



City of Hampton

NEW HOME CONSTRUCTION REQUIREMENTS

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CITY MANAGER
ALEX S. COHILAS

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

- Completed Land Disturbance Permit application with credentials for the qualified GSWCC card holder registered with the State of Georgia overseeing land disturbance and photo ID for the card carrier.
- Complete and submit Notice of Timber Harvesting Activity, if applicable and provide all required documentation.
- 2 copies of Erosion, Sedimentation and Development Control plans for your construction site to be submitted to GSWCC for review.
- Provide the City of Hampton a copy of your NOI "submittal receipt" which will include your ID along with a copy of the Notice of Intent.
- Completed building permit application along with a copy of the builder's credentials (driver's license, state certification, business license) at the time a building permit application is submitted for each lot.
- 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, site plan, footing details and floor plan with square footage.
- 2 copies of the house location plan (prefer 11 x 17 size but nothing smaller) for issuance of Land Disturbance Permit. (SEE FOLLOWING CHECKLIST FOR RESIDENTIAL LDP)
- 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. An Authorized Permit Agent form is required if someone is applying on behalf of a subcontractor.
- 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

Once the above information has been submitted and approved the City of Hampton will issue a building permit.

- Submit a foundation as-built survey to the City showing required setbacks. This survey must be submitted to the City of Hampton before additional inspections will be scheduled.
 - Provide termite letter for each job site.
 - Provide a copy of "submittal receipt" along with a copy of the Notice of Termination (NOT)
 - City of Hampton requires final erosion inspection release prior to issuance of a Certificate of Occupancy.
- If you have any questions, please feel free to contact our offices Monday thru Friday 8:30 a.m. to 5:00 p.m.**