIFICATE

To be filled out by Map Room Personnel

DEPARTMENT STAFF/MAP ROOM OFFICIAL:			
MAP:		LAND LOT:	
PARCEL:		DISTRICT:	
CURRENT PROPERTY OWNER:			
PROPERTY OWNER AS OF JANUARY 1 ST :			
APPLICANT (IF DIFFERENT FROM OWNER):			
PROJECT ADDRESS:			
CITY:			
TELEPHONE NUMBER:			
SUBDIVISION:		LOT #:	
ACREAGE:		PARCEL SPLIT FROM:	
CURRENT ZONING CLASSIFICATION			
<i>REQUIRED SETBACKS</i>		FRONT	
		SIDE	
		REAR	
CERTIFICATE OF ZONING COMPLIANCE – CHECKLIST <input type="checkbox"/> Owner(s) & Agent (if applicable) <input type="checkbox"/> Legal Description or Adequate Description of Property <input type="checkbox"/> Complete Inventory of Existing Structures (noting uses & non-conforming structures) <input type="checkbox"/> Complete Inventory of Proposed Structures <input type="checkbox"/> Complete Inventory of Existing Uses and/or Activities <input type="checkbox"/> Applicant's Certification			
Signature of County Planner or Designee: _____ Date: _____ Comments: _____			
CDP COMPLIANCE	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of CDP Administrator or Designee: _____ Date: _____ <i>Comments:</i> _____	
PLAT APPROVED	<input type="checkbox"/> YES <input type="checkbox"/> NO	<i>Signature of County Engineer or Designee:</i> _____ <i>Date:</i> _____ <i>Comments:</i> _____	
APPROVED FOR NEW ADDRESS	<input type="checkbox"/> YES <input type="checkbox"/> NO	Signature of County Planner or Designee: _____ Date: _____ <i>Comments:</i> _____	



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SKETCH OF PROPERTY

Please Check:

☐ Conventional Home

☐ Manufactured Home

☐ Additions/Remodel

☐ Barndominium

☐ Other _____

- Provide a sketch of the proposed building location, driveway, septic tank location, and all other structures.
- Show the **dimensions** of the lot and all setbacks from the house and other structures to all property lines. The application will not proceed unless all dimensions and setbacks are shown. If you do not know your zoning classification, please contact planning and zoning staff.
- The front setback shall always be measured from the centerline of the frontage road(s).
- Show location of any wells, trash pits, and all easements (drainage or utility) located on the property.
- Show distance to nearest stream or lake on property. If not within 200 feet of a stream or lake, please note.

Provide a complete listing of all existing structures that are now on the property: _____

Describe the type of structure that you plan to build out: _____

Is this a multiple road frontage lot? _____

Sketch of Property

0000.SETBACKS AND YARD REQUIREMENTS

Districts	Lot Size Minimum			Yard Requirement (Setback)				
	Lot width at minimum building setback line (feet)	Lot Area Per Dwelling Unit (acre)		Front (feet)			Side (feet)	Rear (feet)
		Public water or sewage	No public water or sewage	State or federal highway center line	County road center line	Subdivision road		
A	120	4.0	4.0	125	100	N/A	15	15
R-1	100	3.0	3.0	125	100	75	15	20
R-2	100	1.0	1.0	125	100	75	15	20
R-30	100	0.75	0.75	125	100	75	15	20
R-3	100	0.5	1.00	125	100	75	15	20
MFR	150 plus 5 feet per 4 units	0.5	1.0	50 plus 5 for each story over two			20 + 5 for each story over two	40 + for each story over two
MHS	100	0.5	1.0	125	100	75	15	20
HDDR	300	10	10	125	15	15	10	10
PUD*	Repealed	Repealed	Repealed	125	20	20	0 ¹	20
O-I	100	0.5	1.0	125	40	N/A	15 ²	15 ³
C	100	0.5	1.0	125	100	100	15 ⁴	15 ⁵
I	100	1.0	1.0	100	75	N/A	30	30
TP	100	2.0	2.0	125	50	N/A	10 ⁶	10 ⁷

*PUD has been repealed. The numbers in this table reflect only residential setbacks. For other use setbacks, please see the repealed ordinance.

¹ (Side setback is 0 but not less than 10 feet between buildings.

