



**CHATHAM COUNTY DEPARTMENT OF BUILDING
SAFETY & REGULATORY SERVICES**

1117 Eisenhower, Savannah, GA 31406
PO Box 8161, Savannah, GA 31412-8161
912-201-4300 – Fax 912-201-4301



NEW RESIDENTIAL/COMMERCIAL CONSTRUCTION PERMIT APPLICATION

The following information and approvals must be submitted with application:

1. Environmental Health approval if a septic tank will be installed
2. Public Works approval for a driveway
3. Engineering approval for buildings in flood zones
4. Engineering approval for land development
5. Commercial buildings zoned PUD must include MPC approval
6. Subcontractor list with signatures
7. Two copies of a site plan (not larger than 11 ½ by 17) – separate from construction drawings
8. Two sets of construction drawings with typical wall section attached to each set
9. Two copies of REScheck (Residential) or COMcheck (Commercial) - attach to top left of each set of construction drawings
10. Copy of current State of Georgia license and local business license for general contractor and all subcontractors and/or Homeowner Affidavit

P.I.N.: _____ *Obtained from Tax Assessors Office (912) 652-7271.*

Project Address: _____ Flood Zone _____

Subdivision: _____ Phase: _____ Lot: _____

Owner:

Name: _____

Address: _____

Email: _____ Phone No. (____) _____ - _____

Person applying for permit:

Same as owner: _____ Yes _____ No

Name: _____

Company: _____

Address: _____

Email: _____ Phone No. (____) _____ - _____

RESIDENTIAL ☐ Single-family ☐ Duplex ☐ Townhouse ☐ Cottage
COMMERCIAL ☐ Business ☐ Assembly/Church ☐ Factory/Industrial
☐ Educational ☐ Hotel/Motel ☐ Apartment/Townhouse (Units _____)
Other _____

Under Roof SF _____ Stories _____ Bedrooms _____ Baths _____

Water: ☐ Public ☐ Private

Sewer: ☐ Public ☐ Private OR **Septic Tank:** ☐ New ☐ Existing

General Contractor:

Name: _____

Company: _____

Address: _____

Phone No. (____) _____ - _____ Fax No. (____) _____ - _____

Email: _____

Cost

Building \$ _____ HVAC \$ _____

Plumbing \$ _____ Electrical \$ _____ **Total Cost \$ _____**

It is understood and agreed by the undersigned owner or agent that the approval of this application does not constitute a privilege to violate the building codes, zoning ordinance, or other ordinances of Chatham County and that any omission of or misrepresentation of fact with or without intention of the undersigned or any alteration from this application (including changing subcontractors) without the approval of the Building Official shall constitute sufficient ground for the revocation of any permit issued which was based on the approval of this application. The owner is listed above will be held responsible for insuring that all permits have been obtained and that all required inspections have been made. The owner will be held legally liable for any violations which may occur with or without his or her knowledge. The owner may request a Certificate of Occupancy when all required inspections have been approved.

Owner/Agent _____

Date _____



Chatham County Building Safety & Regulatory Services

COMPLETE APPLICATION CHECKLIST AFFIDAVIT

All required approvals must be received when submitting the permit application. If any forms or approvals are missing, all paperwork will be returned to applicant.

Address: Permit #

Required Forms & Documents

Y N N/A

- ☐ ☐ Signed Application
- ☐ ☐ Complete Application Checklist Affidavit (this form)
- ☐ ☐ ☐ Site Plan – Two copies (11-1/2 by 17)
- ☐ ☐ ☐ Res/Comm Check – attach to the top left of plans
- ☐ ☐ ☐ Subcontractor Signature Page
- ☐ ☐ ☐ Homeowner Affidavit
- ☐ ☐ ☐ Copy of Georgia State license and copy of local Georgia business license
- ☐ ☐ ☐ Construction Plans / Drawings – Two copies
- ☐ ☐ ☐ Copy of Recorded Plat for new subdivisions
- ☐ ☐ ☐ Zoning Board of Appeals (ZBA) decisions, if applicable

