

On January 1, 2014, Washington County started a permit procedure for any development in unincorporated Washington County. These include: **new or used mobile homes, new residential or commercial construction, additions over 400 square feet, new outbuildings over 400 square feet, new RV parks, mobile home parks, or subdivisions with private roads, and new or rebuilt driveways which access a county road.** This program was developed to:

- 1) Ensure that homes, roads, subdivisions, and structures are not built in areas that are subject to flooding or severe erosion— or in flood zones.
- 2) Advise residents that private roads (built by private contractors) are the responsibility of the builder, and even if they meet County or DOT standards, there is no guarantee that private roads will ever be maintained by the County.
- 3) Ensure that all properties have a valid E-911 address, and that the address be posted prominently; thus improving the safety of the community by assuring that safety personnel can easily locate addresses to which they are dispatched.
- 4) Allow Washington County residents and businesses to participate in the Federal Flood Insurance Program which provides low cost Federal Flood Insurance.

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*To be in compliance with County Ordinances, all parties seeking to develop property in Washington County must follow the procedures outlined below. \*\* NOTE THIS IS A TWO PAGE DOCUMENT. \*\**

**ALL DEVELOPMENT, E-911 ADDRESS, COUNTY RIGHT-OF-WAY, AND MOBILE HOME TRANSPORT PERMITS SHALL BE ISSUED FROM THE WASHINGTON COUNTY TAX ASSESSOR'S OFFICE:**

Washington County Tax Assessors' Office  
121 Jones Street, Sandersville, GA 31082  
Phone 478-552-2937 Fax: 478-640-9962  
Email: [wboa@washingtoncountyga.gov](mailto:wboa@washingtoncountyga.gov)

## **1. APPLY FOR AN E-911 ADDRESS (UNLESS ALREADY ISSUED)**

- a. Each residence or commercial establishment must have its own address.
- b. A site visit will be required. The proposed residence or structure **MUST** be staked out prior to the site visit.
- c. The cost for application of such address is \$30.per address.
- d. Site visits are conducted on Fridays; **turnaround time may be up to 7 business days.**

## **2. APPLY FOR A DEVELOPMENT PERMIT.**

- a. All new residential or commercial construction, all new additions or outbuildings over 400 square feet, all new subdivisions, RV parks, mobile home parks, all new or used mobile homes, and all new pool houses require a development permit.
- b. Permits will be tentatively approved, awaiting approval of all other permits (septic system etc.) being met.
- c. The costs to apply for a development permit is:
  - Residential construction, commercial construction, and all mobile homes (new or used) - \$60
  - Outbuildings, additions, or carports over 400 square feet- \$30
  - Pool houses under 400 square feet, \$30; over 400 square feet, \$60
  - Subdivisions, RV parks, and mobile home parks- \$200
- d. These permits require one or more site visits; **turnaround time is typically 5 to 10 business days.**



**3. APPLY FOR A SEPTIC TANK PERMIT ONCE THE DEVELOPMENT PERMIT IS OBTAINED.**

- a. Under State and County law, all residences, commercial structures, mobile homes (new, used, or replacement), and all structures intended for human occupancy MUST obtain a septic tank/sewage system permit from the Board of Health.

WASHINGTON COUNTY HEALTH DEPARTMENT  
 201 Morningside Drive Phone: 478-552-3210  
 Sandersville, GA 31082 Fax: 478-553-1832

- b. Septic Tank permits will not be issued by the Washington County Health Department until BOTH an E-911 address has been issued, and a Development Permit has been applied for and tentatively approved.
- c. All decisions regarding approval of a septic tank/sewage system permit are governed by State law and issued by the Board of Health- not directly by Washington County.
- d. Turnaround time on such permits varies, but is subject to State regulations and testing schedules.

Turnaround time may be up to 20 working days.

**4. ADDITIONAL REQUIREMENTS FOR MOBILE HOMES.**

- a. Any used mobile home **must have a safety inspection** to ensure the home is safe and habitable **before a mobile home permit will be issued**. This will include a basic check of the electrical, plumbing, and structural elements of the home.
- b. Such inspection **must** be conducted by a certified home inspector OR a licensed contractor OR a building inspector for a local municipality. This inspection must be done wherever the home is located, **before it is brought to the new planned location**.
- c. Any new or used mobile homes being moved to an existing home site require a **re-inspection and approval of any existing septic system**, at such home site, by the Health Department. This must be obtained before final approval for development and transport is issued
- d. All mobile homes must also be registered with the Tax Assessor and obtain a mobile home decal from the Tax Commissioner each year. Such registration forms may be obtained from the Tax Assessor.

**5. OTHER: COUNTY RIGHT-OF-WAY PERMITS**

- a. Encroachments into the right of way, such as new or rebuilt driveways, or utilities require a County permit.
- b. There is no charge for such permits.
- c. A site visit, however, is required. Subsequent to such visit, County personnel will determine the width and diameter of driveway pipes (if necessary).
- d. Turnaround time will be 5-10 business days.
- e. Encroachments by utility companies (other than driveways) should be addressed directly at the Road Department, 1862 Kaolin Drive, Sandersville, GA with the Director of Public Works.