²

Interior side yards shall be 15 feet EXCEPT where an office/institutional building abuts a residential district there shall be a side yard of no less than 30 feet.

³

Rear setbacks shall be 15 feet EXCEPT where an office/intuitional building abuts a residential district, there shall be a rear yard of no less than 50 feet.

⁴ Side setbacks shall be 15 feet EXCEPT where a commercial building abuts a residential district or side street there shall be a side yard of no less than 30 feet.

⁵

Rear setbacks shall be 15 feet EXCEPT where a commercial building abuts a residential district, there shall be a rear yard of no less than 50 feet.

⁶ Side setbacks shall be 10 feet EXCEPT where a technology park building abuts a residential district or side street, there shall be a side yard of no less than 40 feet.



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PLAN REVIEW SHEET

Please check: ☐ Conventional Home ☐ Manufactured Home ☐ Additions/Remodel
☐ Barndominium ☐ Other _____

Please circle: Georgia Power Carroll EMC Greystone Power

Professional Engineer: _____ Phone #: _____ Email: _____
Address: _____ City: _____ State: _____
Owner: _____ Phone #: _____ Email: _____
Builder: _____ Phone #: _____ Email: _____
Architect: _____ Phone #: _____
Subdivision: _____ Lot #: _____
Address: _____
City: _____ State: _____ Zip: _____

Cost of Construction: _____ Total Sq. Ft.: _____ Electrical Amps: _____ HVAC Tonnage/BTU: _____ Plumbing Fixtures: _____
Manufactured Home: Manufactured Year: _____ Size (W X L) _____ Decal #: _____ Circle: Foundation Piers or ABS Pads

APPLICANT

ADMINISTRATIVE USE ONLY

Heated Space: _____
Basement Area: _____
Garage Area: _____
Porch Area: _____
Other Areas: _____
Total Square Feet: _____

Valuation \$: _____
Valuation \$: _____
Valuation \$: _____
Valuation \$: _____
Valuation \$: _____
Valuation \$: _____

ADMINISTRATIVE USE ONLY

Building Permit Fee: \$ _____
Plan Review Fee: \$ _____
Zoning Compliance Fee: \$ _____
Subtotal \$ _____

Electrical Permit Fee \$ _____
HVAC Permit Fee \$ _____
Plumbing Permit Fee \$ _____

TOTAL \$ _____

ADMINISTRATIVE USE ONLY

<input type="checkbox"/>	Approved	<input type="checkbox"/>	Preliminary
<input type="checkbox"/>	Approved as noted	<input type="checkbox"/>	Final
<input type="checkbox"/>	Not Approved	<input type="checkbox"/>	Resubmit with changes



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SUBCONTRACTOR AFFIDAVIT FOR A BUILDING PERMIT

NOTICE: This form must be completed, signed (with original signatures in **RED or BLUE** ink) and submitted before any permits will be issued.

Project Address: _____

Owner Name: _____ Phone: (____) _____

Contractor Name: _____ Phone: (____) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Master's Name: _____ State Card #: _____ Exp Date _____

OTC License # _____

Signature: _____ and Jurisdiction: _____

Plumbing Company: _____ Phone: (____) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Master's Name: _____ State Card #: _____ Exp Date _____

OTC License # _____

Signature: _____ and Jurisdiction: _____

Electrician Company: _____ Phone: (____) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Master's Name: _____ State Card #: _____ Exp Date _____

OTC License # _____

Signature: _____ and Jurisdiction: _____

HVAC Company: _____ Phone: (____) _____

Address: _____

City: _____ State: _____ Zip Code: _____

Master's Name: _____ State Card #: _____ Exp Date _____

OTC License # _____

Signature: _____ and Jurisdiction: _____

NOTE: A NEW AFFIDAVIT MUST BE FILED IF ANY CHANGES IN SUBCONTRACTORS ARE MADE DURING CONSTRUCTION.SAID BUILDING WILL BE CONSTRUCTED TO MEET THE REQUIREMENTS OF THE MOST RECENT EDITION OF THE CONSTRUCTION CODES, AS ADOPTED AND AMENDED.



