



TROUP COUNTY
GEORGIA



Residential Permitting Guidebook

Updated July 17th, 2025

Steps for Obtaining a Residential Building Permit

Building codes are designed to ensure safe building techniques. These important standards help protect your family from safety risks and ensure the public's safety, health and general welfare. Troup County issues building permits, to uphold standards of structural strength and stability, means of egress, adequate light and ventilation, safety to life and property from fire and other hazards incidental to the design, construction, alteration, repair, removal or demolition of buildings or structures.

It shall be unlawful to construct, erect, demolish, install, alter or repair or commence the construction, erection, demolition, installation, alteration or repair of any building, structure, equipment, appliances or system without first obtaining a building permit." These building permits are needed for any construction, alteration, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building or structure or any appurtenance connected or attached to such buildings or structures.

Building permits are issued by the Community Development Office, upon approval by the appropriate review entities based on the scope of work. Please note: if the property is owned by a company the permit must be pulled by a licensed contractor/sub contractor.

How do I obtain my building permit?

Go to the Troup County Government Services Center, 100 Ridley Avenue, LaGrange, GA. Applicant may apply via the *Geopermit portal* <http://permitting.schneidergis.com>; or download the application at http://troupcountyga.org/Building/Permits_Inspections prior to coming to the office to obtain said permit.

Step 1: Zoning Verification

The zoning of a parcel determines what is permitted and the acreage needed for placing a structure on said parcel. This information can be found on the Property Record Card available from the Property Appraisal Office, 100 Ridley Avenue, Suite 2100, 2nd floor of the Government Services Center, or online at http://troupcountyga.org/Departments/Property_Appraisal.

Step 2: Septic Tank and Well Permit

Obtained from the Troup County Health Department. They are located at 900 Dallis Street, LaGrange, GA, or call (706) 298-3702. This step must be completed to obtain a building permit.

Step 3: Address Assignment

The application for an Address Assignment can be obtained from the Building, Planning & Zoning office or online at http://troupcountyga.org/Building/Address_Assignments. A fee of \$25.00 will be assessed. To have an address assigned to the parcel the applicant must meet the following criteria:

1. Address not assigned.
2. The applicant owns the property, has documentation stating they are in the process of purchasing said parcel, or documentation stating the current owner of said parcel have given permission for the applicant to place a residential structure on the parcel.

3. Must present a site plan of the residential building being placed on the parcel.
4. Must fill out a Building Permit application.

Step 4: Driveway & Land Disturbance Permit

Applicant may apply via *the Geopermit portal* <http://permitting.schneidergis.com>; or download the application from http://troupcountyga.org/Building/Permits_Inspections; or obtain one from the Community Development office. A fee of \$65.00 will be assessed for each permit.

1. If the parcel already have a driveway installed the Driveway Permit is not necessary.
2. The permit(s) will be faxed to the Troup County Road Department, (706) 883-1713.

The applicant will be issued a set of procedures to be followed once the permits are issued.

Step 4: Building Permit

There are several types of building permits: (1) Standard Built and Manufactured Home Units. The property must be free of residential structures. If there is a residential structure on said property a Demolition Permit must be obtained prior to a Building Permit being issued. (2) Additions, Remodeling, etc. The procedure for obtaining said permits are as follows:

Standard Built Permit:

Application: The applicant must have the following documents:

Application - Applicant may apply via the Geopermit portal <http://>

permitting.schneidergis.com ; obtain the form from the Community Development office or download from the online at portal http://troupcountyga.org/Building/Permits_Inspections.

Site Plan – must be rendered by a design professional, surveyor, or drawn to scale with accurate measurements from property lines to side and rear walls, and from center of road to front of house. Site plan should include location of septic and well if applicable.

Floor Plan – layout of all rooms and areas in the home. Each level must have a floor plan with all door and window sizes included. Floor plan must have actual square footage of heated space, garage space, and porches/patios clearly labeled. Unfinished basements and attics must have percentage of finished area noted.

Elevations – scaled rendering of front of home required with accurate portrayal of design elements, roof pitch, and total height. (All sides preferred) Troup County Code of Ordinances Appendix A, Article XXV, section 25.4 for design criteria

Foundation Plan – location of all continuous footings and/or pier locations. Cont. footing must have a typical detail, piers must have a size and rebar count. Foundation plan must have any thickened slab locations noted with the typical design.

