



Development Services Division

Building – Fire – Zoning – Code Enforcement
610 South Highland Road Quitman, Georgia 31643
O: (229) – 263 – 5611
<https://brookscountyga.gov/development-services>

Development Permit Process

(24 – 48 Hour Review Period = 1 - 2 Business Days)

**** EACH PROJECT MAY HAVE ADDITIONAL OR LESS STEPS DEPENDING ON THE SCOPE OF WORK ****

Please contact us with any questions about the steps for your specific project

New Commercial Buildings, Commercial Additions, Residential Subdivisions

1. **First Step Meeting with Development Review Team**
 1. First Step Meeting application must be submitted prior to meeting
2. **Submit Permit Application with ALL required plans/documents**
 1. 24-48-hour application review period
 2. Building/Site Plan review period can vary depending on the project
 1. Plan review fees to be paid before plan review can be begin
 2. Plans must be designed by a Georgia Licensed Design Professional
3. **Applicant will receive letter of approval or denial of the application**
 1. If approved, zoning approval form and other appropriate forms will be sent via email or be able to be picked up in person
 2. If denied, resubmit permit application with corrections
4. **Obtain 911 address from Brooks County 911 Center**
 1. Provide proof of zoning approval form
 2. Phone #: (229) – 263 – 4262
 3. Address: 702 Barwick Road, Quitman, Georgia 31643
5. **Obtain proper permits from Brooks County Health Department**
 1. Provide proof of zoning approval form
 2. Well and/or septic permit
 3. Address: 500 East Courtland Avenue, Quitman, Georgia 31643
 4. Phone #: (229) – 263 – 7585
6. **Obtain permits through other agencies when applicable to project/development**
 1. Georgia Department of Transportation (D.O.T)
 2. Environmental Protection Division (EPD)
 1. NPDES Permit
 2. Land Disturbance Permit
 3. Other Agencies when applicable/Required
7. **Submit documents into Development Services**
8. **Review of all documentation for final approval**
9. **Final Development Meeting with between Development Services Staff and Proposed Project Representatives**
10. **Pay all Permit/Plan Review Fees**
11. **Issuance of permit(s)**
12. **Inspections throughout the development process in accordance with the inspection schedule**
13. **Once final inspection is complete, Certificate of Occupancy (C.O) will be issued**