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Land Disturbance Permit Application

Property Owner:		Phone Number:	
Property Address:		Email Address:	
Contractor Company:		Phone Number:	
Contractor Address:		Email Address:	
Parcel Number:		Total Acres:	
Parcel Split from:		Disturbed Acres:	

Erosion, Sedimentation, and Pollution Control Plans Submitted? _____
Professional ESPC Plan Design Firm: _____

Note that land disturbance under One Acre of land does not necessarily exempt you from the ESPC plan requirements.

The Georgia Environmental Protection Division requires adherence to the National Pollutant Discharge Elimination System (NPDES) General Permit GAR 100001 (Stand Alone), GAR 100002 (Infrastructure), and GAR 100003 (Common Development) for any/all land disturbing activity in the State of Georgia. If an Erosion, Sedimentation, and Pollution Control Plan (ESPC Plan) is not submitted but is required, the permit will be on hold until ESPC Plans are submitted, reviewed, and approved. Exemption from the ESPC Plans submittal does not exempt you from NPDES and erosion control requirements. Failure to adhere to these requirements may result in Stop Work Orders, Issuance of Citations, and Revoking of any/all previously issued permits.

If a Stop Work order is issued, a reinspection fee may be assessed and must be paid in full before a reinspection is performed.

First Reinspection Fee - \$25
Second Reinspection Fee - \$100
Third Reinspection Fee - \$250

By submitting this application, I understand that the Carroll County Engineer or other authorized representatives may inspect my property throughout construction for compliance with state and county ordinances and verify adherence to my approved ESPC plans if applicable.

Printed Name: _____ Signature: _____ Date: _____

LDA Permit Number: _____ ESPC Plans Approved: _____ Date: _____

County Engineer: Christopher Gargan Signature: _____



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EROSION CONTROL AFFIDAVIT

Construction Site Name: _____
Construction Site Address: _____
Property Owner: _____ Phone: (____) _____
Owner Address: _____
City: _____ State: _____ Zip: _____
Authorized Representative/Applicant: _____ Phone: (____) _____
24-Hour Contact Person: _____ Phone: (____) _____
E-Mail: _____
Georgia Soil and Water Conservation Commission certification #: _____

My signature hereto signifies that I am the person responsible for compliance with the Soil Erosion and Sedimentation Control Ordinance. I hereby acknowledge that Best Management Practices (BMP's), per *Manual for Erosion and Sediment Control in Georgia*, must be used to control soil erosion on my job site which includes (but, not limited to) at a minimum the following:

1. **Property installation and regular maintenance** of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exists on the job site;
2. **Proper installation and regular maintenance** of a gravel construction entrance with geotextile under-liner to keep soil and mud from being tracked from vehicles onto the roadways;
3. Removal of mud from the roadway or adjacent property immediately following any such occurrence;
4. Maintenance and removal of sediment from detention ponds, sediment basins, sediment traps, etc.
5. **Conduct no land disturbing activities within 25 feet** of the banks of streams, lakes, wetland, etc. (i.e. "state waters") or within 50 feet of any trout stream. For projects within the water supply watershed, check with the engineer for stream buffers and setbacks;
6. Cut-fill operations must be kept to a minimum;
7. Land disturbing activities must be limited to and contained within the site of the approved plans;
8. Disturbed soil shall be stabilized as quickly as practicable (**within 14 days**);
9. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development (Blankets or Matting are required on all slopes of 3 feet horizontal to 1 foot vertical (3:1) or steeper);
10. Cuts and fills may not endanger adjoining property;
11. Fills may not encroach upon natural watercourses or constructed channels in a manner so as to adversely affect other property owners;
12. Mud or silt (sediment) may not enter a stream, river, lake or other state waters.

NOTE:

1. Best Management Practices (BMP's): A collection of structural measures and vegetative practices which, when properly designed, installed, and maintained, will provide effective erosion and sedimentation control for all rainfall events up to and including a 25 year, 24-hour rainfall event.

2. State Waters: Any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells, and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the State which are not entirely confined and retained completely upon the property of a single individual, partnership, or corporation.

Any person violating any provisions of the Erosion and Sedimentation Ordinance, permitting conditions, or stop work order shall be liable for monetary penalty not to exceed **\$2,500 with a minimum of \$1,000 per day for each violation**, by a sentence of imprisonment not exceeding 60 days in jail or both fine and jail or work alternative. **Each day the violation or failure or refusal to comply shall constitute a separate violation.** Property owners, developers, and contractors should be advised that while the Erosion and Sedimentation Act and local Ordinance provides for fines of up to \$2,500 per day per violation, the GA Water Quality Control Act provides for fines up to \$50,000 per day per violation.

