



# Carroll County Department of Community Development

423 College Street  
P.O. Box 338

Carrollton, GA 30117  
(770) 830-5861

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

## ACCESSORY BUILDING PERMIT PACKET *To Apply for a Accessory Building Permit*

### STEP 1: Pick up the Development Package from the **Department of Community Development**

(Administration Building, 423 College St., Carrollton, Ga.) or print a copy online at [www.carrollcountyga.com/home/dcd.htm](http://www.carrollcountyga.com/home/dcd.htm)

**IS YOUR  
PROPERTY IN  
CUVA?**  
Please contact the tax  
assessor's office for  
further direction.

### STEP 2:

A. Take the **Parcel Information Sheet** to the Map Room (Room 414 in the Administration Building) to have it filled out. All applications involving the assignment of new addresses require the applicant to go to the Map Room.

B. Complete the **Accessory Application Packet**, if you are constructing a barn, pole barn, pool, deck, porch, garage, storage building, or other accessory building.

*Information check list (before the County procedure can begin, every form must be filled out correctly and include)*

- Property address
- Property owner's names, address, phone number and work number
- Contractor's name, address and phone number (Electrical, Plumbing, and HVAC)
- Contractor's state license and Occupational Tax License

C. On the **Sketch of Property** you will see instructions explaining how the sketch on this sheet is to be completed.

D. Complete the **Plan Review Sheet** and the **Erosion Control Affidavit** for Single-Family Residential Construction.

E. Complete the **Carroll County Environmental Health Septic Tank application** only if plumbing is included in the construction. This is not included in the online materials.

F. Have your contractors fill out and sign the **Contractor's Affidavit(s)** with an original signature. Administrative staff will notarize the documents for you at no additional charge. (*Subcontractors must have on file with the Department of Community Development the following documents: Contractors State License and Occupational Tax Certificate*).

### STEP 3:

A. Return the completed **Accessory Building Development Package** to the Department of Community Development. (Administration Building, Room 503). **The completed application will contain:**

- Parcel Information Sheet
- Plan Review Sheet with one complete set of plans
- Erosion Control Affidavit
- Sub-contractor's Affidavit(s) with notarized signatures
- 

B. Submit the completed Septic Tank application to the **Environmental Health Department** (if necessary) located in Room 508. Fees for the septic tank inspection are due and payable at the time the application is submitted.

After the forms have been reviewed by Community Development and the **Septic Tank application** approval has been received from Environmental Health, you **will be telephoned** and notified that the review process has been completed, and all of your permits will be issued. All permitting fees will be payable when you pick up your permits. A **Certificate of Occupancy (CO)** will be issued after the **final inspection** has been completed.

**Please note there is a 25 ft setback from cemeteries for any land disturbance activities, per Chapter 27.4 of the Code of Ordinances.**

