

# PROCEDURES FOR BUILDING NEW HOMES

1. Approval of site plan by the Lee County Planning & Zoning Department.
2. Address assigned by the Planning Department.
3. Approval for well and septic tank, or hook up to a water and sewer system must be obtained from the Lee County Health Department.

Environmental Health Department  
Ken Collins  
103 Main Street  
Leesburg, Georgia 31763  
(229) 759-3016

4. Tap fee paid for public water and sewage.

Utility Authority  
Trish Quinn  
905 US HWY 19 South  
Leesburg, Georgia 31763  
(229) 759-6056

5. Driveway approval.

Utility Department  
Heather Jones  
102 Starksville Ave North  
(229) 759-6048

If it is a state highway you will need to notify the D.O.T. at 430-4198 for Driveway approval.

6. Building Permit Application must be turned in to the Inspections office with a complete set of plans.

Lee County Building Inspection  
Carol Lee  
102 Starksville Ave. N.  
Leesburg, Georgia 31763  
(229) 759-6000

Impact fee of \$770.35 is due along with permit fee when permit is approved.

## **SEC. 70-91 SITE PLAN REVIEW.**

**(a) In order to assure that the requirements of this chapter are complied with, all applications for a building permit shall be accompanied by a building site plan which shall conform to the following list of requirements and which shall be reviewed by the county planner, or his duly authorized representative, to determine compliance with this article before a building permit is issued. A building permit application shall not be issued for proposed site plans that does not meet all of the following requirements:**

1. The site plan shall be drawn to scale. The planning director, or his designee, may request that the plan be drawn by a registered engineer or surveyor certified to work in Georgia if questions of flood zone locations exist within the property for which a building permit is being sought.
2. The plan shall show the complete outline of each proposed building at the location it is proposed to be built. The plan shall also show the actual size of the building to be erected. The plan shall also show all existing structures located on the property and their exact dimensions.
3. The plan shall show all property lines. The plans shall also show the actual dimensions of the lot to be built upon.
4. The plan shall show all required property set back lines. No part of any permanent structure shall encroach upon or violate any required setback.
5. The plan shall show the exact location of all easements on the property. No part of any permanent structure shall encroach upon any easement.
6. The plan shall show all parking, driveways, well location, septic tank location, drain field location, trees larger than 24 inches in caliper and landscape buffers and all other requirements as set out in this chapter.
7. The plan shall show all other structures on adjacent lots within ten feet of the appropriate property line.
8. The plan shall show front, side, and rear elevations indicating the building height from finished grade.

**(b) After the county planner or his duly authorized representative has approved the site plan such approval shall be noted on the permit application.**

**(c) Before the construction begins, the builder shall locate and clearly mark all corner lots.**

**(d) At the time the building inspector conducts the foundation inspection, he may undertake whatever measurements he may deem appropriate including, but not limited to, measurements for the property lines to the proposed outermost edge of the building, so as to assure compliance with the approved site plan.**



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Building Inspection · Building Permits · Business License · Alcohol License

Joey Davenport  
*Chief Building Inspector*

Lamanda Croft  
*Administrative Assistant*

Alan M. Ours  
*County Administrator*

Lee County, Georgia  
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Web: www.lee.ga.us

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June 9, 1825*

## PLEASE READ AND APPLY TO RESIDENTIAL CONSTRUCTION

### **2006 INTERNATIONAL RESIDENTIAL CODE, GENERAL NOTES FOR ONE & TWO FAMILY DWELLINGS WITH GEORGIA AMENDMENTS**

#### STATE OF GEORGIA APPROVED TERMITE TREATMENT IS REQUIRED

1. Footing Slope- The bottom surface of the footing shall not have a slope exceeding 1 unit vertical in 10 units horizontal and anything over 10% slope shall be stepped. Bulkheads for step downs shall be set at twice the depth of the footing. (16" for 8" deep, 20" for 10" deep & etc.)
2. Single story footings shall be a minimum of 8" deep and 16" wide, and the bottom of the footing shall be a minimum of 12" below undisturbed soil and compacted to 98% of A.S.T.M. D 698 (STANDARD PROCTOR). Two runs of #4 rebar required with a minimum of 3" clearance to bottom and sides of the footing.
3. Pier Footing Size Minimum 8" deep 16" wide 24" long for 8 x 16 blocks  
8" deep 20" wide 24" long for 12 x 16 blocks  
8" deep 24" wide 24" long for 16 x 16 blocks  
Minimum size provides a minimum 4" projection at perimeter of piers.  
Note: The projection **shall not** exceed the thickness of the footing.
4. Pier spacing and height- Pier spacing shall be as required to transfer all anticipated loads above to the footing, foundation, and soils below. Refer to tables 502.5 (1) & 502.5 (2) for girder and header spacing & size. Maximum height of unfilled masonry piers is 4 times their least dimension- for example an 8" block = 32" maximum height, 12" block = 48" maximum height, 16" block = 64" maximum height. Piers filled solidly with concrete or Type M or S mortar can be ten times their least dimension in height with rebar installed. Piers shall be capped with 4" of solid masonry or concrete, or the top course filled with concrete or grout, or 2 x pressure treated lumber the same length and width of the block pier.



