



Hall County Government

PUBLIC WORKS AND UTILITIES
TRAFFIC ENGINEERING DIVISION

RESIDENTIAL DRIVEWAY PERMIT PROCEDURE

POST OFFICE DRAWER 1435

GAINESVILLE, GA 30503

t: 770.531.6800 | f: 770.531.3945

SCOTT PUCKETT

Traffic Engineer

For existing driveway relocations, secondary driveways to existing homes and property access driveways only. For driveways related to new home construction, the permit will be included in the building permit and administered by the Building Inspections Department.

- Applicant comes to the Engineering Department located at 2875 Browns Bridge Road, 3rd Floor and requests a driveway permit.
- Engineering obtains information from applicant (name, address, email, home Phone, cell phone, etc.) and provides an aerial property view for the applicant To sketch proposed driveway location.
- Applicant visits the Planning and Zoning as well as the Environmental Health Department for clearance/approval. The Planning office will check if the Secondary driveway is permitted under existing zoning and Environmental Health will check if there is any impact to the septic system, field lines, or Wells that may exist.
- Applicant returns to Engineering and we collect the permit fee (\$50.00). A Receipt will be provided to the applicant.
- The driveway inspector completes an on-site review usually within 1-5 days.
- If there are any problems, Engineering will contact the applicant and advise Or meet on-site. If okay, the authorization to proceed is emailed to the Applicant along with the driveway regulations and any other issues that must Be addressed.
- Once complete and cleared by the inspector, the case will be closed.
- Permits are good for six months after issuance.

NOTE:

The inspector may need to inspect pipe installation or modification (if applicable) and forms or sub-grade preparation if paving and finished product. Please contact the Engineering office at 770-531-6800 to schedule inspections of each phase at least 24 hours in advance.

All disturbed areas must be appropriately re-grassed or covered with mulch prior to project signoff.