

PUTNAM COUNTY BUILDING AND ZONING PROCEDURES

1. NO BUILDING PERMIT(S) WILL BE ISSUED UNTIL AFTER A SEPTIC PERMIT HAS BEEN OBTAINED.
2. AFTER OBTAINING A SEPTIC PERMIT AND COMPLETING YOUR BUILDING PERMIT APPLICATION, CONTACT THE ZONING OFFICER TO ARRANGE TO HAVE THE BUILDING PERMIT ISSUED.
3. **FIRST INSPECTION:** WHEN BUILDING IS STAKED OUT, KEEPING WITHIN THE COUNTY SET-BACKS, CONTACT THE ZONING OFFICER FOR THIS INSPECTION.
4. **SECOND INSPECTION:** WHEN THE BASEMENT IS DUG AND FOOTINGS ARE SET AND REBAR IS IN BUT BEFORE THE CONCRETE IS POURED, CONTACT THE ZONING OFFICER FOR THIS INSPECTION.
5. **THIRD INSPECTION:** WHEN ELECTRICAL, PLUMBING, HEATING AND AIR CONDITIONING IS INSTALLED, BUT BEFORE DRYWALL IS HUNG, CONTACT THE ZONING OFFICER FOR THIS INSPECTION.
6. **FOURTH INSPECTION:** PRIOR TO OCCUPANCY, CONTACT THE ZONING OFFICER FOR THIS INSPECTION.
7. WHEN DRIVEWAY IS ESTABLISHED, NOTIFY THE 911 COORDINATOR TO OBTAIN A 911 ADDRESS.
8. A PLAT OF SURVEY AND A SET OF BLUE PRINTS OF THE BUILDING(S) MUST ACCOMPANY THE BUILDING PERMIT APPLICATION.

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