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5. The minimum size masonry foundation wall shall be 6" thick. Pier and curtain wall construction may be utilized in accordance with section R404.1.5.1 provided the piers are spaced a maximum of six feet o.c. with wall ties, providing a mechanical bond between the piers and the curtain wall at 16" o.c. vertically at each pier location.
6. Anchorage- All structures shall be properly anchored to their foundation within 12" of the end of each section of the bottom plate and a maximum of six feet o.c. with minimum 1/2" bolts embedded a minimum of 7" into concrete or masonry or other approved methods.
7. Crawlspace ventilation will be required at 1 square foot of ventilation opening per 150 square feet of under floor space area and one such opening shall be within 3' of each corner. Refer to section R408.3, of the 2006 International Residential Code for un-vented crawl spaces. Approved vapor barriers shall be provided under all habitable space floor slabs.
8. Access to the crawlspace shall be required. The size shall be a minimum of 18" x 24" or large enough to remove any equipment installed there in.
9. Removal of Debris- Crawlspace shall be cleared of **all vegetation, organic material and all construction materials.** The grade of the elevation inside the crawl space **shall be as high as the outside grade,** unless an approved drainage system is installed.
10. Sheetrock separation- The garage shall be separated from the residence and its attic area by a minimum 1/2" gypsum board applied to the garage side, walls and ceilings if there is no habitable room above garage. **Garages beneath habitable Rooms** shall be separated from all habitable rooms above by not less than 5/8" type x fire rated gypsum board.
11. Attic Access- Appliances installed in attics shall be accessible by pull down stairs and shall have a minimum 24" wide catwalk to the equipment, with a 30" x 30" service platform on the service side of the equipment. A switch, light, and receptacle are required for servicing of the equipment. A 22" x 30" attic access is required if there is no equipment in the attic.



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12. Model energy code compliance requires - R-19 for floors, R-13 for walls, R-30 for ceilings. Cathedral ceilings R-19 acceptable as long as area does not exceed 25% of total roof area, if area exceeds 25%, R-38 is required in the flat ceiling area. R-19 required in attic knee walls with retention straps. Additional requirements for compliance with the 2009 energy code may include verification of H.V.A.C. duct sealing, whole house blower door testing, and a minimum of 50% of the permanently installed lighting fixtures shall contain only high-efficacy lamps or be controlled by an occupancy sensor or automated lighting control system.
13. Guardrails- All porches, decks, balconies, or other raised floor areas more than 30" above the floor or grade below, shall have guardrails not less than 36" high with guards installed which do not allow the passage of a sphere 4" in diameter.
14. Handrails having a minimum height of 34" & a maximum height of 38" shall be provided on at least one side of all stairways 30" or more in height, for all interior and exterior applications.
15. Stair riser height- The maximum riser height shall be 7 3/4". The greatest riser height within any flight of stairs shall not exceed the smallest by more than 3/8". The first and last riser may vary by an amount not greater than 3/4" from the other risers in the flight of stairs.
16. Stair tread depth, the minimum tread depth shall be 9". The greatest tread depth within any flight of stairs shall not exceed the smallest by more than 3/8". Details for special stairs may be found in section R311.
17. All engineered lumber, trusses, headers, I-joists, etc. shall be approved by supplier/manufacturer and provide appropriate signed and sealed engineering documentation for the permit file.
18. Bedroom window size for emergency escape from all bedrooms must be a minimum of 24" in height and 20" in width. The clear opening area must add up to a total clear opening of 5 square feet for ground floor bedrooms and a minimum of 5.7 square feet for windows with a sill height more than six feet above the ground.



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Note: To find the clear opening area multiply the clear opening width x clear opening height (width x height = Total, then divide by 144).

