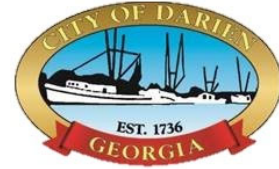


City of Darien Building Permit Checklist



This checklist must be completed and submitted with all required documentation prior to permit processing. Please verify that each item is included.

- ☐ Copy of your City Water Tap-In Receipt. ***Please note that water meters will only be installed after meter fee has been paid, construction, and landscaping have been completed***
- ☐ Approval from Public Works for new or existing driveway.
- ☐ Copy of your Approved Plat.
- ☐ Copy of your Elevation Certificate (if in a flood zone).
- ☐ Copy of the current Deed (showing ownership).
- ☐ Plot Plan with measurements from property lines and all structures on the property/lot.
- ☐ One complete set of Plans, including footing and wall detail.
- ☐ Copy of business license and state license for General Contractor, Electrician, Plumber, HVAC Contractor, and Concrete Contractor business license.
- ☐ Building Permit Application page, Contractor Information page, and Affidavit sheet.
- ☐ Homeowner's Affidavit (if homeowner is acting as the General Contractor).

Applicant Acknowledgment

I certify that I have read, reviewed, or otherwise been made aware of the applicable City of Darien ordinances, permitting requirements, development regulations, and applicable state and federal laws pertaining to this project. I understand that compliance with all applicable requirements is my responsibility and that approval of this application does not waive any legal obligations or regulatory requirements. Submission of this application does not relieve the applicant, property owner, contractor, or any other responsible party from complying with such requirements.

I understand that failure to comply with applicable regulations may result in permit suspension or revocation, stop-work orders, fines, penalties, corrective actions, or other remedies authorized by law.

Applicant Name: _____

Signature: _____

Date: _____

City Staff Use Only

Building Inspector Signature: _____

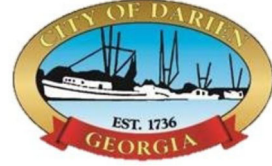
Fees Paid: Y _____ N _____ Amount: _____

Receipt Number: _____

Notes:

City of Darien

Utility Authorization Form



This form must be signed by designated City officials prior to water and sewer tap-in services.

Project Information

Permit Number: _____

Project Address: _____

Building Inspector Verification Statement

By signing below, each official certifies that the following have been completed:

- Applicable City of Darien codes, ordinances, and restrictions have been communicated, and delivered to the builder or contractor. (Including Fee Schedule)

Required Signature

Building Inspector: _____

Signature: _____

Date: _____

Public Works Verification Statement

By signing below, each official certifies that the following have been completed:

- Water and sewer lines have been properly located and verified.
- The project meets all prerequisites for water and sewer tap-in approval.

Required Signature

Public Works Director: _____

Signature: _____

Date: _____

Notes:

For Water Department Use Only

Water Clerk Verification: Signatures verified prior to payment processing.

Clerk Name: _____

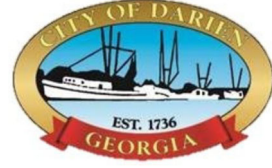
Signature: _____

Date: _____

Please note that water meters will only be installed after meter fee has been paid, construction, and landscaping have been completed

City of Darien

Contact Information Page



City Manager's Office (City Hall Annex)

702 North Way
Darien, Georgia 31305
912.437.6686

Water Clerk's Desk (City Hall Annex)

702 North Way
Darien, Georgia 31305
912.437.6686 EXT. 2231

Building Inspector's Office (City Hall)

106 Washington Street
Darien, Georgia 31305
912.437.6644

Public Works Division

1200 Water Tower Road
Darien, Georgia 31305
912.437.6469

After Hours Email

info@cityofdarienga.com

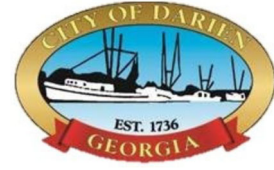
City Website

See the City of Darien Code of Ordinances in its entirety by accessing the City of Darien website:
www.cityofdarienga.com > Government tab > Ordinances

Or visit our Municode Library:

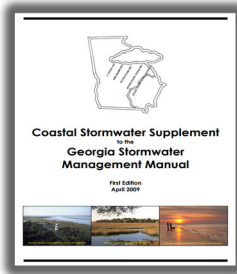
https://library.municode.com/ga/darien/codes/code_of_ordinances?nodeId=THCODAGE

City of Darien Documents for Reference



Georgia Stormwater Management Manual (Coastal Stormwater Supplement)

