

# EARLY COUNTY CODE ENFORCEMENT

204 Court Square Blakely, Georgia 39823

Phone (229) 723-5163 FAX (229) 723-8684 [ecce@earlycounty.org](mailto:ecce@earlycounty.org)

**Phillip Law, Code Enforcement Officer**

## **AN APPOINTMENT IS RECOMMENDED FOR ALL BUSINESS**

**OFFICE HOURS are MONDAY – THURSDAY 8:00 AM to 10:00 AM\* and 3:00 PM to 4:30 PM\* and FRIDAY 8:00 AM to 10:00 AM\* - NO PERMITS ISSUED ON FRIDAYS**

**\*(It may be possible to meet between these hours, provided an appointment is made at least one day in advance.)**

**A pre-application consultation is recommended to assure that the applicant's property will comply with the activity authorized by the permit. Application fees are not accepted at this meeting.**

**NO PERMIT APPLICATIONS OR FEES WILL BE ACCEPTED UNLESS ACCOMPANIED BY ALL THE DOCUMENTATION REQUIRED FOR THE PERMIT.**

## **GENERAL REQUIREMENTS for BUILDING / CONSTRUCTION PERMITS:**

### **ADDRESSING:**

**No permit will be issued for property without a proper E-911 address marker in place.**

An address and sign may be obtained at the SWGA Regional E-911 Center (229) 723-2200. The 911 center must be informed of any building or MFG home being built, brought in, or exchanged. They will provide written confirmation of the address, whether it be new or unchanged.

### **PROPERTY SIZE REQUIREMENTS:**

The lot for the home must be a minimum of 1.5 acres. It must also provide 150 feet of roadside frontage, allow at least 15 feet clearance for the home from adjoining property lines, allow at least 30 feet clearance from the property line at the roadway, and have a minimum lot width of 100 feet at the building line (where the home sits).

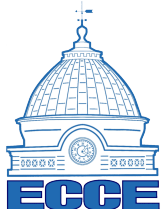
#### **Exceptions are:**

- a. Property established prior to the ordinance (1997) with a living unit is permitted regardless of size.
- b. Property established prior to the ordinance (1997) without a living unit must have a minimum of one (1) acre.
- c. Lots with less than 150 Ft. of roadside frontage are Flag Lots. These lots, which are accessed by the required 30' perpetual easement (Flag Lots) must be a minimum of 2 acres. Two lots are permitted per easement, per Early County Subdivision Regulations)
- d. Lots connected to a municipal water &/or sewage require less acreage than above (contact CE)

### **PROOF OF PROPERTY OWNERSHIP REQUIREMENTS:**

1. If the permit applicant is the property owner, application must include a copy of the deed & plat.
2. If the applicant is not the property owner, application must include a copy of the deed & plat. A copy of the lease, or a permission statement from the owner is required as well.
3. A release from the Tax Commissioner is also required to prove that no unpaid taxes exist.

**PLEASE REFER THE THE ATTACHED PAGES FOR  
ADDITONAL REQUIREMENTS FOR THE SPECIFIC TYPE OF  
PERMIT THAT YOU ARE APPLYING FOR:**



# EARLY COUNTY CODE ENFORCEMENT

## PERMIT APPLICATION & INSPECTION FEES

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**ALL PERMIT FEES INCLUDE ONE (1) INSPECTION. ADDITIONAL FEE(S) CHARGED FOR RE-INSPECTIONS.**

### **ELECTRIC PERMIT APPLICATION**

ELECTRIC FOR RESIDENCE or RESIDENTIAL ACCESSORY BUILDING	\$75
ELECTRIC FOR COMMERCIAL or AGRICULTURAL USE	\$100
RE-INSPECTION FEE (FOR ANY FAILED INITIAL ELECTRICAL INSPECTION)	\$50

### **BUILDING PERMIT APPLICATION**

ACCESSORY BUILDING or ADDITION: NO SEPTIC (ON SAME PARCEL AS A DWELLING)	\$75
RESIDENTIAL BUILDING or ADDITION: WITH SEPTIC (DWELLING OR OTHER BUILDING)	\$100
COMMERCIAL or AGRICULTURAL BUILDING or ADDITION (NO DWELLING ON PARCEL)	\$150