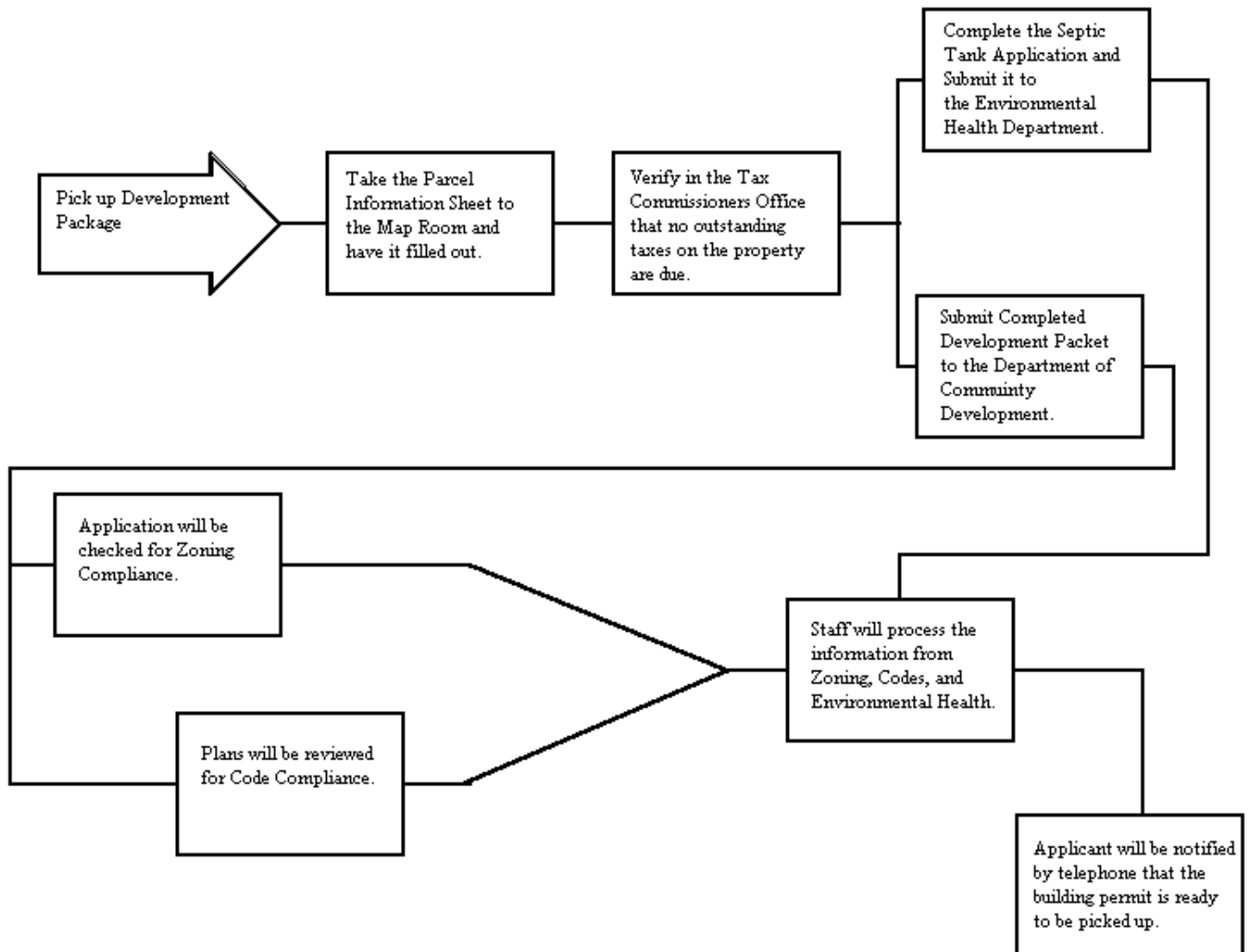


# Carroll County Department of Community Development

423 College Street  
P.O. Box 338

Carrollton, GA 30117  
(770) 830-5861

## Development Review Process





# Carroll County Department of Community Development

423 College Street  
P.O. Box 338

Carrollton, GA 30117  
(770) 830-5861

STATE OF GEORGIA  
COUNTY OF CARROLL

## AFFIDAVIT FOR AN ACCESSORY BUILDING PERMIT

\_\_\_\_\_, personally appeared before me, the undersigned officer, duly authorized to administer oaths in the State of Georgia and, having been duly sworn, sets forth the following statements for the purpose of being granted approval for an **ACCESSORY BUILDING PERMIT** under the Ordinances of Carroll County:

*The information contained within the application attached hereto and filed in the Department of Community Development consists of facts within my personal knowledge that I know are true and correct, and will be relied upon by officials of Carroll County in making a decision whether to issue this Application, License, Permit, or other Department approval.*

*On behalf of the Applicant, I declare that the Applicant, regardless if a partnership, corporation, or other organization or entity that is receiving a benefit under this Application, License, Permit, or other Department approval (whichever is applicable) is not delinquent in the payment of any taxes or fees due Carroll County.*

FURTHER AFFIANT SAYETH NOT.