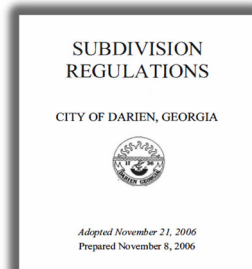
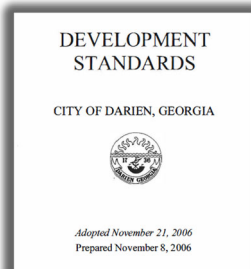
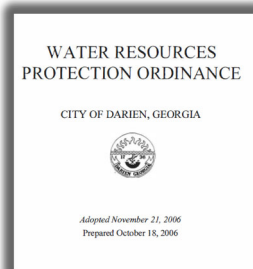
<https://epd.georgia.gov/watershed-protection-branch/storm-water/georgia-epd-coastal-stormwater-supplement-stormwater>



Water Resource Protection Ordinance, Development Standards & Subdivision Regulations.

Copies made available upon request.

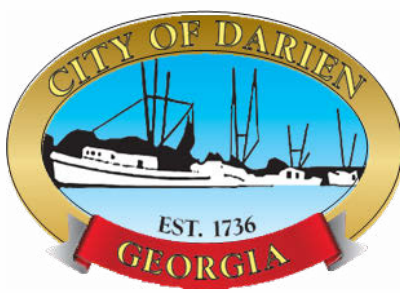
106 Washington Street
Darien, Georgia 31305
912.437.6644



All Other Questions Relating to Codes, Regulations, or Requirements *Please contact City Building Inspector.*

Jeanette Herrington
106 Washington Street
Darien, Georgia 31305
912.437.6644

Permit Number _____



Date Received: _____

Date Issued: _____

City of Darien

P.O Box 452 | 106 Washington Street | Darien, GA 31305 | (912) 437-6644

BUILDING PERMIT APPLICATION

DESCRIPTION OF WORK (mark all that apply) ☐ Residential ☐ Commercial ☐ Accessory

☐ New ☐ Demolition ☐ Addition ☐ Repair ☐ Remodel ☐ Alteration ☐ Other _____

DESCRIPTION OF CONSTRUCTION:

PROPERTY INFORMATION (additional documents may be attached if needed)

Parcel Number _____ Zoning District _____ Flood Zone _____

Street Address _____ Located in the Historic District YES NO

Owner's Name(s) _____ Primary Phone Number _____

Secondary Phone Number _____ Email (required) _____

Owner's Present Address _____ City/State/Zip _____

BUILDING INFORMATION (new or affected area only)

Total Heated Square Feet _____ Total Garage and/or Accessory Building Square Feet _____

Total Porch/Deck Square Feet _____ Total Square Feet _____ Number of Stories _____

Number of Rooms _____ Number of Bedrooms _____ Number of Baths _____

Driveways _____ Walks _____ Fences _____

Lot Dimensions _____ Acreage _____ Square Feet _____

Type of Construction _____ Occupancy Type _____

Total Cost of Construction _____ (If applying for an alteration and/or remodel, a signed and approved estimate from the contractor and property owner must be submitted with the permit application.)

City Use Only

City Commissioner

Tax Commissioner

Sewer

Water

Fire Marshal

Historic Preservation Board

Public Works

Engineering

Building Inspector

TYPE OF CONSTRUCTION (CHECK ALL THAT APPLY):

FOUNDATION ☐ CONCRETE ☐ CONCRETE BLOCK ☐ BRICK ☐ STONE ☐ PIERS	EXTERIOR WALLS ☐ BRICK VENEER ☐ WOOD SIDING ☐ COMPOSITION ☐ STUCCO ☐ STONE ☐ CONCRETE BLOCK ☐ METAL ☐ VINYL ☐ CONCRETE (HARDIE)	FLOOR CONSTRUCTION ☐ WOOD JOIST ☐ CONCRETE SLAB ☐ GRADE ☐ ON FILL ☐ ON PIERS	FLOORS ☐ CEMENT ☐ PINE ☐ HARDWOOD ☐ TILE ☐ CARPET ☐ VINYL ☐ LAMINATE
ROOFING ☐ ASPHALT SHINGLES ☐ METAL ☐ ROLL ROOFING ☐ TAR & GRAVEL ☐ WOOD SHINGLES ☐ SLATE OR TILE	ROOF TYPE ☐ HIP ☐ GABLE ☐ MANSARD ☐ GAMBREL ☐ FLAT	INTERIOR FINISH ☐ DRY WALL ☐ PLASTER ☐ PINE ☐ PANEL ☐ UNFINISHED	PLUMBING ☐ 4 FIX BATH ☐ 3 FIX BATH ☐ 2 FIX BATH ☐ LAUNDRY ☐ KITCHEN ☐ NO PLUMBING
HVAC ☐ CENTRAL HEAT & AIR ☐ FLOOR FURNACE ☐ ELEC BASEBOARD ☐ WALL FURNACE ☐ CENTRAL HEAT ☐ CENTRAL AIR	INSULATION ☐ CEILING ☐ WALLS ☐ FLOORS TYPE: _____	ELECTRICAL ☐ OUTLETS & SWITCHES ☐ RANGE ☐ OVEN ☐ DRYER ☐ WATER HEATER ☐ MOBILE HOME SERV ☐ SIGNS ☐ FUEL DISP. ☐ LIFT ☐ NEW SERVICE ☐ REWIRING	
PORCHES ☐ OWN ROOF ☐ MAIN ROOF ☐ OPEN PORCH ☐ ENCLOSED & FINISHED	ATTIC ☐ UNFINISHED ☐ FINISHED	BASEMENT ☐ NONE ☐ DIRT FLOOR ☐ WOOD FLOOR ☐ CONCRETE ☐ UNFINISHED ☐ FINISHED	WINDOWS ☐ WOOD ☐ ALUMINUM ☐ STEEL ☐ THERM PANE