**PLEASE NOTE: COMMENCEMENT OF ANY DEVELOPMENT ACTIVITIES WITHOUT ISSUANCE OF APPROVED PERMITS IS A VIOLATION OF COUNTY ORDINANCE AND COULD LEAD TO THE ISSUANCE OF A CITATION. ALL RESIDENTS, BUILDERS, CONTRACTORS, AND OTHERS SHOULD TAKE NOTE OF TURNAROUND TIMES ON THE ISSUANCE OF ALL PERMITS AND PLAN PROJECTS ACCORDINGLY.**

I certify that I have read and understood these procedures.

**\*\* NOTE THIS IS A TWO PAGE DOCUMENT. \*\***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address



PERMIT NUMBER \_\_\_\_\_  
DEVELOPMENT PERMIT \_\_\_\_\_  
DRIVEWAY PERMIT \_\_\_\_\_

DATE \_\_\_\_\_  
LOCATE OR RELOCATE MOBILE HOME PERMIT \_\_\_\_\_  
911 ADDRESS \_\_\_\_\_ DATE ASSIGNED \_\_\_\_\_

RESIDENTIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ MINING OR SPECIALTY \_\_\_\_\_ PROPERTY ID: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

LANDOWNER/PURCHASER/LEASEE: \_\_\_\_\_ PHONE: \_\_\_\_\_

TO YOUR KNOWLEDGE IS THE PROPERTY LOCATED IN A FLOOD ZONE AREA: YES \_\_\_ NO \_\_\_ IS THERE A BODY OF WATER WITHIN 500 FT: YES \_\_\_ NO \_\_\_

**911** LOCATION/DESCRIPTION OF PROPERTY (ROAD, LOT #, Etc.): \_\_\_\_\_ USE OF LAND (RESIDENCE, HUNTING, Etc.): \_\_\_\_\_

ASSIGNED E-911 ADDRESS \_\_\_\_\_ BY: \_\_\_\_\_

**DEVELOPMENT** RESIDENCE \_\_\_\_\_ OUTBUILDING \_\_\_\_\_ NEW \_\_\_\_\_ ADDITION \_\_\_\_\_ NUMBER OF SEPARATE STRUCTURES TO BE BUILT \_\_\_\_\_

APPROXIMATE SQUARE FOOTAGE: \_\_\_\_\_ ESTIMATED COMPLETION/MOVE DATE: \_\_\_\_\_

CONTRACTOR/TRANSPORTER/SELLER: \_\_\_\_\_ PHONE: \_\_\_\_\_

PERMIT NUMBER \_\_\_\_\_ APPLICANT NAME: \_\_\_\_\_

**HEALTH DEPT** SEPTIC PERMIT NO: OSC \_\_\_\_\_ EXISTING PERMIT: YES \_\_\_ NO \_\_\_ APPROVED BY: \_\_\_\_\_ NO: 150- \_\_\_\_\_

**MOBILE HOME** NEW: \_\_\_\_\_ USED: \_\_\_\_\_ YEAR MODEL: \_\_\_\_\_ INSPECTION: YES \_\_\_ NO \_\_\_ ESTIMATED MOVE DATE: \_\_\_\_\_

MH SERIAL NO: \_\_\_\_\_ DEALER/SELLER: \_\_\_\_\_

MH REGISTERED WITH TAX ASSESSORS: \_\_\_\_\_ REGISTERED WITH: BILL OF SALE \_\_\_\_\_ TITLE \_\_\_\_\_ PT-41 \_\_\_\_\_

**DRIVEWAY** COUNTY ROAD BEING ACCESSED: \_\_\_\_\_ TYPE OF VEHICLE TO UTILIZE DRIVEWAY: \_\_\_\_\_

NOTE: CODE ENFORCEMENT PERSONNEL WILL CONDUCT FIELD INSPECTION I hereby certify all the information provided is correct to the best of my knowledge.

**SIGNATURE** \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: FILING OF THIS DOCUMENT WILL CREATE A REVIEW OF THE COUNTY'S VALUATION OF THE PROPERTY. REASONABLE NOTICE IS HEREBY PROVIDED THAT AN ONSITE INSPECTION BY A MEMBER OF THE COUNTY APPRAISAL STAFF MAY BE REQUIRED.

**COUNTY USE ONLY**

FLOOD PLAIN Yes \_\_\_ No \_\_\_ APPROVED YES \_\_\_ No \_\_\_ ADDENDUMS YES \_\_\_ NO \_\_\_ NO. OF PAGES \_\_\_\_\_

COMMENTS: \_\_\_\_\_

APPROVAL: \_\_\_\_\_

DATE: \_\_\_\_\_