### **SOLAR PERMIT APPLICATION**

RESIDENTIAL OR AGRICULTURAL ARRAY (MULTIPLE PANELS)	\$75
COMMERCIAL SOLAR FARM (POWER FOR SALE)	\$500

### **MANUFACTURED HOME PERMIT APPLICATION**

NEW MANUFACTURED HOME	\$100
USED MANUFACTURED HOME*	\$200
*USED HOMES: REFUNDABLE GUARANTEE OF CONDITION DEPOSIT	\$500
<i>Refundable Guarantee of Condition Bond (or cash) required for all used homes permitted from outside Early County. This deposit is forfeited if home does not meet all requirements within 90 days of permit.</i>	
RE-INSPECTION FEE (FOR ANY FAILED INITIAL INSPECTION)	\$100

### **TRAVEL TRAILER PERMIT APPLICATION**

ANY TRAVEL TRAILER OCCUPIED 90 DAYS OR MORE (ANNUALLY)	\$50
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### **SUBDIVISION / PROPERTY SPLIT PERMIT APPLICATION**

SINGLE-LOT-SPLIT (ONE LOT INTO TWO)	\$100
DIVISION INTO THREE OR MORE LOTS (FEE IS PER LOT)	\$100

### **COMMERCIAL JUNK YARD or SALVAGE YARD PERMIT APPLICATION**

MUST ALSO REGISTER WITH SHERIFF AS SECONDARY METALS RECYCLER	\$750
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### **COMMUNICATIONS TOWER PERMIT APPLICATION**

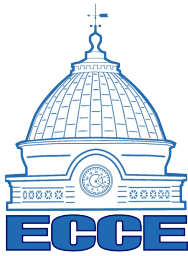
EQUIPMENT UPGRADE, MODIFICATION, CO-LOCATION or GROUND WORK	\$50
ESCROW FOR TECHNICAL CONSULTATION	\$450
NEW TOWER CONSTRUCTION or HEIGHT INCREASE OF EXISTING TOWER	\$500
ESCROW FOR TECHNICAL CONSULTATION	\$6,500

### **DEMOLITION (STRUCTURE) or MOVE-OFF (MFG HOME) PERMIT APPLICATION**

FEE IS SAME AS BUILDING OR MFG HOME PERMIT FOR THE SPECIFIC TYPE OF STRUCTURE OR HOME. **PERMIT FEE WAIVED IF PERMIT OBTAINED PRIOR TO DEMOLITION OR MOVING.**

**ALL FEES ARE DOUBLED IF WORK STARTED PRIOR TO OBTAINING A PERMIT  
(APPLICANT/VIOLATOR IS ALSO SUBJECT TO PROSECUTION FOR NO PERMIT)**

**ALL CHECKS PAYABLE TO EARLY COUNTY CODE ENFORCEMENT**



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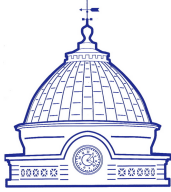
**Phillip Law, Code Enforcement Officer**

## Building/Construction Permit Checklist

1. ☐ Property is free of CODE VIOLATIONS (Junk cars, rubbish, etc.).
2. ☐ Provide proof of application for well and septic tank evaluation or permit.  
*Early County Health Department (229) 207-0049*
3. ☐ Obtain 911 address AND sign. (No permit will be issued without a properly displayed E-911 address sign and written confirmation from E-911) *SWGA Regional E-911Center (229) 723-2200*
4. ☐ Provide a drawing or copy of the blueprints of the proposed construction. Drawings must be to scale, and state that all construction is in compliance with current International Building Codes. A digital copy is preferred.
5. ☐ If you are building your own home you must present a State recognized photo identification when you apply. applicant will also complete and sign an affidavit (at the CE office) that will be notarized.
6. ☐ Provide a list of contractor(s) and a copy of current contractors' license(s). The form is included in this packet, and must be notarized.
7. ☐ Obtain copy of recorded plat – *Clerk of Court's office (229) 723-3033*  
Building setbacks from property lines: Front 30', Back, Right & Left 15'
8. ☐ Obtain copy of Warranty Deed – *Clerk of Court's office (229) 723-3033*
9. ☐ If applicant is not landowner, provide lease or letter of permission. A Letter of Administration (or other) is required if land is estate property.
10. ☐ Provide proof property taxes are current  
*Tax Commissioner's Office (229) 723-4024*
11. ☐ Pay application fee: Please bring all above required items at time of application. Payment will not be accepted for incomplete applications, which will be rejected. No documentation accepted ahead of payment.

