



# New Residential Building Permit Checklist

## Building & Planning Department

P. O. Box 247

186 Hwy 441 Bypass, Baldwin, GA 30511

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The following list of documentation is required before a permit will be issued for residential construction. Incomplete forms will not be processed and will delay permit issuance. Please return this form with all permit application submittals.

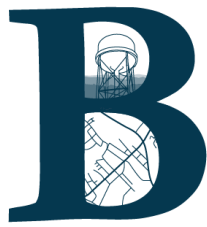
- \_\_\_\_\_ Completed building application
- \_\_\_\_\_ Contractor licensing documentation (state, business, and driver's license)
- \_\_\_\_\_ One (1) notarized copy of Homeowner Affidavit (as applicable if homeowner is assuming responsibility as general contractor)
- \_\_\_\_\_ Completed trade permit applications (electrical, mechanical/gas, plumbing)
- \_\_\_\_\_ Subcontractor licensing documentation (state, business, and driver's license for each trade)
- \_\_\_\_\_ GSWCC Level 1A Certification (Blue Card)
- \_\_\_\_\_ One (1) copy of Tertiary Permit NOI (if applicable)
- \_\_\_\_\_ One (1) copy of 3-phase Erosion Sediment Control Plan (NRCS stamped approved for tertiary permitting)
- \_\_\_\_\_ One (1) set of scaled construction drawings (foundation plan, floor plan, side elevations, and wall details), including plans for all applicable trades (8.5 "x 11" is acceptable if legible). A digital copy of the plans must also be submitted either via email or USB.
- \_\_\_\_\_ House Location Plan: scaled site survey with a scaled footprint of house and any other structure located on property (fences, septic systems, pools, etc.), show building limitations, setback requirements
- \_\_\_\_\_ Septic Permit from County (if applicable)
- \_\_\_\_\_ Recorded deed of property/proof of ownership
- \_\_\_\_\_ Recorded plat of property
- \_\_\_\_\_ Proof of taxes paid on property
- \_\_\_\_\_ Engineer's report(s) signing off on work already complete (if any work was done without a permit)

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

Applicant Name: \_\_\_\_\_

Received by: \_\_\_\_\_

Complete Application Received: \_\_\_\_\_



### **Residential/Single Family**

**No construction is to begin until the permit is posted.** Permit should be posted in a weather protective box located adjacent to the construction exit on the street. Post the permit in a manner that is accessible and will allow inspectors to sign and leave inspection reports. **Do not post permits on trees or fences.**

Before scheduling the first inspection, the following measures should be in place:

- Construction entrance/exit consisting of a 50' x 20' geo-tech mat and gravel.
- Erosion control measures per tertiary plan (if applicable).
- Jobsite address and lot number clearly marked at the street.
- Toilet facility for workers.
- Front and side lot lines marked by string and intermediate stakes (for setback verification).

**Only request inspection when 100% ready for inspection.** Inspections are guaranteed to be performed the next business day following the request, as long as the request is made before the 4:00 pm cut-off time. Inspections will be conducted between 8:00 am and 5:00 pm. Inspection requests should be made through Baldwin City Hall by calling 706) 778-6341 or emailing [cityclerk@cityofbaldwin.org](mailto:cityclerk@cityofbaldwin.org). Inspectors will **not** take inspection requests. Please provide the following when requesting an inspection:

- Permit Number
- Type of Inspection
- Jobsite Address
- Contractor's name and number

Requested inspections that are not ready at the time the inspector arrives on site will result in a failed inspection and a \$75.00 re-inspection fee. Appointments will be made at the discretion of the inspector. Inspectors **will not** handle keys or combination locks. A locked structure or inaccessible jobsite will be considered not ready for inspection and be marked as failed.

**Best Management Practices are to be maintained at all times.** Job sites should always remain free of construction debris and trash. Inspectors will **not** perform any permit-related inspection before verifying that the job site is in compliance with the City Solid Waste Ordinance, other relevant City Ordinances, and the Georgia Erosion and Sedimentation Act of 1975 (as amended through 2020). Jobsites that are in gross non-compliance will be cited and reported to the Environmental Protection Division. A \$75.00 re-inspection fee will be assessed to the contractor and the inspection must be rescheduled once the jobsite is in compliance.