I declare under penalty of false swearing that the above is true and correct.

This \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
AFFIANT (signature)

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

Sworn to and subscribed  
before me this \_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_.

If Affiant is authorized to sign on behalf of a partnership, corporation, or other organization or entity, please set forth the entity and address

\_\_\_\_\_  
**Notary Public**

My Commission Expires:

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



# Carroll County Department of Community Development

423 College Street  
P.O. Box 338

Carrollton, GA 30117  
(770) 830-5861

STATE OF GEORGIA  
COUNTY OF CARROLL

## AFFIDAVIT FOR ACCESSORY BUILDING OR NON-COMMERCIAL AGRICULTURE BUILDING PERMIT UNDER CODE OF ORDINANCES OF CARROLL COUNTY, GEORGIA

The property owner must certify, through this Affidavit, that the applied-for building or structure is either a non-commercial agriculture building or complies with the definition of an *Accessory Building* and is being utilized in accordance with the criteria for an *Accessory Use*, both described within Section 102-4 of the Code of Ordinances of Carroll County, Georgia.

I/We, \_\_\_\_\_, being the Applicants and legal owner(s) of the property located at:  
Address: \_\_\_\_\_ Parcel No.: \_\_\_\_\_  
state as follows:

I. I/We hereby certify the applied-for building or structure is either: (1) a non-commercial agriculture building; or (2) a subordinate structure detached from but located on the same lot as the principal structure, the use of which is incidental to the principal structure. I/We also certify that the proposed use is: (1) a use customarily incidental and subordinate to the principal use of the lot and located on the same lot as such principal use; and (2) a use that: (i) is clearly incidental to and customarily found in connection with a principal use or structure; (ii) is subordinate in area, extent, or purpose to the principal use or structure served; and (iii) is located on the same lot as the principal use or structure served.

II. I/We agree and affirm under penalty of perjury, the building or structure will not be used or occupied except as outlined above. I/We, agree and affirm under penalty of perjury that the building or structure will not be a place of human habitation and will not be a place used by the public. I/We further affirm and understand that a business or home occupation will require additional land use and building permits prior to operating.

III. I/We understand and agree that the building or structure must comply with all other provisions of the Code of Ordinances of Carroll County, Georgia.

IV. I/We understand and agree that any failure to utilize an Accessory Building or Accessory Structure in accordance as defined and described within the Code of Ordinances of Carroll County, Georgia, may subject the applicant to the General Penalties described in Section 1-13 of the Code of Ordinances of Carroll County, Georgia, including, but not exceeding 60 days imprisonment, a \$1,000 fine, or both, and any other penalty authorized under Georgia law. I/We understand and agree that nothing contained within this affidavit is meant to limit, minimize, or abrogate the applicant's duty and responsibility to comply with every provision of the Code of Ordinances of Carroll County, Georgia, and any other applicable law.

In making the above representation under oath, I understand that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of O.C.G.A. § Code Section 16-10-20.

FURTHER AFFIANT(S) SAYETH NOT.

This \_\_\_\_\_ day of \_\_\_\_\_, 2020.

Sworn to and subscribed before me, this  
\_\_\_\_ day of \_\_\_\_\_, 2020.

