



320 N. Louisville Street  
P.O. Box, 99  
Harlem, GA 30814  
Tel: (706) 556-0043  
Fax: (706) 556-0604

## Residential Building Permit Process

\*Please note that this is intended for new construction and is intended as a general guide. However, many of the same steps will have to be followed for additions on residential properties. Please see the next page for information on additions and detached structures. Sites larger than one acre and subdivisions may require modifications to the process, please consult with city staff.

1. Consult with Planning & Zoning staff on the zoning of the property, required setbacks, and any other development regulations that may be in place.
2. Building permits are **required** before work is to be started.
3. If not already completed, contractor and subcontractors must register with the City of Harlem prior to issuance of building permits.
4. Plans will need to be submitted to Columbia County Development Services prior to a building permit being issued. It is recommended that you contact Development Services prior to submitting plans to ensure that all information required is present. Requirements for plan submittal is as follows:
  - a. One complete set of plans must be submitted for review
  - b. Plans must include floor plans, elevations (front, rear, and both sides), layout of floor and ceiling joists (designated and storage space)
  - c. Foundation plan must include dimensions showing pier and/or pier and curtain layout (as applicable), if using a slab foundation, plumbing supply, waste and vent must be shown (dryer vent in slab if applicable)
  - d. 2004 RES check-visit the [energycodes.gov](http://energycodes.gov) to download free software available to complete the RES check. Be sure to choose codes/Georgia/Evans after you have registered.
  - e. City of Harlem uses the 2006 IBC, 2006 IMC, 2006 IPC, 2006 IFGC, 2006 IRC, 2006 IECC, and 2011 NEC (all with Georgia amendments).
5. After approval by Development Services, bring stamped plans and plot plan showing location of house on lot with front, side, and rear setbacks to Planning & Zoning.
6. Apply for a building permit with Planning & Zoning.
7. Pay for sewer and water taps, if applicable. Please call 706-556-3448 and speak with Leona Holley.
8. Install soil and erosion bmp's as needed. City of Harlem Public Works and Planning & Zoning departments will inspect.
9. If clearing and/or grading over 1 acre of land, a Notice of Intent will need to be filed. Otherwise, grade and/or clear the lot as needed.
10. Upon inspection and approval of soil and erosion and payment of all fees building permit will be issued.
11. City of Harlem will inspect sewer and water tap installation by plumber.
12. Columbia County Development Services responsible for all other inspections. Please call 706-868-3420 to schedule inspections and have your permit number ready.
13. Upon final inspection of the project, please call Planning & Zoning to be issued a Certificate of Occupancy.
14. New owner will need to open water, sewer, and trash collection account. Please contact Leona Holley at 706-556-3448 for more information.

**Requirements for Submitting Residential Plans (for Additions, Sheds, Detached Garages):**

- 1) Need a Plat with location of property lines, and all structures on the lot (existing and new); with the distances from structures to property lines and distance from structure to structure, (show all set-backs, and all right-of-ways)
- 2) A filled out Residential Permit application (include e-mail address if applicable).
- 3) PLANS (with as much detail as possible; to include but not limited to – the items below):
  - a) Footing/Foundation/Slab details (depth & width, of footing, location and size of rebar – min. 2 rows of #4 rebar continuous – wire or fiber in slab, anchor bolt layout – min. 6’ft on center, ½” X 10” anchor bolts. If it is a monolithic slab –will need details of the slab – min. 20” thick footing; 12” of it to be below grade & 8” of it to be above grade; the slab is to be a min. of 4” thick. If it is to be a crawlspace (wood floor) – then will need the pier & footing layout & block wall details.
  - b) Elevations (views of front, rear, and sides) include the grades – will there need to be a raised (elevated) slab, a large block wall... if so then follow Columbia County’s “Guidelines for elevated slabs”
  - c) Wall Details (size, spacing and type of material to be used for the sill plate or bottom plate, studs, headers, top plate, wall sheathing, wall siding, insulation...)
  - d) Floor Details (if it is to be crawlspace then you’ll need size and spacing of floor beams (girders) and need size spacing of floor joist. If it is an engineered plan (TJI’s Wood I-Beams...) then we need those plans as well).
  - e) Roof Details (include size, spacing of rafters, purlings & roof supports, ridge board, roof decking, and roof covering material (shingles, metal...). If it is to be Roof Trusses – then we need those plans from the truss manufacturer.
  - f) Floor Plans (dimensions, location, and use of each space/room; door & window locations as well their sizes; include the electrical layout (where the receptacles, lights, smoke detectors, etc... are located). If it is a large addition/garage it may need a load calculation from an electrical contractor to see if the existing panel can handle the new load. Also include the plumbing and mechanical layout.
  - g) Scope of Work (a description of what it is that you are building and the codes that you will comply with. Columbia County enforces the 2006 IRC, 2006 IMC, 2006 IPC, 2006 IFGC, 2009 IECC, 2011 NEC, all with Georgia State Amendments. If you are not familiar with these codes – hire a state licensed Contractor.



