

**TOWN OF BRASELTON**  
**PLANNING AND DEVELOPMENT DEPARTMENT**

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**BUILDING PERMIT REQUIREMENTS FOR NEW RESIDENTIAL  
CONSTRUCTION**

The following documents must be submitted to obtain building permit for a new residential structure. A permit will not be issued without all the proper documents submitted. For alterations/re-modeling/interior finishes, items under heading # 1, 3, 4, 5, 8, 9, 10 shall not apply.

1. **House Location Plan** (\*only applies for new structures and additions)–  
The House Location Plan is a Survey of the lot that contains the following information:
  - a) lot dimensions;
  - b) minimum building setback lines and yard requirements;
  - c) all water courses, wetlands, flood plain boundaries;
  - d) required stream buffers on state waters;
  - e) street names and right of way lines;
  - f) shape, size, and location of all proposed structures;
  - g) any easements traversing the property;
  - h) property owner;
  - i) zoning of the property;
  - j) proposed driveways, fences, patios, pools and other type improvements;
  - k) lot number and subdivision name.

The permit clerk processing the permit will review the HLPs to make to ensure that the required building setbacks and other applicable zoning requirements are adhered to. Building setbacks are determined by the zoning classification of that property, or for PUD developments, they are indicated on the approved Final Plat.

2. **Complete Building Permit Application** –  
Each Building Permit application should be complete before processing. This shall include the address for the site, lot number, subdivision name, the County the site is located in, contact information for both the owner and contractor, square footage, type of use and construction (i.e. new structure, or alteration, or accessory structure). \*ANY PROPERTIES FOR WHICH A PERMIT IS APPLIED FOR MUST HAVE A 911 ADDRESS.
3. **Minimum Square Footage Compliance** (only applies to new structures) –  
Certain developments have restrictions established by the Town Development Code or as a zoning condition established by the Town Council as it applies to minimum square footages. These square footage requirements should be adhered to on the permit application.

4. **Energy Code Compliance Information –**

Energy Code Compliance\*\* for one and two family dwellings, buildings shall demonstrate compliance and information provided by either:

1. Meeting the requirements of Chapter 6 for buildings with a fenestration area that does not exceed 18 percent of the gross area of exterior walls; or
2. Meeting the requirements of Chapter 4, or Chapter 5 for Type A-I residential buildings; or
3. Meeting one of the Climate Zone "Single Step Compliance" Tables; or
4. Georgia Tradeoff Worksheet with Window Takeoff worksheet, and if applicable the R-value of Wood Stud Walls Worksheet and/or R-value of Steel Stud Wall Worksheet; or

5. **Documentation from an approved software program. \***

*\*REScheck is an approved software program. REScheck may be downloaded free of charge from [www.energycodes.gov](http://www.energycodes.gov).*

*\*\* The Georgia State Energy Code is the 2000 International Energy Conservation Code with the 2003 State of Georgia Amendments. The State amendments can be downloaded from [www.dca.state.ga.us](http://www.dca.state.ga.us).*

5. **Architectural approval from developer for Planned Unit Developments (PUDs) (\*does not apply to interior alterations/renovations) –**

Each new building permit application for a residential dwelling or addition in a PUD must contain architectural approval from the developer, or in some cases, the homeowners association. Current PUDs in the Town for which this rule applies are Chateau Elan, Mulberry Park, Riverbend @ Mulberry Park, Riverstone Park, Reflections, and the Falls of Braselton.

6. **Trade Permit applications (i.e. electrical, plumbing, fuel gas, mechanical) –**

Trade permit applications can be turned in with the initial building permit application or applied for later. No work for electrical, plumbing, mechanical, fuel gas, or plumbing shall occur without the applicable trade permit.

7. **Subcontractor Certification Form (to be turned in for trade permits) -**

ALL TRADE PERMITS MUST BE ACCOMPANIED BY A SUB-CONTRACTOR CERTIFICATION FORM WITH AN ORIGINAL SIGNATURE. The Town will not accept a copied or faxed signature. TRADE PERMITS WILL NOT BE PROCESSED WITHOUT THIS FORM.

8. **Erosion Control Compliance Certification Form**

9. **County Health Department Approval – APPLIES TO SEPTIC TANK LOTS ONLY**

10. **Water & Sewer Service Application** - Payment for water meters must be paid at the time a building permit is picked up.

NEW RESIDENTIAL BUILDING PERMIT CHECKLIST

- BUILDING PERMIT APPLICATION
- HOUSE LOCATION PLAN
- ARCHITECTURAL APPROVAL (PUD DEVELOPMENTS ONLY)
- ENERGY CODE COMPLIANCE DOCUMENTATION
- WATER AND SEWER APPLICATION
- TRADE PERMITS WITH SUBCONTRACTOR CERTIFICATION FORM
- EROSION CONTROL COMPLIANCE CERTIFICATION FORM
- COUNTY HEALTH DEPARTMENT APPROVAL (SEPTIC TANK LOTS ONLY)