## **Third Party Inspections**

Baldwin inspectors will perform all required inspections. The use of an approved third-party engineer is allowed in lieu of the city inspection **only** with permission from the Building Official and approved by the City of Baldwin. Any work performed without inspection is subject to removal and/or a monetary penalty. Inspectors may require the use of an engineer's report at their discretion to perform the appropriate inspection.

## **Certificate of Occupancy/Completion**

When the structure is 100% complete, a Final Inspection should be requested. All applicable fees and outstanding re-inspection fees should be paid prior to this request. No dwelling may be inhabited prior to receiving the Certificate of Occupancy and must be free of any furniture or personal property during the inspection. Required landscaping and soil stabilization methods should be in place before requesting inspection. Temporary occupancy will **not** be issued for any residential single or multi-family dwelling. **The City of Baldwin will not guarantee the issuance of a CO when final inspection is performed on the day of closing.**

## **Residential/Single Family Order of Inspections**

### **Slab Foundation**

1. Plumbing Under Slab - 10' Head of Water
2. Footings and Slab Prep
3. Framing/Sheathing/Garage Door Portal (R602.10.6.2 through R602.10.6.4)
4. MEP's/Moisture Barrier
5. Insulation - House must be dried in
6. Temporary/Permanent Power on House (house must be secured)
7. Final Inspection

### **Basement Foundation**

1. Wall Footings
2. Concrete Poured Wall Forms/Rebar
3. Plumbing Under Slab - 10' Head of Water
4. Footings and Slab Prep
5. Framing/Sheathing/Garage Door Portal (R602.10.6.2 through R602.10.6.4)
6. MEP's/Moisture Barrier
7. Insulation - House must be dried in
8. Temporary/Permanent Power on House (house must be secured).
9. Final Inspection

## **Required Inspections**

**Foundation** - **PRIOR to pouring concrete.** All footings for any foundation are required to be a minimum of 12 inches below undisturbed grade. Footing depth will be measured from bottom of form boards or grade to bottom of footing. Reinforcing steel should be supported on chairs or tied to steel stakes and runs tied together throughout. **Floating steel into the concrete as it is poured is prohibited.** Footings should be clean and free of water and debris. Front, rear, and side setbacks will be verified during this inspection.

**Foundation Wall Steel** - **PRIOR to pouring concrete.** Basement walls and retaining walls greater than 4 feet in height will be inspected for reinforcing steel grid pattern and position within the wall forms. Inspection should be called in before all forms are completely installed.

**Under-Slab Plumbing** - Plumbing drain and waste lines should be properly joined together in open trenches to verify the required degree of fall from beginning of line to exit of structure. Lines through the footing should be sleeved in a pipe 2 times its diameter. The entire system should be filled with water. A test stack of 10 feet from bottom of joint to top of stack will provide the required amount of pressure to the system. Each small stack on the system will be checked for water content. Supply water lines should be coded for hot/cold and sleeved where penetration through the slab occurs. Hot water pipe under slab must be insulated. Air will only be allowed to test the system when temperatures are forecast to be 32 degrees and below.

**Slab Cover** - **PRIOR to pouring concrete.** All plumbing trenches have been backfilled and graded over. A basement slab will require gravel throughout. The required vapor barrier should be in place and sealed tightly around all plumbing penetrations. Welded wire mesh used for slab reinforcement should be supported throughout the slab on chairs, top hats, or concrete pavers. **Hooking and lifting the mesh during the concrete pour is prohibited.**

**Framing Rough** - Dwelling is dried in. **No MEPs may be installed prior to this inspection.** All framing, fire-blocking, sheathing, draft-stopping, bracing, and fasteners are in place. Fall prevention barriers should be in place for multi-story structures. Structure should be accessible and free of construction debris. **Roof covering is allowed to be installed.**

**Moisture Barrier** - Building wrap, membranes, flashings, and any other required moisture barrier systems is done **prior** to the installation of exterior finishing materials. Windows and exterior doors should be installed.

