



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 1/2 by 17) – separate from construction drawings
8. Two sets of construction drawings with typical wall section attached to each set. For commercial buildings, they must contain the seal/stamp.
9. Commercial permits requiring an LDA permit must have Engineering approval before applying for the construction permit.
10. Two copies of REScheck (Residential) or COMcheck (Commercial) - attach to top left of each set of construction drawings
11. 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/Duplex/Townhouse (Units \_\_\_\_\_)  
 Other \_\_\_\_\_

Under Roof SF \_\_\_\_\_ Stories \_\_\_\_\_ Bedrooms \_\_\_\_\_ Baths \_\_\_\_\_

**Water:**       Public       Private

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

**General Contractor:**

Name: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Phone No. (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_      Email: \_\_\_\_\_

**Total Cost of Project:**

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: <a href="https://www.gachd.org/wp-content/uploads/2019/05/Septic-App-Fillable-1.pdf">https://www.gachd.org/wp-content/uploads/2019/05/Septic-App-Fillable-1.pdf</a>
Septic Tanks	1395 Eisenhower Drive, Savannah, GA 912-356-2160
Public Works	Link to download the application: <a href="https://publicworks.chathamcountyga.gov/Roads/Maintenance">https://publicworks.chathamcountyga.gov/Roads/Maintenance</a>
Driveway	Link to complete the application online: <a href="https://publicworks.chathamcountyga.gov/Roads/ROWApplications">https://publicworks.chathamcountyga.gov/Roads/ROWApplications</a>  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	<ul style="list-style-type: none"> <li>• For floodplain review, take two sets of construction plans</li> <li>• Contact for information regarding tree planting or stabilization requirements</li> </ul>
MPC	<a href="https://www.thempc.org/Application">https://www.thempc.org/Application</a>
Commercial	110 E. State Street, Savannah, GA 912-651-1440



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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 \_\_\_\_\_



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COMMERCIAL PROJECTS ONLY - IFC 510 Compliance Acknowledgment

Recent changes to O.C.G.A 120-3-3 dated Jan 17,2024 deleted IFC section 510 (510.1 through 510.6.4) in its entirety and replaced it with the following:

510.1 In all new and existing buildings, minimum radio signal strength for emergency services department communications shall be maintained at a level determined by the local Fire Chief and/or Fire Code Official responsible for providing fire or other emergency response to the building.

510.2 In-building emergency responder communication enhancement systems shall comply with the design, installation, testing, inspection, and maintenance requirements in Chapter 18 of NFPA 1225 as adopted in the Rules and Regulations of the Safety Fire Commissioner Chapter 120-3-3.

Applicability: All new (proposed) construction, existing buildings when ordered by the Fire Marshal and any substantial renovation(s) to existing buildings as defined in OCGA 25-2-14 (O) (d) approved after January 30, 2014.

Exceptions: The following structures are not required to comply with requirements of IFC 510

- 1. Buildings with no more than two occupiable stories, no more than 12,000 total square feet, or no floors below grade.
2. Temporary buildings including tents when permitted by the fire marshal.
3. For additions to buildings, unless the exceptions above are met for the area of the addition, the entire building being expanded must meet NFPA 1225 requirements.

Before a Certificate of Occupancy is issued, compliance with International Fire Code Section 510 is required by means of an Emergency Responder Radio Coverage System (ERRCS) installed, tested, and accepted OR through field-testing by an FCC licensed radio contractor to verify that an ERRCS is not required. A critical element to compliance with this standard is preliminary testing once the building is dried-in.

Signature: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Association with Project: \_\_\_\_\_

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_



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**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



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**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: \_\_\_\_\_





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## **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 property 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.