



Permitting Office
68 Kingsland Dr., Ste. C
Folkston, GA 31537
P: 912-496-3826
F: 912-496-4645
sreynolds@charltoncountyga.gov

NOTICE

- Inspection requests must be made 24 hours in advance to the Permitting Office at: (912) 496-3826. Provide the permit number at the time of the inspection request.
- Effective July 1, 2011, the amendments to the International Energy Conservation Code (Section 401.3) require all new construction to provide an **Energy Code Compliance Certificate** before a certificate of occupancy will be issued.
- By law, a State of Georgia licensed contractor must pull all construction permits. However, a homeowner is allowed to pull a construction permit to build their personal home every 2 years (43-41-17. c.2.h). All other permits (Electrical, Plumbing, Gas, and Mechanical) require State of Georgia licensed contractors. A homeowner may not pull their own electrical, plumbing, or gas permits and are only allowed to pull mechanical permits if the unit being installed is a packaged heating and air unit (also known as “self-contained”). The homeowner must sign and provide the **Homeowner Acting as Contractor Agreement**.

PROPERTY LOCATION REQUIREMENTS:

- ZONING: Any construction within the city limits of Folkston must be approved by the city council. A written notice of approval shall be provided with the Building Permit Application.
- LOCATION AND LOT SIZE REQUIREMENTS:

SERVICE TYPE	MINIMUM LOT SIZE PER DWELLING
Septic and Well	1 acre
Septic and City Water	½ acre
City Sewer and City Water	No less than 10,000 square feet (.23 Acres)

- FLOOD ZONE: If the property is located in a flood zone, an **Elevation Certificate** shall be provided with the Building Permit Application.
- SETBACKS: All permanent structures must be situated no less than fifteen (15) feet from any property line or boundary and no less than twenty-five (25) feet from any boundary of any public right of way.



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PLANS SUBMITTAL:

- **BUILDING PLANS:** Along with the **Building Permit Application**, two (2) original sets of building plans that meet or exceed the 100 mph/3 second wind load gust must be submitted for approval. All plans must meet IBC 2018, IRC 2018, IFC 2018, IPC 2018, IMC 2018, IFGC 2018, NEC 2017, IECC 2015, & ISPSC 2018 with Georgia Amendments (if applies). No physical construction is to begin without the issuance of a building permit. **If construction is started without purchasing a building permit, the permit fee will be doubled.**
- **SITE DEVELOPMENT PLAN:** A **Site Development Plan** showing the location of well, septic, elevation of home, and road access shall be provided with the Building Permit Application. If a site survey is provided, it must be done by a State of Georgia registered surveyor prior to pouring the foundation.
- **TRUSSES:** If building with trusses, a copy of **Engineered Truss Plans** must be submitted.
- **ENVIRONMENTAL:** Additions that include bedrooms or bathrooms will require approval from the Charlton County Health Department (2587 Third St., Folkston, GA 31537) and must meet current codes. The office can be reached at (855)473-4374. The Septic Tank Permit or Application shall be provided with the Building Permit Application.

BUILDING PERMIT AND INSPECTIONS:

- **The building permit is valid for a period of 180 days.** The building inspector is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension must be requested in writing and justifiable cause demonstrated. The construction will have to meet all current building codes including any revisions that have occurred since the initial issuance of the permit.
- If you should have any questions, the permitting office is open Monday through Friday from 8:00AM-1:00PM and 2:00PM-5:00PM. The office phone number is: (912) 496-3826.
- **Inspections Required:**
 - Footing after excavation, reinforcement and grade stakes are installed prior to pouring concrete
 - Mechanical, electrical, plumbing, duct system and gas piping prior to cover up
 - Framing prior to covering structural member
 - Exterior walls or hollow concrete masonry units are to be made with tie beams placed around the perimeter of the building on each floor and roof level
 - Final inspection for compliance with gas, mechanical, electrical, plumbing, and structural