



# City of Dallas, Georgia

## Department of Community Development

### Building Permit Requirements for Residential Construction

The following documents must be submitted to obtain building permits for residential construction. A permit will not be issued without all the proper documents submitted. For interior alterations, items # 1, 3, 7, and 8 shall not apply. For exterior alterations or additions, items # 3, and 7 shall not apply.

Permit applications and associated documents should be submitted to the Customer Self Service portal found at [www.dallas-ga.gov](http://www.dallas-ga.gov).

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. Lot size
- c. Water meter and sewer cleanout locations;
- d. Minimum building setback lines and yard requirements; (closest dimensions from structures to the property lines)
- e. All water courses, wetlands, flood plain boundaries;
- f. Required stream buffers on state waters;
- g. Street names and right of way lines;
- h. Shape, size, and location of all proposed structures;
- i. Any easements traversing the property;
- j. Property owner;
- k. Zoning of the property;
- l. Proposed driveways, fences, patios, pools, and any other type improvements;
- m. Lot number and subdivision name.

The permit clerk processing the permit will review the HLP's to ensure that the required building setbacks and any other applicable zoning requirements are adhered to. Building setbacks are determined by the zoning classification of that property, they are indicated on the approved Final Plat.

2. Complete Building Permit Application:

Each building permit application must be completed before processing. This shall include the address for the site, lot number, subdivision name, the permit district (will always be City of Dallas), contact information and billing information, contractor information, square footage, valuation (cost in materials and labor), type of use and construction type. **If the property has an unassigned address please contact the City Engineer.**

3. Notice of Intent: (NPDES Permit – Georgia Environmental Protection Division):

If there is no Primary Permittee for the subdivision, then each lot will have to file as a tertiary permittee with GEORGIA EPD.



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As required with all tertiary permits, a specific erosion and sedimentation control plan needs to be designed and submitted for that lot. **Please submit a copy of the GSWCC blue card with this as well.**

4. Trade Permit Application (Electrical, Mechanical, and Plumbing):  
All trades must be applied and turned in with the initial building permit application. No work for electrical, mechanical, or plumbing shall occur without the respective permits.
5. Subcontractor Documentation:  
All subcontractors must submit copies of their state contractor's license, business license, and photo ID.
6. General Contractor Documentation:  
General contractor must submit a copy of their state contractors license, business license, and photo ID.
7. Copy of General Contractor State License Card and Signature from the General Contractor Qualifying Agent:  
If you are applying on behalf of the contractor, you must submit the completed and signed State Authorization Form. Owners who are also the primary resident in a residential property may under the State Contractors Licensing Law serve as their own General Contractor. In this case the Owners Affidavit must be provided.
8. Water and Sewer Tap Fee Receipt:  
All water and sewer tap fees must be paid before a building permit can be issued.
9. Approved Elevation Plans:  
Elevation drawings are required for all new single-family detached and two-family dwellings in major and minor subdivisions and for existing residential structures that expand or are altered by more than 35% of the existing square footage.
10. Affidavit for Sewer Line Installation:  
A copy of the Affidavit for Sewer Line Installation must be submitted for each lot.

**\*\*The review process does not begin until all required items are provided. \*\***