Floor and/or Roof Framing Plan – where the dwelling has a wood floor, a floor framing plan is required detailing size and spacing of joist, beams, and girders. For conventionally framed roof systems, the plan must have size and spacing of joist and show bearing locations. For manufactured truss roofs, engineer truss specs will be required. **if required by the building official*

Additional Permits Required at Submittal:

Land Disturbance Permit

Driveway Permit (if applicable)

Address Assignment (if applicable)

Septic Permit (Health Department)



Residential Addition or Remodel:

- a. Footing/Pier, Floor Plan, Roof and/or Floor Framing (if applicable) + Completed Permit Application
- b. Health Department septic approval will be required for addition of sleeping rooms
- c. Site Plan, attachment method, and plumbing extension details may be required depending on project

Pole Barn, Enclosed Barn, or Storage Building: (greater than 120 square feet)

- a. Site Plan, details of type of building, invoice for purchase of building, construction plans for the building.
- b. Completed Permit Application

Residential Solar System Install:

- a. Site Plan, Electrical plan, signage diagram, PV Panel location diagram, attachment method, invoice of sale
- b. Completed Permit Application. *Engineering for roof mount systems may be required on a case by case basis*

Residential Pool Install:

- a. Site Plan, Invoice from installer, Land Disturbance Permit + Completed Permit Application
- b. NOTE: A septic evaluation by the Health Department may be required for any permit if location of system is near construction or questionable

Manufactured Home Unit (MHU) Permit (Agricultural Zoning - AG only):

Application - Applicant may apply via the Geopermit portal <http://permitting.schneidergis.com> ; obtain the form from the Community Development office or download from the online at portal <http://troupcountygga.org/Planning/Applications>.

The applicant must have the following documents:

- New parcel – survey plat
- Obtain address if not assigned
- Septic Tank and Well Permit
- Must present a site plan of the residential building being placed on the parcel.
- Must present floor plan.
- Purchase agreement
- Preowned manufactured home units shall be required to obtain the following before being approved to locate or relocate into the county:
 - ◆ Demolition permit for older structure.
 - ◆ A signed affidavit that the preowned unit meets health and safety standards.
 - ◆ Photographs providing evidence that the minimum health and safety standards are met.
 - ◆ Inspection. The building inspector / code enforcement officer shall inspect the preowned manufactured home unit prior to it being relocated to or within the county. If located outside of the county an inspection report provided by reputable inspector will be accepted. The lot on which the MHU is to be sited is a conforming lot and the site meets the zoning district's requirements.
- **For all other residential zoning: Application for replacing an existing MHU it will be reviewed administratively—\$100 review fee.**



ADOPTED BUILDING CODES

Current Mandatory Codes as Adopted by DCA:

- International Building Code, 2024 Edition, with Georgia Amendments
- International Residential Code, 2024 Edition, with Georgia Amendments
- International Fire Code, 2024 Edition
- International Plumbing Code, 2024 Edition, with Georgia Amendments
- International Mechanical Code, 2024 Edition, with Georgia Amendments
- International Fuel Gas Code, 2024 Edition, with Georgia Amendments
- National Electrical Code, 2023 Edition, with Georgia Amendments
- International Energy Conservation Code, 2015 Edition, with Georgia Amendments
- International Swimming Pool and Spa Code, 2024 Edition, with Georgia Amendments

Building Permits & Inspections are required for any owner and/or authorized agent to construct, enlarge, alter, repair, move, demolish or change any structure/building/house to include the following:

- Foundations, Framing, Decks, and Porches.
- Pole Barns, Shops, and Garages.
- Detached Accessory Buildings over 120 square feet in size.
- Swimming Pools.
- Permanent Signs (temporary portable signs & banner signs require a zoning permit).

In addition, Building Permits & Inspections are required for any owner and/or authorized agent to erect, install, enlarge, alter, repair, remove, convert, or replace any Electrical, Gas, Mechanical (HVAC) or Plumbing System, which is regulated by Code.

REQUIRED SUBMITTALS

New Residential Dwelling: *all new building [permits should be done through the Geopermit portal](http://permitting.schneidergis.com)*
<http://permitting.schneidergis.com>

Residential Building Permits must be pulled by the legal property owner, or a Georgia Licensed Contractor.

All construction with a value of \$2,500.00 or the compensation to be received for the work exceeds \$2,500.00 is required by (O.C.G.A.) Title 43, Sec 41-2 to be done by a qualified, licensed residential or general contractor, licensed by the State of Georgia.

If the work being done is for sole use by the property owner and the family of the property owner, not being used by the general public, and will not be sold or leased, a legal property owner may act as his or her own general contractor under the requirements of (O.C.G.A.) Title 43, Sec 41 – 17 (h)

In the instance of a property owner acting as their own general contractor, a home owner affidavit will be required to be filed with the permit application, and must be signed in the presence of a State of Georgia certified notary public. Notary services are available at no charge in our office. Homeowner affidavits are allowed for 1 project per 24 months

The state of Georgia has reciprocity agreements with Louisiana, Mississippi, and South Carolina for residential contractors with an active license issued by those states.

ISSUANCE OF PERMIT

After all required submittals have been reviewed, an address has been assigned, a septic permit issued, and the land disturbance and driveway permits have been inspected and approved, and the building permit will be issued. The permit fee is based on total construction value, to be determined by the Building Official. Once the permit fees are paid, the permit is active, you have 180 days to begin work, and 365 days to complete work.

BUILDING INSPECTIONS

Residential Construction must be inspected throughout the building process, please see the attached page for details on those inspections.

