



Planning & Development Permitting Process

Land disturbance permit process

1. Planning & Development office is located at 1266 E. Church St in the county admin building at 1266 E. Church St. The number is 706-253-8850 and website is www.pickenscountyga.gov
2. If a project involves land disturbance of one (1) acre or more, a land disturbance permit (LDP) will be needed as well as a building permit.
3. If a project includes a new driveway on a County maintained road, a County access/encroachment (driveway) permit is needed. Applications for permits (available on Planning page of County website) must be made at least 72 hours prior to conducting any activities upon the County roads/right-of-ways
4. For a LDP, project rep submits three (3) set of civil plans to Planning & Development along with an erosion & sedimentation control (E&S) plan review checklist
<http://gaswcc.georgia.gov/sites/gaswcc.georgia.gov/files/imported/SWCC/Files/2016%20ESPC%20Plan%20Review%20Checklists.pdf>
5. Planning & Development staff delivers plans to federal Natural Resources Conservation Service (NRCS) staff, which reviews the E&S portion of the plans and must approve them.
6. Planning & Development staff and Fire Marshall review plans for site design and must approve them.
7. After civil plans have been approved, paperwork completed, and fees paid (\$500 plus \$10 per acre), a LDP may be issued. After plans have been approved, there is a \$250 fee if modifications are made.

Residential permit process

1. Planning & Development office is located at 1266 E. Church St in the county admin building at 1266 E. Church St. The number is 706-253-8850 and website is www.pickenscountyga.gov
2. Confirm zoning and setbacks – residential projects allowed on properties in residential and agricultural districts, but not in commercial or industrial districts. Setbacks 25 ft from road right-of-way; 15 ft from all other property lines.
3. Confirm floodplain – additions and new structures (stick-built houses, manufactured/modular homes, accessory structures, etc.) cannot be in federally-designated floodplain/flood hazard areas
4. If a project involves land disturbance of one (1) acre or more, land disturbance permit (LDP) is needed.
5. If a project includes a new driveway on a County maintained road, a County access/encroachment (driveway) permit is needed. Applications for permits (available on Planning page of County website) must be made at least 72 hours prior to conducting any activities upon the County roads/right-of-ways
6. If residential project is for a new single-family residence in an existing subdivision that does not have a primary permittee for land disturbance, a tertiary permit (stand-alone LDP) may be required. The Land Development Officer has information on subdivisions that currently require tertiary permits.
7. If a residential project is for a new stick-built single-family house that does not require a LDP or a tertiary permit, provide:
 - a. Copy of the septic permit from the State Environmental Health office 706-253-0900, located in the county admin building. If using an existing on-site unused septic tank, provide a copy of the septic inspection report.
 - b. If the homeowner, fill out a building permit application and pay the fee in the Planning & Development office

- c. If a contractor, provide copies of State contractor's license and business license (doesn't have to be from Pickens County as long as it's from a Georgia jurisdiction). Fill out a building permit application and pay fee in Planning & Development office.
8. If a residential project involves moving a new manufactured/modular home onto a property, provide:
 - a. Copy of registration report from the Tax Assessor's office in the county admin building.
 - b. Copy of decal from Tax Commissioner's office in the county admin building.
 - c. Copy of septic inspection report if using an existing unused septic tank obtained from the State Environmental Health office. If using a new septic tank, provide a copy of the septic permit.
 - d. Fill out a mobile home permit and pay the fee in the Planning & Development office.
9. If a residential project involves moving a used manufactured/modular home onto a property, provide:
 - a. Copy of registration report from the Tax Assessor's office in the county admin building.
 - b. Copy of decal from Tax Commissioner's office in the county admin building.
 - c. Copy of the septic inspection report if using an existing unused septic tank obtained from the State Environmental Health office. If using a new septic tank, provide a copy of the septic permit.
 - d. Pay fee for pre-move inspection - \$100 plus, if home is currently out of the County, \$0.50 per mile to and from the home. Pay in Planning & Development office.
 - e. Once pre-move inspection meets code standards, fill out a mobile home permit and pay the fee in the Planning & Development office.
10. If a residential project is for a new detached accessory structure, provide:
 - a. Copy of the septic inspection report from the State Environmental Health office. If building is proposed to have a new septic tank to serve it, provide a copy of the septic permit.
 - b. Filled out building permit application and fee from the Planning & Development office.
11. If a residential project is for a building addition, provide:
 - a. Copy of the septic inspection report obtained from the State Environmental Health office
 - b. Filled out building permit application and fee from the Planning & Development office.

Nonresidential permit process

1. Planning & Development office is located at 1266 E. Church St in the county admin building at 1266 E. Church St. The number is 706-253-8850 and website is www.pickenscountygga.gov
2. Confirm zoning, setbacks, buffers – check with Planning & Development staff to confirm whether or not nonresidential structure and use are allowed based on district. Setbacks and buffers depend on zoning district of property and districts of adjacent properties.
3. Confirm floodplain – additions and new structures cannot be in federally-designated floodplain / flood hazard areas.
4. If a project involves land disturbance of one (1) acre or more, land disturbance permit (LDP) is needed.
5. If a project includes a new driveway on a County maintained road, a County access/encroachment (driveway) permit is needed. Applications for permits (available on Planning page of County website) must be made at least 72 hours prior to conducting any activities upon the County roads/right-of-ways
6. Provide a copy of the septic permit from the State Environmental Health office 706-253-0900, located in the county admin building. If using an existing on-site unused septic tank, provide a copy of the septic inspection report.
7. Project rep submits three (3) sets of building plans. Need to list name of architect and/or project rep, cell phone, and email. Bureau Veritas (contracted inspector) rep reviews plans and Fire Marshall reviews plans. Bureau Veritas rep contacts Fire Marshall and incorporates his comments into the full review comments.
8. Bureau Veritas rep then contacts architect / project rep to give a status update. If revisions are needed, Bureau Veritas rep emails project rep a copy of the checklist review sheet.
9. When plans are approved, Bureau Veritas rep and Fire Marshall stamp three (3) copies of the building plans – one for the project rep, one for Planning & Devt records, one for Fire Marshall.
10. Bureau Veritas rep emails project rep stating that plans have been stamped approved.
11. Planning & Development staff issues building permit to rep based on filled-out application and fee