

Check list for
Building a New Home,
Additions to home and
Accessory Buildings

- Name of Property Owner
If not owner of land; need a letter with property owner's permission
- Copy of Plat &/or Deed
- Site Plan of placement of home, addition, or accessory building
Tell how far back the project is from center line of road at front,
side and rear property lines (the set backs)
If a Addition show where it is located according the home/building
If a Accessory Building show where it is located to home/building
in addition to set backs
- Need Construction Materials of Addition or Accessory Building
Gives the Dimensions
Heated and unheated square footage of dwelling
Number of 110 Volt outlets
Number of 220 Volt outlets
Amperage of electrical service
Number of Plumbing drains
Number of HVAC units
The reason for this is so the inspectors may look at the plans and
make sure it would be within code
- Name of Contractors
Needs to be licensed; if in City will need a copy of Business License
Must sign permit or verify in writing proof of installation
- Copy of House Plans
- Septic Tank Permit
This is for new site built homes and Bathroom additions
- City Water & Sewage
Need Letter showing Proof of City Water & Sewage
from Tifton/Tift County Utility Department
- 9-1-1 Address Request Form
- Driveway Application

IF LOCATED INTO CITY

- Need Copy of Business License of Contractor doing the work
- Will go before City Permit Review every Friday
Need information before noon on Thursday for minor projects
other will go before committee on the next Friday

GENERAL INFORMATION

- Need to call 229-386-7961 and schedule an inspection 24 hours in advance