**Fees doubled if work begins prior to issuance of permit & possible prosecution in court.**

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# EARLY COUNTY CODE ENFORCEMENT

## AFFIDAVIT: ACTING AS YOUR OWN CONTRACTOR

As of July 1, 2008, the State of Georgia requires that all building construction projects over \$2,500 be performed by contractors that are licensed as General, Light-Commercial and Residential Basic contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a state license. However, you must provide direct, onsite supervision of the construction yourself. You may build, repair or enlarge a one-family or two-family residence or a commercial building for your own use and occupancy. The residential or commercial building may not be built or substantially improved for sale or lease. If you sell or lease the building within 2 years after the date of the issuance of a Certificate of Occupancy, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise others working on your building. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. You may not delegate the responsibility for supervising work to an unlicensed contractor. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you. Your construction shall comply with all applicable laws, ordinances, building codes, and zoning regulations. You will also be required to submit a list of all your subcontractors at the time that you submit the building permit application along with permit applications for all new electrical, plumbing and HVAC system installations or alterations. If you hire a state licensed subcontractor, that subcontractor must submit the required permit application for the installation or alteration of an electrical, plumbing and HVAC system.

**Will you be hiring any subcontractors to assist you with this project?** ☐ YES ☐ NO

☐ **If 'YES' separate Contractor License Forms are attached for each subcontractor.**

**If an unlicensed contractor is found working or supervising the work granted to you by a permit issued by Early County Code Enforcement, you may be subject to a fine not exceeding \$1,000.00 and court costs or to imprisonment for a term not exceeding six months, or to both such fine and imprisonment, any or all of such penalties to be imposed at the discretion of the Early County Magistrate Court judge pursuant to Early County Code of Ordinances.**

O.C.G.A. § 43-41-17(h)

*(h) Nothing in this chapter shall preclude any person from constructing a building or structure on real property owned by such person which is intended upon completion for use or occupancy solely by that person and his or her family, firm, or corporation and its employees, and not for use by the general public and not offered for sale or lease. In so doing, such person may act as his or her own contractor personally providing direct supervision and management of all work not performed by licensed contractors. However, if, under this subsection, the person or his or her family, firm, or corporation has previously sold or transferred a building or structure which had been constructed by such person acting without a licensed residential or general contractor within the prior 24 month period, starting from the date on which a certificate of occupancy was issued for such building or structure, then such person may not, under this subsection, construct another separate building or structure without having first obtained on his or her own behalf an appropriate residential or general contractor license or having engaged such a duly licensed contractor to perform such work to the extent required under this chapter, or it shall be presumed that the person, firm, or corporation did not intend such building solely for occupancy by that person and his or her family, firm, or corporation. Further, such person may not delegate the responsibility to directly supervise and manage all or any part of the work relating thereto to any other person unless that person is licensed under this chapter and the work being performed is within the scope of that person's license. In any event, however, all such work must be done in conformity with all other applicable provisions of this title, the rules and regulations of the board and division involved, and any applicable county or municipal resolutions, ordinances, codes, permitting or inspection requirements.*

I have read and fully understand the above regulations pertaining to acting as my own contractor.

\_\_\_\_\_  
Printed First, Last Name of Homeowner

Sworn and subscribed before me

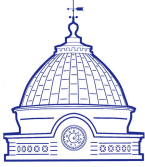
This \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

**OFFICIAL COPY TO BE SIGNED & NOTARIZED AT TIME OF APPLICATION**

\_\_\_\_\_  
Homeowner/Applicant's Signature

\_\_\_\_\_  
Notary Public

Georgia State at Large



# EARLY COUNTY CODE ENFORCEMENT

## AFFIDAVIT: CONTRACTOR / SUBCONTRACTOR

This form must be completed, signed, notarized, and submitted to Early County Code Enforcement along with the permit application and other required documentation.

