

HOW TO “DIGITIZE” YOUR BUILDING PERMIT APPLICATION PACKET

STEP ONE: Purchase a THUMB DRIVE. These can be purchased at Wal-Mart in the electronics section or any office supply store. Purchase an inexpensive one as the County will keep it.

STEP TWO: Gather and complete ALL these documents listed below

1. Completed, Signed Application + all associated documents within the permit packet necessary for your project.
 - * **All portions of the application must be filled out including an email address and ALL documents inside your packet MUST BE completed and signed.**
2. TWO (2) Complete Sets of Blue Prints/Drawings on paper
3. ONE (1) engineered foundation design -- MUST BE WET STAMPED (as applicable)
4. Soils test -- MUST BE WET STAMPED (as applicable)
5. TWO (2) Copies of Building Permit Site plan -- Site Plan Guide Lines (APPLICATIONS WILL BE RETURNED TO YOU IF SITE PLAN IS INADEQUATE AND DOES NOT HAVE ALL REQUIRED ELEMENTS. All site plans must follow these guidelines).
6. Current copy of deed for property – obtain at County Recorder (25 cents).
7. Current statement of taxes for property (must be no older than 30 days – you can obtain at County Treasurer (25 cents).

STEP THREE: Take ALL of the items in step two and your **Thumb Drive** to the Elizabeth Business Center, Staples or Office Depot (or any other office store) and ask them to **SCAN EACH ITEM into a PDF** separately; as them to **NAME EACH ITEM APPROPRIATELY** and then ask them to put all the items onto the thumb drive for you.

STEP FOUR: Bring ALL of the hard/paper copies of what you had scanned AND the thumb-drive to the Elbert County CDS Department to apply for your building permit.

ONCE YOU HAVE YOUR COMPLETED PACKET AND YOUR THUMB DRIVE – TAKE THEM AND THIS HANDOUT TO THE OFFICE SUPPLY STORE WITH YOU. THEY WILL KNOW WHAT TO DO.