APPLICANT(S):

\_\_\_\_\_  
Signature  
Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Signature  
Printed Name: \_\_\_\_\_

\_\_\_\_\_  
Notary Public



# Carroll County Department of Community Development

423 College Street  
P.O. Box 338

Carrollton, GA 30117  
(770) 830-5861

## PARCEL INFORMATION SHEET APPLICATION FOR ZONING COMPLIANCE CERTIFICATE

To be filled out by Map Room Personnel in Room #414

DEPARTMENT STAFF/MAP ROOM OFFICIAL:			
MAP:		LAND LOT:	
PARCEL:		DISTRICT:	
CURRENT PROPERTY OWNER:			
PROPERTY OWNER AS OF JANUARY 1 <sup>ST</sup> :			
APPLICANT (IF DIFFERENT FROM OWNER):			
PROJECT ADDRESS:			
CITY:			
TELEPHONE NUMBER:			
SUBDIVISION:		LOT #:	
ACREAGE:		PARCEL SPLIT FROM:	
<b>CURRENT ZONING CLASSIFICATION</b>			
<i>REQUIRED SETBACKS</i>		FRONT	
		SIDE	
		REAR	
<b>CERTIFICATE OF ZONING COMPLIANCE – CHECKLIST</b> <input type="checkbox"/> Owner(s) & Agent (if applicable) <input type="checkbox"/> Legal Description or Adequate Description of Property <input type="checkbox"/> Complete Inventory of Existing Structures (noting uses & non-conforming structures) <input type="checkbox"/> Complete Inventory of Proposed Structures <input type="checkbox"/> Complete Inventory of Existing Uses and/or Activities <input type="checkbox"/> Applicant's Certification			
Signature of County Planner or Designee: _____ Date: _____			
Comments: _____			
<b>CDP COMPLIANCE</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Signature of CDP Administrator or Designee:</b> _____ <b>Date:</b> _____ <b>Comments:</b> _____	
<b>PLAT APPROVED</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Signature of County Engineer or Designee:</b> _____ <b>Date:</b> _____ <b>Comments:</b> _____	
<b>APPROVED FOR NEW ADDRESS</b>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<b>Signature of County Planner or Designee:</b> _____ <b>Date:</b> _____ <b>Comments:</b> _____	



# Carroll County Department of Community Development

---

423 College Street  
P.O. Box 338

Carrollton, GA 30117  
(770) 830-5861

---

## SKETCH OF PROPERTY

- Provide a sketch of the proposed building location, driveway, septic tank location, and all other structures.
- Show the **dimensions** of the lot and all setbacks from the house and other structures to all property lines.
- The front setback shall always be measured from the centerline of the frontage road(s).
- Show location of any wells, trash pits, and all easements (drainage or utility) located on the property.
- Show distance to nearest stream or lake on property. If not within 200 feet of a stream or lake, please note.

Provide a complete listing of all existing structures that are now on the property: \_\_\_\_\_

Describe the type of structure that you plan to build: \_\_\_\_\_

Is this a multiple road frontage lot? \_\_\_\_\_

Sketch of Property



# Carroll County Department of Community Development

423 College Street  
P.O. Box 338

Carrollton, GA 30117  
(770) 830-5861

## PLAN REVIEW SHEET

(Applicant: Please fill out top portion)

Please check:  Commercial  Other: \_\_\_\_\_

Please circle:	Georgia Power	Carroll EMC	Greystone Power
----------------	---------------	-------------	-----------------

Owner: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Builder: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Architect: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_, Zip: \_\_\_\_\_

**Commercial:** Cost of Construction: \$ \_\_\_\_\_  
 Total Sq. Ft: \_\_\_\_\_ Electrical Amps: \_\_\_\_\_  
 HVAC Tonnage/BTU: \_\_\_\_\_ Plumbing Fixtures: \_\_\_\_\_

**Residential:** Electrical Service Amperage: \_\_\_\_\_ Plumbing Fixtures: \_\_\_\_\_  
 Swimming Pool Construction Cost \$ \_\_\_\_\_ Swimming Pool Size: \_\_\_\_\_

**APPLICANT**

**ADMINISTRATIVE USE ONLY**

Heated Space: _____	Valuation \$: _____
Basement Area: _____	Valuation \$: _____
Garage Area: _____	Valuation \$: _____
Porch Area: _____	Valuation \$: _____
Other Areas: _____	Valuation \$: _____
Total Square Feet: _____	Valuation \$: _____