GENERAL CONTRACTOR INFORMATION

General Contractor _____ Primary Phone Number _____

Secondary Phone Number _____ Email (required) _____

Address _____ City/State/Zip _____

Business License Number _____ Issuing Authority _____ Expires ____/____/____

Provide all applicable information:

Individual State License Number _____ Qualifying Agent State License Number _____

Name of Licensed Company _____ Company State License Number _____

SUBCONTRACTOR INFORMATION

Electrical

Company Name _____ Address _____

Primary Phone Number _____ Secondary Phone Number _____

Business License Number _____ Issuing Authority _____ Expires ____/____/____

State License Number _____ Expires ____/____/____ Type of License _____

Mechanical

Company Name _____ Address _____

Primary Phone Number _____ Secondary Phone Number _____

Business License Number _____ Issuing Authority _____ Expires ____/____/____

State License Number _____ Expires ____/____/____ Type of License _____

Plumbing

Company Name _____ Address _____

Primary Phone Number _____ Secondary Phone Number _____

Business License Number _____ Issuing Authority _____ Expires ____/____/____

State License Number _____ Expires ____/____/____ Type of License _____

Permit Fees

Building permit – industrial	\$2,000	Building permit – dock	\$200
Building permit – commercial	\$1,250	Building permit – church	\$700
Building permit – single-family	\$1,150	Demolition permit	\$100
Building permit – additions or renovations	\$250	Re-inspection fee	\$50
Building permit – accessory or swimming pool	\$150	Electrical permit	\$175
Building permit – fence, sign, or driveway	\$75		

Demolition☐ Full Demolition☐ Partial Demolition☐ Primary Structure☐ Attached Accessory Structure☐ Detached Accessory Structure☐ Demo-Interior☐ Demo-To Slab☐ Demo-TotalIs Demo due to fire? ☐ Yes ☐ NoIs Demo ordered by the City of Darien ☐ Yes ☐ NoHas sewer been capped by a licensed Plumber? ☐ Yes ☐ NoHas a rodent control certificate been obtained in the last two weeks? ☐ Yes ☐ NoIs the structure a mobile home? ☐ Yes ☐ NoIf yes, have the taxes on the mobile home been paid in full? ☐ Yes ☐ No**Tax Commissioner contacted by Building Inspector** _____ **on** ____/____/____.**PERSON TO CONTACT WHEN PLANS ARE READY AND/OR IF THERE ARE ANY QUESTIONS**

Name _____ Primary Phone Number _____

Secondary Phone Number _____ Email (required) _____

As the contractor, owner, or authorized agent, I hereby apply for a permit to erect and/or alter the structure described herein and/or on accompanying plans and specifications. If a site plan is required, the structure will be located on site as shown on the plan. If a permit is granted, the structure will be constructed as shown and will comply with all state and local codes. I understand that the structure authorized by the permit shall not be occupied and/or used until all inspections have been made, all fees have been paid, and a certificate of occupancy has been issued (if applicable). I understand that I cannot begin work on the structure until a permit has been issued. I also understand that no inspections will be made until licensed subcontractor(s) have been verified and granted applicable permit(s) according to policies of the City of Darien Building Department. I hereby certify that I am the property owner, or the authorized agent of the property owner and that all information contained herein is true and accurate.

Signature _____ Print Name _____ Date ____/____/____

This Permit shall become invalid if contractor, owner, or authorized agent fails to comply with appropriate City, State, and Federal Laws as to license requirements, applicable health regulations, zoning restrictions, environmental protection requirements, minimum standards as defined by Building, Plumbing, Electrical, and Fire Protection Codes. Construction must begin within 180 days from the date of permit issuance, otherwise the permit is null and void.

☐ **Approved**☐ **Denied****Building Inspector** _____ **Date** ____/____/____