

**MCDUFFIE COUNTY PLANNING COMMISSION**  
**210 RAILROAD STREET, P.O. BOX 7, THOMSON, GEORGIA 30824**  
**(706) 595-5355 FAX (706) 595-4204**

**BUILDING PERMIT PROCEDURES**

Follow these steps:

- 1.) Driveway (Pipe) Permit – Contact the McDuffie County Road Department located at 504 Railroad Street to obtain your driveway permit. 706 – 595-2591. **NO BUILDING PERMIT CAN BE ISSUED UNTIL THE DRIVEWAY PERMIT IS APPROVED BY THE COUNTY ROAD DEPARTMENT.**
- 2.) Utilities:
  - a.) **Municipal Utilities** – If municipal water and/or sewer are \*available to any part of your lot or land (even if it is located across the road), you are required by State and local regulations to tap on to these services. You may purchase your water and/or sewer taps at City Hall located at 210 Railroad Street (595-1781). Please remember to bring your tap receipt to the Planning Commission when applying for permits.
  - b.) **Septic Tank and Well** – If municipal water and/or sewer are not \*available to your lot or land, you must obtain a septic tank Health Site approval form from Mr. Tim Mosley at the McDuffie County Health Department (595-1740). Please bring Mr. Mosley's septic tank letter to the Planning Commission when applying for permits.

[\* Availability of municipal utilities will be determined by the Planning Commission.]
- 3.) Property Plat - Bring a copy of the plat (land survey) of the property on which the home will be built. This must be a complete plat showing the entire property, surveyor's name and stamp, date, etc. If you have a large size plat it should be reduced by the copier in order to obtain a copy of the whole plat. The Planning Commission will not accept a section of a plat, real estate office information sheet, surveyor's field drawings, etc. If you do not already have a copy of your plat, you may obtain a copy of the plat at the County Clerk's office in the courthouse. Please be advised that, depending on the circumstances, you may have to have a new plat drawn.
- 4.) Addresses Required – Effective immediately, all new habitable structures, whether residential (single-family, multifamily, etc.), commercial, or industrial must now have its street address clearly displayed as required by local county ordinance and State law. Release of electricity to a structure will not be authorized unless the owner or tenant has the address number displayed.

**Note:** After obtaining your building permit, **you are required to post the permit in plain view from the road or highway.**

**REQUIRED BUILDING INSPECTIONS**

The building inspector will, at a minimum, make the following inspections during construction. **YOU MUST CALL THE PLANNING COMMISSION OFFICE (595-5355) AND REQUEST ALL INSPECTIONS.**

- a.) Temporary Pole.
- b.) Foundation-Footing - before concrete is poured.
- c.) Concrete slab - before plumbing is covered.
- d.) Rough-In Inspection: framing, roofing, electrical, plumbing, and mechanical.  
You are not authorized to insulate the wall until after this inspection.
- e.) Final Inspection: electrical(including lighting), plumbing (including fixtures), mechanical (including outside units), appliances, decks, porches, etc.

**CAUTION:**

1. If it is necessary for the inspector to return to make a re-inspection, a \$25.00 re-inspection fee will be charged, this fee must be collected prior to the release of electricity.
2. Your water and sewage services must be installed and released by the Health Department or county inspector before the permanent power will be released.

Remember: You should go ahead and set up your electricity account with your power company. The building inspector will release power to your structure after his approval of your final inspection.