**MEP Rough** - Mechanical, electrical, and plumbing systems should be completely installed and inspected **prior** to covering or concealment before fixtures or appliances are installed. HVAC systems should be made accessible for inspection. Structure should be accessible and free of construction debris. **Note: Moisture barrier and MEP rough inspections may be called in together.**

**Insulation** - Exterior wall plates and wall joints at corners and tees should be sealed to prevent air infiltration. All penetrations through bottom and top plates, whether interior or exterior, should be sealed. Required insulation in exterior walls, attic knee walls, vaulted and basement ceilings should be installed. **Stocking drywall before insulation inspection has passed is prohibited.**

**Temporary Power** - Allows for the testing of all electrical and mechanical systems and equipment **prior** to final inspection. Panel and service entrance covers should be removed. Inspectors are not responsible for the removal or replacement of covers. Upon a successful inspection, the house meter will be released for a period not to exceed 30 days.

**Final Inspection** - The building is 100% complete and ready for immediate occupancy. A separate final site inspection is required to verify compliance with landscaping, site stabilization and drainage requirements.

***Please note:** Depending on the scope of work, other inspections may be required to ensure complete code compliance. Failure to request or skipping a required inspection may result in removal of materials to expose completed work.*

**City of Baldwin**  
**186 Hwy 441 Bypass**  
**Baldwin, GA 30511**

**Residential  
Building Permit  
Application**

- Single Family**
- Multi Family**
- Alteration / Addition**

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

Permit No. \_\_\_\_\_

Estimated Cost of Construction (Labor and Materials): \$ \_\_\_\_\_

**JOB SITE ADDRESS:**

**PROJECT NAME:**

Map and Parcel #:

Zoning District:

Lot/Suite #:

Description of Work : \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

**General Contractor**

Name: \_\_\_\_\_ Ga License No.: \_\_\_\_\_  
Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

Building Height: \_\_\_\_\_

#Bedrooms \_\_\_\_\_ #Bathrooms \_\_\_\_\_

Contact Person:

Number of Units: \_\_\_\_\_

[ ] Slab [ ] Basement [ ] Crawl

Phone:

Flood Zone:  yes  no

Garage: [ ] Attached [ ] Detached

Fax:

Email:

Total Heated Sq. Ft.: \_\_\_\_\_

Total Unheated Sq. Ft.: \_\_\_\_\_

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the International Building Codes.

Signature of Applicant :

Date:

**FOR OFFICE USE ONLY**

Code Official Signature:

Construction Type:

Occupancy:

LDP Required:  yes  no

	Sq. Footage	Valuation Multiplier	Valuation \$	
Heated				
Unheated				
<b>TOTAL</b>				

<b>Administrative Fee:</b>	<b>Building Permit Fee:</b>	<b>Plan Review Fee:</b>	<b>CO Fee:</b>	<b>Total Fee:</b>
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

**City of Baldwin**  
**186 Hwy 441 Bypass**  
**Baldwin, GA 30511**

**HVAC/Fuel Gas**  
**Permit Application**

- Residential**
- Commercial**
- Alteration/Repair**

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

Permit No. \_\_\_\_\_

Estimated Cost of Construction (Labor and Materials): \$ \_\_\_\_\_

**JOB SITE ADDRESS:**

**PROJECT NAME:**

**LOT/ SUITE #:**

Property Use:

Zoning Class.:

Job Description: \_\_\_\_\_  
 \_\_\_\_\_

**Property Owner**

Name:

Address:

State:  
Zip:

Phone:  
Email:

**Trade Contractor**

Name:

State License No.:

Address:

State:  
Zip:

Phone:  
Email:

Total Electric     Total Gas     Both Gas and Electric

**Natural Gas**     **L.P.G**

Number of Tons: \_\_\_\_\_ Number of BTUs: \_\_\_\_\_

FURNACE    MBTU \_\_\_\_\_

Heating and/or Cooling Units: \_\_\_\_\_

FIREPLACE    MBTU \_\_\_\_\_

Supply and Return Drops: \_\_\_\_\_ Exhaust Fans: \_\_\_\_\_

OVEN/RANGE    MBTU \_\_\_\_\_

Grease/Vent Hood: \_\_\_\_\_ Other: \_\_\_\_\_

DRYER    MBTU \_\_\_\_\_

WATER HEATER    MBTU \_\_\_\_\_

**SERVICE PROVIDER:** \_\_\_\_\_

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Signature of Licensed Cardholder:

Date:

**FOR OFFICE USE ONLY**

Accepted by:

Construction Type:

Occupancy:

Administrative Fee:  
\$ \_\_\_\_\_

Plan Review Fee:  
\$ \_\_\_\_\_

Permit Fee:  
\$ \_\_\_\_\_

CC Fee:  
\$ \_\_\_\_\_

Total Fee:  
\$ \_\_\_\_\_

**City of Baldwin**  
**186 Hwy 441 Bypass**  
**Baldwin, GA 30511**

## Electrical Permit Application

- Residential
- Commercial
- Alteration/Repair

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

Permit No. \_\_\_\_\_

Estimated Cost of Construction (Labor and Materials): \$ \_\_\_\_\_

**JOB SITE ADDRESS:** \_\_\_\_\_

**PROJECT NAME:** \_\_\_\_\_

**LOT/ SUITE #:** \_\_\_\_\_

Property Use: \_\_\_\_\_

Zoning Class.: \_\_\_\_\_

Job Description: \_\_\_\_\_  
 \_\_\_\_\_

**Property Owner**

Name: \_\_\_\_\_

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

State:  
Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Trade Contractor**

Name: \_\_\_\_\_

State License No.: \_\_\_\_\_

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

State:  
Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**SERVICE INFORMATION**

VOLTAGE: \_\_\_\_\_ PHASE: \_\_\_\_\_ AMPS: \_\_\_\_\_

CONDUCTOR TYPE: \_\_\_\_\_

CONDUCTOR SIZE: \_\_\_\_\_

**METHOD OF ENTERING BUILDING**

ABOVE GROUND     UNDERGROUND

**CHECK IF APPLICABLE**

TEMPORARY POWER POLE

POWER POLE

CHANGE OF SERVICE

CHANGE PANEL BOX

OTHER (EXPLAIN) \_\_\_\_\_

**SERVICE PROVIDER:** \_\_\_\_\_

**NUMBER OF CIRCUITS:** \_\_\_\_\_

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Signature of Licensed Cardholder: \_\_\_\_\_

Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Accepted by: \_\_\_\_\_

Construction Type: \_\_\_\_\_

Occupancy: \_\_\_\_\_

Administrative Fee:

\$ \_\_\_\_\_

Plan Review Fee:

\$ \_\_\_\_\_

Permit Fee:

\$ \_\_\_\_\_

CC Fee:

\$ \_\_\_\_\_

Total Fee:

\$ \_\_\_\_\_



City of Baldwin  
186 Hwy 441 Bypass  
Baldwin, GA 30511

# Plumbing Permit Application

- Residential  
 Commercial  
 Alteration/Repair

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

Permit No. \_\_\_\_\_

Estimated Cost of Construction (Labor and Materials): \$ \_\_\_\_\_

JOB SITE ADDRESS:

PROJECT NAME:

LOT/ SUITE #:

Property Use:

Zoning Class.:

Job Description: \_\_\_\_\_  
\_\_\_\_\_

**Property  
Owner**

Name:

Address:

State:  
Zip:

Phone:

Email:

**Trade  
Contractor**

Name:

State License No.:

Address:

State:  
Zip:

Phone:

Email:

**Type of Service:**

Public: [ ] Size: \_\_\_\_\_ Other: \_\_\_\_\_

Private: [ ] Size: \_\_\_\_\_ Septic Tank: \_\_\_\_\_

**Check if Applicable**

[ ] PLUMBING [ ] FIRE SUPPRESSION

Number of Heads: \_\_\_\_\_

**NUMBER OF:** Water Heater: \_\_\_\_\_ Sinks: \_\_\_\_\_

Dishwasher: \_\_\_\_\_ Disposal: \_\_\_\_\_

Toilets: \_\_\_\_\_ Separate Showers: \_\_\_\_\_

Tub/Shower Combo: \_\_\_\_\_ Tubs: \_\_\_\_\_

Washer: \_\_\_\_\_ Laundry Tub: \_\_\_\_\_

Hose Bib: \_\_\_\_\_ Other: \_\_\_\_\_

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Inspector for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided herein is true and correct. I further certify that all construction will comply with the Minimum Building Codes.

Signature of Licensed Cardholder:

Date:

**FOR OFFICE USE ONLY**

Accepted by:

Construction Type:

Occupancy:

Administrative Fee:

\$ \_\_\_\_\_

Plan Review Fee:

\$ \_\_\_\_\_

Permit Fee:

\$ \_\_\_\_\_

CC Fee:

\$ \_\_\_\_\_

Total Fee:

\$ \_\_\_\_\_