

APPENDIX I
FRANKLIN COUNTY
INSTRUCTIONS ON HOW TO GET A BUILDING PERMIT

1. Septic Application - must have site map with home drawn on map and footage from all property lines. Also, show the driveway so that an address can be assigned.
2. Turn in two sets of plans. Septic permit must be applied for before plans can be turned in.
3. Fill out general contractor forms and return septic construction approval.
4. Pick up permit (Refer to county pricing guide for permit fees).
5. Call in inspections.

Other "Must Know" Information:

- Must know good directions to property with State Road numbers – Inspectors cannot find property without proper directions.
- Must know construction cost or mobile home cost.
- Must know pertinent information, for example:

Stickbuilt - square footage, general contractors forms, septic approval, plumbing, electric, and mechanical subcontractors.

Mobile Home - size, color, year, model, set-up contractor, and electrical contractor.

Commercial - square footage, cost of construction, zoning, plumbing, electrical, mechanical, subcontractors, general contractor forms.

- Allow 20-45 minutes for a permit to be issued. Franklin County issues permits from 8 am until 5 pm. To serve you better, please arrive at county offices by 4:30 pm because of the amount of time it requires.