Please note that the ORIGINAL LAND DISTURBING ACTIVITY PERMIT holder is responsible for all land disturbing activity on the property – even if the lots are sold. Some liability may be alleviated if the original LDA Permit holder writes into his agreement of sale specific wording which ties all future development to the approved LDA Plan and Permit, including references to State Law and Carroll County Ordinances.

NOTE:

1. All persons involved in land disturbing activities have been trained and state certified per O.C.G.A. 12-7-19.
2. The finished floor elevation of the lowest habitable floor shall be at least (2) feet above (vertical elevation), or forty (40) feet from the (horizontal measurement) the 100-year floodplain or headwaters of any drainage easement or waterway (and not located in the dam-break area).
3. Driveway drain pipes shall be a minimum of 18 inches in diameter, and shall be bituminous coated metal pipe, reinforced concrete pipe, or material approved, in advance, by the Carroll County Road Department – PHONE: (770) 830-5901 (Driveways on State Highways call: Georgia DOT—(770) 646-5522.
4. No burial of wood waste, trees, stumps, or construction debris is allowed except in compliance with the procedure and rules of the Georgia Department of Natural Resources Environmental Protection Division, and inspections by the Development Department will be stopped at the request of the State if violations are found by them.
5. **511-3-1.03 General Requirements for On-Site Sewage Management Systems. Environmental Health (770) 836-6781.**

No person may begin the physical development of a lot or structure where an on-site sewage management system will be utilized, nor install an on-site sewage management system or component thereof, without having first obtained from the County Health Department a construction permit for the installation of an on-site sewage management system.

I hereby further acknowledge that Carroll County Department of Community Development inspection staff may refuse to make development inspections, may issue stop work orders, and may issue summons to Magistrate Court for failure to comply with erosion control requirements.

I further grant the right-of-entry onto this property, as described above, to the designated personnel of Carroll County for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinance.

Signature: _____ Date Signed: _____



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STATE OF GEORGIA
COUNTY OF CARROLL

AFFIDAVIT FOR A RESIDENTIAL CHANGE OF USE PERMIT

_____, personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted approval for a **RESIDENTIAL CHANGE OF USE PERMIT** under the Ordinances of Carroll County:

The information contained within the application attached hereto and filed in the Department of Community Development consists of facts within my personal knowledge that I know are true and correct, and will be relied upon by officials of Carroll County in making a decision whether to issue this Application, License, Permit, or other Department approval.

On behalf of the Applicant, I declare that the Applicant, regardless if a partnership, corporation, or other organization or entity that is receiving a benefit under this Application, License, Permit, or other Department approval (whichever is applicable) is not delinquent in the payment of any taxes or fees due Carroll County.

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This ____ day of _____, _____.

AFFIANT (signature)

Address: _____

Sworn to and subscribed
before me this ____ day
of _____, _____.

If Affiant is authorized to sign on behalf of a partnership, corporation, or other organization or entity, please set forth the entity and address

Notary Public

My Commission Expires:

Entity: _____
Address: _____



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STATE OF GEORGIA
COUNTY OF CARROLL

AFFIDAVIT FOR A BUILDING PERMIT

_____, personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted approval for a **BUILDING PERMIT** under the Ordinances of Carroll County:

The information contained within the application attached hereto and filed in the Department of Community Development consists of facts within my personal knowledge that I know are true and correct, and will be relied upon by officials of Carroll County in making a decision whether to issue this Application, License, Permit, or other Department approval.

On behalf of the Applicant, I declare that the Applicant, regardless if a partnership, corporation, or other organization or entity that is receiving a benefit under this Application, License, Permit, or other Department approval (whichever is applicable) is not delinquent in the payment of any taxes or fees due Carroll County.

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This _____ day of _____, _____.

AFFIANT (signature)

Address: _____

Sworn to and subscribed
before me this _____ day
of _____, _____.

If Affiant is authorized to sign on behalf of a partnership, corporation, or other organization or entity, please set forth the entity and address

Notary Public

My Commission Expires:

Entity: _____
Address: _____