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## Fee Schedule for Residential Construction

### New Construction

Building: \$.09 per square foot under roof

Plumbing: \$55.00 flat fee

Mechanical (HVAC): \$55.00 flat fee

Electrical: \$55.00 flat fee plus \$35.00 for a temporary pole

Low Voltage: \$55.00 flat fee

Sprinkler: \$55.00 flat fee

Pool: \$6.00 per \$1,000 of valuation or a \$55.00 minimum

Sewer Inspection: \$25.00 flat fee (Provided by City of Harlem)

### Additions & Renovations

*Based on valuation of the work*

- \$4,000 and less: \$50.00 minimum
- \$4,000.01 to \$25,000: \$50 for the first \$4000 plus \$6 for each additional thousand or fraction thereof
- \$25,000.01 to \$50,000: \$176 for the first \$25000 plus \$7 for each additional thousand or fraction thereof
- \$50,000.01 to \$100,000: \$351 for the first \$50000 plus \$8 for each additional thousand or fraction thereof
- \$100,000.01 and up: \$751 for the first \$100,000 plus \$4 for each additional thousand or fraction thereof

Electrical Service Change or Temporary: \$35

### Demolition or Moving of Building or Structure

\$80 flat fee

### Reinspection Fee

If it is necessary to make a reinspection for a required building, electrical, mechanical, or plumbing inspection because of improper or incomplete work, the contractor shall pay a reinspection fee of \$30.00.



## Columbia County Residential Building Permit Requirements

1. General Contractor must show proof of Georgia State Contractor's license, appropriate general liability insurance, \$15,000 surety bond and worker's compensation insurance. If homeowner plans to build the house they must be approved as a "Do It Yourself Single Family Residential Property Owner" with proof of worker's compensation insurance.
2. Water and Sewer Tap fees must be paid (Water & Sewer Department 706-863-6928)
3. Septic Tank and Well Permit (Health Department 706-541-1318)
4. Plot Plan – 1 copy with location of house on lot showing front, side and rear setbacks.
5. 1 copy of the recorded plat of land, if not in subdivision. Any lot that is affected by the 100 year flood plain to any degree must submit a properly completed elevation certificate to George Eastman (706-312-7278). Failure to do so will result in an inspection hold at the foundation stage.
6. The following must be completed on the permit application:
  - Street Address (Julianne Coleman 706-312-7352)
  - Value of work (construction)
  - Total square feet under roof • Total heated area
7. Electrician, Plumber and Mechanical must be licensed, bonded, insured and have State Card. If licensed in another county must show Business License, proof of Insurance, Surety Bond payable to Columbia County and State Card. These Sub-Contractors must purchase their permits.
8. One complete set of plans must be submitted for review.
9. Building plans must include the following:
  - a. floor plans
  - b. elevations (front, rear and both sides)
  - c. layout of floor and ceiling joists (designated and storage space)
10. Foundation plan must include the following:
  - a. dimensions showing pier and/or pier and curtain layout (as applicable)
  - b. if using a slab foundation, plumbing supply, waste and vent must be shown (dryer vent in slab if applicable)
11. 2004 RES check – visit the web site [www.energycodes.gov](http://www.energycodes.gov) to download free software available to complete the RES check. Be sure to choose codes/Georgia/Evans after you have registered.
12. Notice of Intent form must be submitted if building is in a subdivision. If not in a subdivision but over 5 acres a NOI is required. If under 5 acres, NOI not required.
13. All single family lots located within 200 feet of state waters as defined by Columbia County's Soil Erosion and Control Ordinance will be required to submit a certified grading permit/plan.