



## 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

### **New Residential Building – One- & Two-Family Dwellings, Manufactured Homes, Accessory Buildings, Additions**

(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

1. **Submit Permit Application with ALL required plans/documents**
  1. 24-48-hour Review Period
  2. Building Plans: Must be designed and stamped by a Georgia Licensed Design Professional
    1. Full Set of plans including all disciplines
  3. Site Plans: Go to the following link to get the requirements for the site plan.
    1. <https://brookscountyga.gov/development-services/development-services-information-documents>
    2. Can be designed & created by the applicant
    3. Single family residential, agricultural buildings, and their accessory uses, site plans need not be drawn to scale but must be accurate as to dimensions of lot and proposed building.
    4. All development activities or site work conducted after approval of the site plan shall conform to the specifications of said site plan.
2. **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
3. **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
4. **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
5. **Culvert & Driveway Information/Installation – Brooks County Road Department**
  1. Phone #: (229) – 263 – 8817
  2. Address: 1625 Johnson Short Road, Quitman, Georgia 31643
6. **Submit both documents into Development Services**
  1. 911 Address
  2. Health department permits
7. **Review of all documentation for final approval**
8. **Pay Permit Fees**
9. **Issuance of permit(s)**
10. **Inspections throughout the development process in accordance with the inspection schedule**
11. **Once final inspection is complete, Certificate of Occupancy (C.O) will be issued**