All Required Additional Approvals

Y N N/A

- ☐ ☐ ☐ Environmental Health Department (ALL lots that have/will have a septic tank)
- ☐ ☐ ☐ Public Works Department (Driveways for residential and commercial new construction)
- ☐ ☐ ☐ Engineering Department (New construction in a flood zone and/or verification of required tree planting)
- ☐ ☐ ☐ Metropolitan Planning Commission (New commercial)

Note: Supplemental information may be required during plan review to address deficiencies.

Pursuant to the requirements established by Georgia Law Section §8-2-26, I am submitting all documents checked “Y” above for review and approval.

Signature Printed Name Date

Office Use Only

Application: Complete Not Complete Name: Date

Environmental Health	Link to septic application: https://www.gachd.org/wp-content/uploads/2019/05/Septic-App-Fillable-1.pdf
Septic Tanks	1395 Eisenhower Drive, Savannah, GA 912-356-2160
Public Works	Link to download the application: https://publicworks.chathamcountyga.gov/Roads/Maintenance
Driveway	Link to complete the application online: https://publicworks.chathamcountyga.gov/Roads/ROWApplications Bring or mail payment, along with application and sketch, to: Chatham County Public Works 7226 Varnedoe Drive Savannah, GA 31406 912-652-6840
Engineering Department	124 Bull Street, Savannah, GA Call 912-652-7800 for an appointment.
Flood zone	• For floodplain review, take two sets of construction plans • Contact for information regarding tree planting or stabilization requirements
MPC	https://www.thempc.org/Application
Commercial	110 E. State Street, Savannah, GA 912-651-1440



**Chatham County Department of Building
Safety & Regulatory Services**
P.O. Box 8161, Savannah, GA 31412-8161
912-201-4300 - Fax 912-201-4301



Clifford Bascombe, CBO
Acting Director

CHATHAM COUNTY SUBCONTRACTOR LIST

Job Location _____

General Contractor _____

Permit # _____

PLUMBING Date _____

I hereby certify that I will perform the plumbing work for the project described above and I further certify that I have a valid Georgia State license and Local Business Tax Certification (license).

Attach a copy of Georgia State license and a copy of current Georgia business license.

Company Name _____

Signature _____ Phone No. (_____) _____ - _____

Email _____

ELECTRICAL Date _____

I hereby certify that I will perform the electrical work for the project described above and I further certify that I have a valid Georgia State license and Local Business Tax Certification (license).

Attach a copy of Georgia State license and a copy of current Georgia business license.

Company Name _____

Signature _____ Phone No. (_____) _____ - _____

Email _____

MECHANICAL Date _____

I hereby certify that I will perform the mechanical work for the project described above and I further certify that I have a valid Georgia State license and Local Business Tax Certification (license).

Attach a copy of Georgia State license and a copy of current Georgia business license.

Company Name _____

Signature _____ Phone No. (_____) _____ - _____

Email _____



**Chatham County Department of Building
Safety & Regulatory Services**
P.O. Box 8161, Savannah, GA 31412-8161
912-201-4300 - Fax 912-201-4301



Clifford Bascombe, CBO
Acting Director

HOMEOWNER AFFIDAVIT

Date: _____ Permit # _____

Name: _____

Address of Project: _____

Description of work _____

I do hereby swear that I am the owner of the above referenced dwelling and am requesting the right to perform the detailed work on the attached application. This is a single-family dwelling, and I am now (or will be when the construction is complete) residing at the location.

I understand it is a violation of State law for me to hire anyone, other than a licensed contractor, to assist me in this task. I understand that any violations of this agreement will be just cause for the permit to be voided and the issuance of citation into Municipal Court and other legal action may be taken against me which could result in my loss of electrical service.