### PROJECT INFORMATION

HOMEOWNER/PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_, \_\_\_\_\_, GA \_\_\_\_\_

DESCRIBE WORK TO BE DONE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ - GENERAL    ☐ - PLUMBING    ☐ - ELECTRICAL    ☐ - MECHANICAL

### CONTRACTOR INFORMATION

COMPANY NAME: \_\_\_\_\_ PHONE (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_

☐ COPY OF GEORGIA LICENSE ATTACHED    LICENSE NUMBER # \_\_\_\_\_

☐ COPY OF BUSINESS TAX /OCCUPATION CERTIFICATE ATTACHED

IN THE EVENT OF ANY CHANGE IN MY STATUS ON THE ABOVE JOB, I UNDERSTAND THAT I WILL BE RESPONSIBLE FOR THIS JOB UNTIL EARLY COUNTY CODE ENFORCEMENT HAS BEEN NOTIFIED IN WRITING OF ANY CHANGES.

Sworn and subscribed before me

\_\_\_\_\_  
Printed First, Last Name of Cardholder

This \_\_\_\_ Day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Cardholder's Original Signature

\_\_\_\_\_  
Notary Public, State of Georgia

Cell: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

# **CONTRACTOR'S NOTES**

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# EARLY COUNTY CODE ENFORCEMENT

## PRELIMINARY PERMIT APPLICATION

PERMIT TYPE: ☐ ELECTRIC ☐ BUILDING ☐ SUBDIVISION ☐ POULTRY OPERATION  
☐ MFG HOME (IN) ☐ MFG HOME (OUT) ☐ CAMPER ☐ COMMUNICATIONS TOWER  
☐ DEMOLITION OF SITE-BUILT STRUCTURE OR MFG HOME ☐ SOLAR ☐ OTHER

### PERMIT APPLICANT (PERSON WHO WILL BE RESPONSIBLE FOR WORK & VIOLATIONS)

Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

ARE YOU A LICENSED CONTRACTOR? ☐ GENERAL ☐ ELECTRICAL ☐ OTHER  
(PLEASE COMPLETE & ATTACH THE "AFFIDAVIT: CONTRACTOR/SUB-CONTRACTOR")

CONTRACTOR'S COMPANY NAME: \_\_\_\_\_

CONTRACTOR'S COMPANY ADDRESS: \_\_\_\_\_

☐ ARE YOU ACTING AS YOUR OWN CONTRACTOR? (SIGN AFFIDAVIT AT C.E. OFFICE)

### PROPERTY LOCATION (WHERE WILL THE PERMITTED WORK BE DONE?)

Property Owner: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Property Address: \_\_\_\_\_

E-Mail: \_\_\_\_\_

DESCRIBE WORK TO BE DONE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

WHAT WILL THIS BE USED FOR? \_\_\_\_\_

BUILDING / ADDITION SQUARE FOOTAGE or LENGTH & WIDTH MFG HOME: \_\_\_\_\_

TOTAL COST OF WORK TO BE DONE or TOTAL COST OF MFG HOME: \_\_\_\_\_

*Be advised that work beyond the scope of the issued permit may be a violation. An addition to a structure that did not initially require a permit, which increases the aggregate size to one that requires a permit, is considered non-permitted work. Any change of the stated use (listed here) in the future will void the permit. An example of this would be converting a storage building into a dwelling. The addition of power or walls to an exempt structure is a violation. Any person performing non-permitted work is subject to prosecution. Non-permitted work is uninspected work, and is deemed unsafe by default. Non-permitted work discovered by this department may result in immediate termination of electrical services. No power will be restored until the work has passed inspection.*

Printed First, Last Name (As listed on photo I.D.) \_\_\_\_\_

Cell: (\_\_\_\_) \_\_\_\_ - \_\_\_\_\_

Signature (As listed on photo I.D.) \_\_\_\_\_

Application Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# **CONTRACTOR'S NOTES**

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# **CONTRACTOR'S NOTES**

**CONTRACTOR'S NOTES**

**BUILDING &  
CONSTRUCTION  
PERMIT  
INFORMATION**