CERTIFICATE OF OCCUPANCY

Occupancy of any structure is prohibited until a Certificate of Occupancy has been issued (new construction) or a final approval has been given, and the permit is closed. These documents will be sent via e-mail through our Geopermit system

SPACE & DIMENSIONS TABLE

SPACE DIMENSIONS	AG	AG-R	SU-R	LR	SU-VL ⁵	UR-VL _{3,5}	LC	HC	LI	HI
Maximum Building Coverage (% of individual lot area)	N/A	N/A	N/A	N/A	N/A	60%	60%	70%	70%	70%
Maximum Impervious Coverage	N/A	N/A	N/A	N/A	N/A	70%	70%	80%	80%	80%
District area (min) ¹	5 acres	2 acres	1.5 acres	2 acres	25 acres	50 acres	1 acre	5 acres	25 acres	25 acres
Individual lot area (min) ¹	5 acres ²	2 acres ²	1.5 acres ²	2 acres ²	1 acre	5,000 sq ft	1 acre	1 acre	1 acre	1 acre
Public water requirement ⁴ (Well or Public Water)	Well	Well	Well	Well	Public Water	Public Water	Well	Public Water	Public Water	Public Water
Public sewer requirement ⁴ (Septic or Decentralized Sewer)	Septic	Septic	Septic	Septic	Septic	Dec. Sewer	Septic	Dec. Sewer	Dec. Sewer	Dec. Sewer
Lot width at setback line (minimum, feet) ⁷	220	150	150	175	100	60	100	100	100	100
Building height (maximum, feet) ⁷	40	40	40	40	40	85	40	40	40	40
Side yard (minimum, feet) ^{7,8}	50	30	20	20	20	5	20	20	20	20
Road/Street side yard (minimum, feet) ^{7,8}	50	40	40	50	20	10	40	40	40	40
Rear yard (minimum, feet) ^{6,7,8}	50	40	40	50	40	30	40	40	40	40
Front yard, Arterial (minimum, feet) ⁷	145	125	120	130	120	100	100	200	125	120
Front yard, Collector (minimum, feet) ⁷	125	100	100	120	100	50	80	150	100	100
Front yard, Local (minimum, feet) ⁷	100	90	90	100	90	25	80	150	100	100

Troup County Building Permit Application



Building, Planning, & Zoning Department
100 Ridley Avenue
Lagrange, Georgia 30240

TELEPHONE: (706) 883-1650
FAX: (706) 883-1653

Project Value:

Permit Fee:

Pay Method:

Receipt #

Receipt By:

Permit Number:

Contractor / Applicant Information

Job Site Information

Name of Contractor / Applicant:

Owner's Name:

Address:

Address:

City:

State:

Zip:

City:

State:

Zip:

Office #

Mobile #

Contact Phone #

Georgia State Contractor License #

Assessor Parcel Number #

Business License #

Zoning District:

Email:

Email:

Subcontractor Information

Electrical

Plumbing

Mechanical

Other

Name:

Name:

Name:

Name:

License #

License #

License #

License #

Building Information

Building Classification

Type of Work

Finished/Heated Areas (Sq.Ft.)

Un-Finished Areas (Sq.Ft.)

Residential:

New Construction:

Basement:

Basement:

Commercial:

Addition:

1st Floor:

1st Floor:

Accessory / Storage:

Renovation / Repairs:

2nd Floor:

2nd Floor:

Swimming Pool:

Alteration / Remodel:

Bonus:

Garage:

Signage:

Demolition:

Other:

Bonus:

Other:

Other:

Total Finished:

Total Un-Finished:

Scope of Work & Additional Notes

Certification

I hereby certify: that I have read this application and that all information contained herein is true and correct, that I agree to comply with all Troup County Ordinances and State of Georgia laws regulating building construction, and that I am the owner or authorized agent to act as the owners agent for the herein described work.

Signature of Owner / Agent:

Date:

Office Use Only - Below This Line

Commercial Review Process

Residential Review Process

Zoning District Permitted Use?

Zoning District Permitted Use?

FEMA Flood Zone?

Land Plat / Survey Compliant?

Airport Zoning District?

FEMA Flood Zone?

QDC (Quality Development Corridor) Plan?

Airport Zoning District?

Supplemental Zoning Requirements?

Address Assignment?

Commercial Buffer / Screening Requirements?

Construction Plans & Documents?

Address Assignment?

Site Plan / Setbacks?

Construction Plans & Documents?

Land Disturbance Permit?

Civil Plans / Site Plans?

Driveway Permit?

Health Department Permits?

Health Department Permits?

Office Use Only - Below This Line

Planning & Zoning

Fire Marshal

Building Department

Approved:

Denied:

Approved:

Denied:

Approved:

Denied:

Comments:

Comments:

Comments:

By:

Date:

By:

Date:

By:

Date:

General Information

Phone Number (706) 883-1650

Office Hours Monday – Friday 8:00 am to 5:00 pm
(excluding Holidays)

Online Permit Portal <http://permitting.schneidergis.com>



TROUP COUNTY
G E O R G I A

Community Development

(706)883-1650

communitydevelopment@troupcountyga.gov

<https://troupcountyga.gov/>

NOTES: _____

[illegible]