

Council:

Mayor – Toby P. Bradberry
Post 1 – Eric Carlson
Post 2 – Jason Presley
Post 3 – Ann Evans
Post 4 – Paul Dotterweich
Post 5 – Violet Dawe

Town of North High Shoals

Small Town, Big Heart

108 Jefferson Road
P.O. Box 129
High Shoals, Georgia 30645
(706) 769-4289
www.northhighshoals.org

PROCEDURE FOR OBTAINING A BUILDING PERMIT

When a Building Permit is Required:

A permit is required when any owner, authorized agent, or contractor desires to construct, enlarge, alter, repair, move, or demolish a building or structure. In addition, to install, enlarge, alter, or replace any electrical, gas, mechanical, plumbing, or sprinkler system the installation of which is regulated by the technical codes, relevant personnel shall first make application and obtain the required permit for that work.

Inspections are required for all permitted work on structural changes, electrical, plumbing, and/or HVAC. Any wall being repaired or moved that has electrical or structural changes must be permitted and inspected. Permits are required for pole barns, carports, decks, storage buildings, swimming pools, etc. Any addition to structures requires a permit and an inspection.

NOTE: Any bathroom or kitchen addition or remodel also requires a letter from Oconee County approving the septic system.

Reroofing does not require a permit *unless* there is rotten decking, rafters, or overhang. Any repair to structural components of the roof requires a permit and an inspection before the roof is covered.

All construction must conform to current standards and codes.

It is the responsibility of the applicant to ensure that all contractors have the proper licenses.

Georgia Law O.C.G.A. 43-14 requires all persons contracting or performing for hire any plumbing, electrical, low voltage, heating-air conditioning, or utility work in Georgia to be duly and currently licensed by the **Georgia State Construction Industry Licensing Board** for that work. It is also the responsibility of the applicant to ensure that the relevant property is free of burial grounds and is not located in a flood zone.

Applicant must also get permission from the Georgia Department of Transportation (GDOT) for driveways on Hwy 186 (AKA High Shoals Road, AKA Hopping Road), and to ensure that Best Management Practices are used for erosion control, etc.

Permit requirements are based on the scope of the work rather than a dollar value amount. Fees are listed on a separate sheet.

NOTE: After six (6) months of inactivity, the building permit shall become null and void, unless an extension has been granted.

Acquiring a Building Permit:

1. Applicant must complete and submit a building permit form.
 - To obtain a permit for construction inside the town limits of North High Shoals, an application must be submitted for review by the town council.
 - Permit applications are available at Town Hall, located at 108 Jefferson Road, just off Hwy 186 and across from the post office. The town hall office is staffed on Mondays and Tuesdays from 8:30 a.m. to 12:30 p.m. and 1:00 p.m. to 5:00 p.m. Visitors are encouraged to phone the office at (706) 769-4289 to confirm the clerk's presence prior to visiting.
 - Permit applications must be received at least seven (7) days in advance of the next regularly scheduled council meeting for inclusion on that meeting's agenda.
 - Council meets the third Monday of each month at 7:30 p.m. at Town Hall.

NOTE: Petitioner must attach to the permit application a drawn-to-scale plat of the relevant property.

- Plat must show the locations of proposed and existing buildings, septic systems, cemeteries, swimming pools, streams, property lines, etc.
- Setbacks from property lines, streams and rivers, utility easements, etc. must be taken into account on the plat. (ex. There is a minimum required setback of 50 feet from streams and rivers.)
- Ensure culvert size is at County minimum.
- Erosion control methods should be indicated.

NOTE: Petitioner must attach a copy of all contractors' licenses to the permit application.

2. Council discusses the permit application and votes to accept or reject said application.
3. If accepted, the applicant is required to pay the relevant permit fee and is given contact information for the Town's building inspector. Applicant is expected to work directly with the building inspector to schedule all inspections. Please contact the inspector prior to starting any work.
 - Building inspector conducts at least three (3) inspections.
 - o Footing Inspection: temporary power pole installed, footings dug and ready to pour, etc.
 - o Rough Inspection: framing (walls, roof, doors, windows), plumbing, electrical, insulation, and HVAC. Outside should be complete, unless brick.
 - o Final Inspection: structure is complete. Includes a re-check of all previous work.
 - Inspection fees are usually \$90 per inspection. Repeat inspections, if required, are also \$90.
 - Applicant pays the building inspector directly, and the inspector notifies the town of progress.
 - A Certificate of Occupancy (CO) is issued upon final approval of the building inspector.

Please see the North High Shoals Code of Ordinances for more information.

Thanks for helping to make and keep North High Shoals an awesome place to be!