19. Tempered glass shall be required for all hazardous area locations- near swinging doors, at bathtubs, whirlpool tubs, and showers where the bottom of the glass is less than 60" from tub drain level, etc.
20. Individual pane windows greater than 9 square feet when the bottom edge is less than 18" above the floor shall be safety glass.
21. Smoke/carbon monoxide detectors shall be installed **inside each bedroom and outside each separate sleeping area**. They shall be hard wired and interconnected and provided with a battery back-up. Smoke/carbon monoxide detectors shall be provided on each floor level.
22. Electrical panel location- The disconnecting means **shall be** installed on the outside of the structure if there is more than 8" of feeder conductors between the interior and exterior panels. Panel boxes shall have 30" wide x 36" deep work space in front of all panel boxes from the floor to the ceiling. Panel boxes **shall not** be located in clothes closets or bathrooms.
23. All receptacles located outside, in crawl spaces, in garages and carports, in bathrooms, and all receptacles serving kitchen counter tops must have ground fault circuit interruption (GFCI) protection.
24. Kitchen counter receptacles must be located within 2 ft of any break in the counter top (sink, stove, and refrigerator) and no more than 4 ft in between receptacles measured along the wall line (not diagonally). (2)-20 amp small appliance branch circuits shall be required for kitchen counter receptacles, lighting outlets are not allowed on these appliance circuits.
25. Receptacle layout for the remainder of the house (except bathroom, laundry room or closets) is as follows, receptacles must be located within 6ft of doorways or openings, with no more than 12ft in-between receptacles at the floor line and shall be provided on any wall wider than two feet. Arc fault protection is required for all outlets (receptacles, lights, smoke detectors, etc.) in all **habitable** rooms and spaces.



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26. At least one G.F.C.I. protected receptacle outlet shall be provided within 36" of each sink or basin in bathrooms. One receptacle outlet installed between two basins and within the 36" requirement may meet the requirement for the two sinks or basins.
27. One and Two family dwellings shall have not less than two hose bibs, sill cocks, or other outside hydrants with one being located on the side or rear of the structure and provided with a vacuum breaker device.
28. Ceiling joists on 2 ft centers requires 5/8" sheetrock installed if ceiling is to be blown with any type of water based textured ceiling material.
29. Site address required on the residence, four inches in height and a 1/2" stroke width and visible from the road. If residence is more than 50' from right of way, address must be posted @ drive-way and on the residence.
30. Toilet facilities shall be required for construction workers and such facilities shall be maintained in a sanitary condition.

**Please give 24/hr notice for inspection requests. This will allow us to plan our inspection routes for the day and will allow our department to be as efficient as possible. Please call if you have any questions.**

Thank you for your cooperation,  
Lee County Building Inspection Department  
102 Starksville Ave. North  
Leesburg, GA 31763  
(229) 759-6000  
Fax: (229) 759-2346



## Lee County Board of Commissioners

January 25, 2008

To all Builders and Developers:

Please be aware when paving driveways and right-of-way encroachments that the following requirements must be met.

Sec. 38-323. Driveway and right-of-way encroachment requirements.

(f) General requirements.

(1) All driveways shall be paved within the right-of-way if the roadway is also paved. If the roadway is not paved no paving or headwalls shall be allowed in the right-of-way.

(2) Minimum size storm pipe for driveways is 18 inches in diameter and 24 feet in length.

(3) The county encourages the use of sloped paved, or flared end sections on storm pipes instead of vertical headwalls on all roads. Where allowed, vertical headwalls shall meet the following requirements.

a. Vertical headwalls shall not be allowed on roads with speed limits greater than 35 miles per hour.

b. The top elevation of the vertical headwalls and any adornments shall not exceed 12 inches above the finish grade elevation of the driving surface of the driveway at any point within county owned right-of-way or easements. This shall be measured from the finished grade surface of the driveway immediately adjacent to the headwall.

c. The edge of a vertical headwall shall not extend out of the drainage ditch and onto the shoulder of the road.

d. Vertical headwalls or other structures, except those specifically allowed by this chapter, shall not be allowed within the county owned right-of-way or easements on curb and gutter roads.

If you have any questions, please contact me at the number listed.

Sincerely,

Robert R. Alexander,  
Director of Planning & Engineering

CC: Alan Ours, County Administrator  
County Commissioners  
William Clark, Public Works Director  
Joey Davenport, Director of Building Inspections

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