Manufactured Home: \_\_\_\_\_ Manufactured Year: \_\_\_\_\_ Size (WxL) \_\_\_\_\_  
 Decal # \_\_\_\_\_ Please Circle: Foundation Piers or ABS Pads

**ADMINISTRATIVE USE ONLY**

Building Permit Fee: \$ _____	Electrical Permit Fee \$ _____
Plan Review Fee: \$ _____	HVAC Permit Fee \$ _____
Zoning Compliance Fee: \$ _____	Plumbing Permit Fee \$ _____
<b>Subtotal</b> \$ _____	

<b>TOTAL \$</b> _____
-----------------------

**ADMINISTRATIVE USE ONLY**

Approved	Preliminary
Approved as noted	Final
Not Approved	Resubmit with changes



# Carroll County Department of Community Development

---

423 College Street  
P.O. Box 338

Carrollton, GA 30117  
(770) 830-5861

---

## SUBCONTRACTOR AFFIDAVIT FOR A BUILDING PERMIT

**NOTICE:** This form must be completed, signed (with original signatures in **RED or BLUE** ink) and submitted before any permits will be issued.

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

Owner Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

---

Contractor Name: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Master's Name: \_\_\_\_\_ State Card: \_\_\_\_\_

Signature: \_\_\_\_\_ OTC License: \_\_\_\_\_

---

Plumbing Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Master's Name: \_\_\_\_\_ State Card: \_\_\_\_\_

Signature: \_\_\_\_\_ OTC License: \_\_\_\_\_

---

Electrician Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Master's Name: \_\_\_\_\_ State Card: \_\_\_\_\_

Signature: \_\_\_\_\_ OTC License: \_\_\_\_\_

---

HVAC Company: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Master's Name: \_\_\_\_\_ State Card: \_\_\_\_\_

Signature: \_\_\_\_\_ OTC License: \_\_\_\_\_

---

**NOTE: A NEW AFFIDAVIT MUST BE FILED IF ANY CHANGES IN SUBCONTRACTORS ARE MADE DURING CONSTRUCTION.**

SAID BUILDING WILL BE CONSTRUCTED TO MEET THE REQUIREMENTS OF THE MOST RECENT EDITION OF THE CONSTRUCTION CODES, AS ADOPTED AND AMENDED.





# Carroll County Department of Community Development

423 College Street  
P.O. Box 338

Carrollton, GA 30117  
(770) 830-5861

## EROSION CONTROL AFFIDAVIT

Construction Site Name: \_\_\_\_\_  
Construction Site Address: \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
Owner Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Authorized Representative/Applicant: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
24-Hour Contact Person: \_\_\_\_\_ Phone: (\_\_\_\_) \_\_\_\_\_  
E-Mail: \_\_\_\_\_  
Georgia Soil and Water Conservation Commission certification #: \_\_\_\_\_

My signature hereto signifies that I am the person responsible for compliance with the Soil Erosion and Sedimentation Control Ordinance. I hereby acknowledge that Best Management Practices (BMP's), per *Manual for Erosion and Sediment Control in Georgia*, must be used to control soil erosion on my job site which includes (but, not limited to) at a minimum the following:

1. **Property installation and regular maintenance** of silt barriers (i.e. silt fences, hay bales, etc.) in those areas where water exists on the job site;
2. **Proper installation and regular maintenance** of a gravel construction entrance with geotextile under-liner to keep soil and mud from being tracked from vehicles onto the roadways;
3. Removal of mud from the roadway or adjacent property immediately following any such occurrence;
4. Maintenance and removal of sediment from detention ponds, sediment basins, sediment traps, etc.
5. **Conduct no land disturbing activities within 25 feet** of the banks of streams, lakes, wetland, etc. (i.e. "state waters") or within 50 feet of any trout stream. For projects within the water supply watershed, check with the engineer for stream buffers and setbacks;
6. Cut-fill operations must be kept to a minimum;
7. Land disturbing activities must be limited to and contained within the site of the approved plans;
8. Disturbed soil shall be stabilized as quickly as practicable (**within 14 days**);
9. Temporary vegetation or mulching shall be employed to protect exposed critical areas during development (Blankets or Matting are required on all slopes of 3 feet horizontal to 1 foot vertical (3:1) or steeper);
10. Cuts and fills may not endanger adjoining property;
11. Fills may not encroach upon natural watercourses or constructed channels in a manner so as to adversely affect other property owners;
12. Mud or silt (sediment) may not enter a stream, river, lake or other state waters.



