Planning & Development Permitting Process

Land Disturbance Permit (LDP) and Timber Harvesting Permit process
1. Planning & Development office is located at 1266 E. Church St in the county administration building. The number is 706-253-8850 and website is www.pickenscountyga.gov
2. If project involves land disturbance of one (1) acre or more, land disturbance permit (LDP) needed. If less than one acre disturbed, submit written statement describing project to Land Development Officer Rodney Buckingham 706-253-8851 prior to disturbance to confirm authorization.
3. If the project involves timber harvesting, prior to beginning work obtain a county timber harvesting permit from Planning & Development office (no-fee application plus submittal of $5,000 surety bond or letter of credit from a financial institution).
4. If a project includes a new driveway on a County maintained road, a County access/encroachment (driveway) permit is needed. Applications for permits must be made at least 72 hours prior to conducting any activities upon the County roads/right-of-ways. If new driveway is proposed along a State route (53, 108, 136, 515, etc.) GDOT approval will be needed.
5. For a LDP, submit three (3) set of civil plans to Planning & Development along with an erosion & sedimentation control (E&S) plan review checklist https://gaswcc.georgia.gov/
6. Planning & Development staff delivers plans to federal Natural Resources Conservation Service (NRCS) staff, who reviews the E&S portion of the plans and must approve them.
7. Planning & Development staff and Fire Marshall review plans for site design - must approve.
8. After civil plans 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.

Agricultural and Residential building permit process
1. Planning & Development office is located at 1266 E. Church St in the county admin building. 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 property line at 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 project involves land disturbance of one (1) acre or more, land disturbance permit (LDP) 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 must be made at least 72 hours prior to conducting any activities upon the County roads/right-of-ways. If new driveway is proposed along a State route (53, 108, 136, 515, etc.) GDOT approval will be needed.
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. Land Development Officer Rodney Buckingham 706-253-8851 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:
   - 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 septic system, provide a copy of the septic inspection report or other approval note.
   - If the homeowner, fill out a building permit application and pay the fee in the Planning & Development office.
   - 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 in Georgia). 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:
   - Copy of registration report from the Tax Assessor’s office in the county admin building.
   - Copy of decal from Tax Commissioner’s office in the county admin building.
   - 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.
   - 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:
   - Copy of registration report from the Tax Assessor’s office in the county admin building.
   - Copy of decal from Tax Commissioner’s office in the county admin building.
   - Copy of the septic inspection report if using an existing septic system obtained from the State Environmental Health office. If using a new septic system, provide a copy of the septic permit.
   - Pay fee for pre-move inspection in Planning & Development office.
   - 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:
    - Copy of the septic inspection report or approval note from the State Environmental Health office. If building is proposed to have a new septic system to serve it, provide a copy of the septic permit.
    - Filled out building permit application and fee from the Planning & Development office.

11. If a residential project is for a building addition, provide:
    - Copy of the septic inspection report or approval note obtained from the State Environmental Health office.
    - Filled out building permit application and fee from the Planning & Development office.

12. Contact Planning & Development 706-253-8850 to schedule inspections prior to issuance of Certificate of Occupancy or Certificate of Completion.

**Commercial and Industrial building permit process**

1. Planning & Development office is located at 1266 E. Church St in the county admin building. The number is 706-253-8850 and website is [www.pickenscountyga.gov](http://www.pickenscountyga.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. If less than one acre disturbed, submit written statement describing project to Land...
Development Officer Rodney Buckingham 706-253-8851 prior to disturbance to confirm authorization.

5. If a project includes a new driveway on a County maintained road, a County access/encroachment (driveway) permit is needed. Applications for permits must be made at least 72 hours prior to conducting any activities upon the County roads/right-of-ways. If new driveway is proposed along a State route (53, 108, 136, 515, etc.) GDOT approval will be needed.

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 septic system, provide a copy of the septic inspection report or approval note from Environmental Health.

7. Submit three (3) sets of building plans. Need to list name of architect and/or project rep, cell phone, and email. Certified Building Official (CBO) reviews plans and Fire Marshal reviews plans. Either comments are given to project rep or plans are approved.

8. When plans are approved, CBO and Fire Marshall stamp three (3) copies of the building plans – one for the project rep, one for Planning & Development records, one for Fire Marshal. Project rep is notified that building plans are approved and building permit may be issued.

9. Planning & Development staff issues building permit to rep based on filled-out application and fee.

10. Contact Planning & Development 706-253-8850 to schedule inspections prior to issuance of Certificate of Occupancy or Certificate of Completion.

Other permits
Contact Planning & Development 706-253-8850 to discuss other permits that occur less frequently such as sign permits and telecom permits.