Signature of Owner:

NOTARY:

Subscribed to and sworn before me this _____ day of _____, 20_____

Notary Public

My commission expires: _____

SEAL



**Chatham County Department of Building
Safety & Regulatory Services**
P.O. Box 8161, Savannah, GA 31412-8161
912-201-4300 - Fax 912-201-4301



Clifford Bascombe, CBO
Acting Director

TEMPORARY ELECTRICAL SERVICE AFFIDAVIT

Owner Name: _____

Address: _____

Permit Number: _____

This letter is to confirm the understanding of the owner/contractor to the compliance requirement of the Georgia State Minimum Construction Codes.

I hereby declare that the requested temporary electrical power is intended for the completion of the construction process and the testing of equipment installed within the structure. Electrical service will be released for thirty (30) days only. Temporary service will be automatically disconnected, except for approved.

It is understood and agreed by the undersigned that the issuance of temporary power **DOES NOT** constitute approval to occupy the structure. **A Certificate of Occupancy must be issued prior to the structure being occupied.**

The owner/contractor is hereby held responsible for any violations to this policy. A violation of this policy constitutes a violation of the Chatham County Ordinance and may result in the discontinuance of the electrical service.

OWNER: _____

DATE: _____

CONTRACTOR: _____

DATE: _____



**Chatham County Department of Building
Safety & Regulatory Services**
P.O. Box 8161, Savannah, GA 31412-8161
912-201-4300 - Fax 912-201-4301



Clifford Bascombe, CBO
Acting Director

All Developers, Consultants, Contractors, and Property Owners

Fees

A non-refundable plan review fee of \$2.00 per thousand dollars of the construction value shall be collected at the time of application. The plan review fee is deducted from the permit fee so there is no increase in the total expense of the permit. Residential permit fees are assessed at \$6.00 per thousand dollars of construction value based on the greater of \$80/sq. ft. (under roof) and the submitted value. An Arborist fee of \$50 shall be collected if the tree planting requirement is applicable (see below). Commercial permit fees are assessed at \$7.00 per thousand dollars of construction value based on the greater of \$100/sq. ft. (under roof) and the submitted value.

Permit Posting

The permit holder or agent shall post the permit on a piece of plywood attached to a two by member, at least three feet above grade and visible from the right-of-way. The permit must be protected, and the readability maintained throughout the duration of the project. The permit must be posted from commencement of the work until the final inspections have been completed and passed. Failure to post and maintain the permit will result in a scheduled inspection being automatically failed.

String Lot

It is the responsibility of the owner/contractor to string all four sides of a lot so the required setbacks may be properly checked. The stringing must remain in place until the slab or footing inspection is passed.

Approved Plans

A copy of the approved permit plans must be always kept on the property. For changes to the plans during construction, two sets of revised plans must be brought to Building Safety & Regulatory Services for review and approval.

Re-inspection Fee

After a second failed inspection, a \$30.00 re-inspection fee will be assessed. A re-inspection request can be made for the next available day after the fee is paid.

Sidewalk Requirement

If it is a requirement of the approved plat for the subdivision, you are required to install sidewalks on all sides of lots with road frontage unless granted a variance by MPC. This requirement must be met prior to the issuance of a Certificate of Occupancy.

Tree Planting Requirement

If a tree easement is shown on the approved plat, a large canopy tree must be planted every 40-60 feet of frontage within the easement. See Land Disturbing Activities Ordinance (LDAO) and LDAO Manual for required tree planting details. This requirement must be met prior to the issuance of a Certificate of Occupancy.

Stabilization

The site must meet permanent stabilization requirements based on the GSWCC standards and Chatham County's Soil Erosion and Sedimentation Control Ordinance (SESCO). All bare soils must be grassed with 100% cover at 70% density. This requirement must be met prior to the issuance of a Certificate of Occupancy.

This action is taken in compliance with the Administrative Section of the International Code and State Residential Construction Code.