



17 East Main Street, South  
Hampton, GA 30228

## NEW HOME CONSTRUCTION CHECKLIST

**The following items are required for all new construction in the City of Hampton, Georgia.**

- \_\_\_\_\_ Completed Land Disturbance Permit with credentials for qualified card holder registered with the State of Georgia overseeing land disturbance.
- \_\_\_\_\_ 2 copies of Erosion, Sedimentation and Development Control plans for your construction site to be submitted to GSWCC for review.
- \_\_\_\_\_ A copy of the certified return receipt requested (green card) along with a copy of the Notice of Intent (NOI) submitted to the EPD.
- \_\_\_\_\_ A copy of the return receipt requested signed by the EPD
- \_\_\_\_\_ Building permit application
- \_\_\_\_\_ 2 copies of the building plans (prefer 11 x 17 size but nothing smaller). Plans to include elevations (including list of building materials) foundation plan, footing details and floor plan with square footage.
- \_\_\_\_\_ A copy of the builders credentials (driver's license, state certification, business license) at the time a building permit application is submitted for **each** new project.
- \_\_\_\_\_ Application for Water, Sewage, Electricity and/or Garbage Service (required for our Customer Service Department to submit your application for utilities)
- \_\_\_\_\_ Subdivision Regulations/No Burial Statement
- \_\_\_\_\_ Subcontractor must complete application for their specific trade on **each** new project. This includes providing a copy of their driver's license, state certification and business license.
- \_\_\_\_\_ Termite letter for each job site before final inspection performed.
- \_\_\_\_\_ Copy of Notice of Termination (NOT) before Certificate of Occupancy issued.

**If you have any questions, please feel free to contact our offices Monday thru Friday 8:30 a.m. to 5:00 p.m.**

Community Development Department  
770-946-4306