



**WARE COUNTY PLANNING AND CODES DEPARTMENT**  
**902 GROVE AVENUE, WAYCROSS, GA 31501**  
**Telephone: (912) 287-4379 Fax: (912) 287-2467**



**STEPS FOR OBTAINING A BUILDING PERMITS**

- STEP #1** Apply for septic tank permit. Cost is \$60.00 for existing tank. You must mark the 4 corners of the tank lid. The cost is \$110.00 for a new septic tank permit & you must flag the site where the home will be built. Lot must be cleared or mowed. Also, apply for driveway (culvert) pipe if street is not paved.  
**\*NOTE: PROCESS CAN TAKE UP TO 3 BUSINESS DAYS.**
- STEPS #2** Complete building permit form. Complete site plan form. Site plan must show: location of any existing structures; location of driveway; side, front & rear setbacks on lot.  
**\*NOTE APPLICANT SHOULD PURSUE ACCOUNTS WITH POWER & TELEPHONE COMPANIES.**
- STEP #3** Submit building plans with completed forms. All new building plans must include electrical, plumbing, & HVAC plans, also door sizes (S2.6, 2.8, 3.0) and window sizes (3050, 3040). Building plans are then given to the building inspector for review.  
**\*NOTE: PROCESS CAN TAKE UP TO 10 BUSINESS DAYS.**
- STEP #4** Pick up completed septic tank permit & contractor or homeowner shall obtain building permit. Cost of permit is based upon value of house (building), number of fixtures (plumbing), job cost (mechanical), square feet (electric). Inspections shall be done by request of contractor. Inspections called in between 8-12, will be done between 1-5 on same business day. Inspections called in between 1-5, will be done between 8-12 on next business day. Inspector will not complete inspections if building permit card is not visible. All inspections on building permit card has to be called in for an inspection.
- STEP #5** House numbers must be placed where they can be seen over the front door and be at least 3 inches high, 4 inches in height is better. Post office request numbers also be places on both sides of the mailbox located next to street.
- STEP #6** After your power is turned on at 80%, contractor will need to call our office to schedule the inspection for your final inspections (when ready). After your home passes all final inspections, you will then receive your certificate of occupancy (C.O.) If final inspections are not called in, no C.O. will be issues.