



# Residential Building Permit Application Checklist




## STEP 1: APPLY ONLINE

All building permit applications must be submitted online through the Jackson County Citizen Self-Service Portal.

 Website:

<https://jacksoncountyga-energovweb.tylerhost.net/apps/selfservice#/home>

 Use the QR Code to access the portal:



### Portal Registration Instructions:

- **On a desktop:** Click “Login or Register” in the upper-right corner.
- **On a mobile device:** Tap the three-bar menu (☰), then select the “▼” drop-down to log in or register.

## STEP 2: REQUIRED DOCUMENTS

Please upload the following required documents during your application submission:

- E-911 Address for the property
- Contractor Licensing Documentation (State License Card & Current Business License)
- Subcontractor Licensing Documentation (State License Card & Current Business License)
- GSWCC Level 1A Certification (Blue Card)
- Erosion and Sediment Control Plan (Required only if a Tertiary or Land Disturbance Permit is needed)
- Scaled Construction Drawings, including:
  - Foundation plan and details
  - Floor plans for each level
  - Elevations and wall sections
- House Site Plan
  - Scaled survey showing the home footprint and all structures on site
  - Include building setbacks, property lines, and septic layout (if applicable)
- Paid Water Connection Receipt
- Paid Sewer Connection Receipt (if applicable)
- Septic Tank Permit (if applicable)

For assistance, contact the Jackson County Building Department at 706-367-6338 or [klord@jacksoncountygov.com](mailto:klord@jacksoncountygov.com)