# Carroll County Department of Community Development

---

423 College Street  
P.O. Box 338

Carrollton, GA 30117  
(770) 830-5861

---

**NOTE:**

**1. Best Management Practices (BMP's):** A collection of structural measures and vegetative practices which, when properly designed, installed, and maintained, will provide effective erosion and sedimentation control for all rainfall events up to and including a 25 year, 24-hour rainfall event.

**2. State Waters:** Any and all rivers, streams, creeks, branches, lakes, reservoirs, ponds, drainage systems, springs, wells, and other bodies of surface or subsurface water, natural or artificial, lying within or forming a part of the boundaries of the State which are not entirely confined and retained completely upon the property of a single individual, partnership, or corporation.

Any person violating any provisions of the Erosion and Sedimentation Ordinance, permitting conditions, or stop work order shall be liable for monetary penalty not to exceed **\$2,500 with a minimum of \$1,000 per day for each violation**, by a sentence of imprisonment not exceeding 60 days in jail or both fine and jail or work alternative. **Each day the violation or failure or refusal to comply shall constitute a separate violation.** Property owners, developers, and contractors should be advised that while the Erosion and Sedimentation Act and local Ordinance provides for fines of up to \$2,500 per day per violation, the GA Water Quality Control Act provides for fines up to \$50,000 per day per violation.

**Please note that the ORIGINAL LAND DISTURBING ACTIVITY PERMIT holder is responsible for all land disturbing activity on the property – even if the lots are sold.** Some liability may be alleviated if the original LDA Permit holder writes into his agreement of sale specific wording which ties all future development to the approved LDA Plan and Permit, including references to State Law and Carroll County Ordinances.

**NOTE:**

1. All persons involved in land disturbing activities have been trained and state certified per O.C.G.A. 12-7-19.
2. The finished floor elevation of the lowest habitable floor shall be at least (2) feet above (vertical elevation), or forty (40) feet from the (horizontal measurement) the 100-year floodplain or headwaters of any drainage easement or waterway (and not located in the dam-break area).
3. Driveway drain pipes shall be a minimum of 18 inches in diameter, and shall be bituminous coated metal pipe, reinforced concrete pipe, or material approved, in advance, by the Carroll County Road Department – PHONE: (770) 830-5901 (Driveways on State Highways call: Georgia DOT—(770) 646-5522).
4. No burial of wood waste, trees, stumps, or construction debris is allowed except in compliance with the procedure and rules of the Georgia Department of Natural Resources Environmental Protection Division, and inspections by the Development Department will be stopped at the request of the State if violations are found by them.
5. **511-3-1.03 General Requirements for On-Site Sewage Management Systems. Environmental Health (770) 836-6781.**

No person may begin the physical development of a lot or structure where an on-site sewage management system will be utilized, nor install an on-site sewage management system or component thereof, without having first obtained from the County Health Department a construction permit for the installation of an on-site sewage management system.

I hereby further acknowledge that Carroll County Department of Community Development inspection staff may refuse to make development inspections, may issue stop work orders, and may issue summons to Magistrate Court for failure to comply with erosion control requirements.

I further grant the right-of-entry onto this property, as described above, to the designated personnel of Carroll County for the purpose of inspecting and monitoring for compliance with the aforesaid Ordinance.

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_