



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



Clifford Bascombe, CBO, CFM
Director

POOL / SPA PERMIT APPLICATION

The following information must be submitted with the permit application:

- A completed Fence application if no pre-existing fence.
- Two copies of a site plan. Show what is existing on the lot (buildings, property lines and where the pool will be located.)
- Construction drawings. Two copies of pool drawings/specifications including equipment.
- Subcontractor Signature Page signed.
- Copy of Georgia State licenses and copy of local Georgia business licenses for all contractors and subcontractors.
- Environmental Health Department (ALL lots that have/will have a septic tank)
- Engineering Department (If pool is located in a flood zone)

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

Project Address: _____

☐ Pool Permit

☐ Spa Permit

Owner:

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

Address: _____

City: _____ State: _____ Zip: _____

Person applying for permit:

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

Company: _____

Address: _____

Contractor:

Name: _____

Company: _____

Address: _____

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

Pool Description:

☐ Commercial

☐ Residential

☐ In-Ground

☐ Above-Ground

Diameter: _____ Height: _____

_____ Fiberglass

_____ Metal Panels with Liner

_____ Concrete

_____ Other

Deck size: _____ x _____

Is there a septic tank on the site?

☐ YES

☐ NO

Valuation of job (include labor, material, and profit): \$ _____

Note: A fence is required around pools 24 inches or deeper.

Is there an existing fence?

☐ YES (Include fence details on plot plan)

☐ NO (Complete a FENCE permit application)

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 Completion when all required inspections have been approved.

Owner/Agent _____

Date _____

For Office Use Only

Approved: _____ 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

- | | | |
|--------------------------|--------------------------|--|
| ☐ | ☐ | Signed Application |
| ☐ | ☐ | Complete Application Checklist Affidavit (<i>this form</i>) |
| ☐ | ☐ | Site Plan – Two copies (11-1/2 by 17) |
| ☐ | ☐ | Two copies of equipment specifications |
| ☐ | ☐ | Construction Plans / Drawings – Two copies |
| ☐ | ☐ | Subcontractor Signature Page |
| ☐ | ☐ | Copy of Georgia State license and local Georgia business license |

All Required Additional Approvals

Y N

- | | | |
|--------------------------|--------------------------|---|
| ☐ | ☐ | Environmental Health Department (<i>ALL lots that have/will have a septic tank</i>) |
| ☐ | ☐ | Engineering Department (<i>New construction in a flood zone</i>) |

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

☐ 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 1395 Eisenhower Drive, Savannah, GA 912-356-2160
Engineering Department	124 Bull Street, Savannah, GA Call 912-652-7800 for an appointment –take one set of construction plans



CHATHAM COUNTY POOL/SPA SUBCONTRACTOR LIST

Job Location _____

Pool 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 License.

Local Business License # _____ Jurisdiction _____

State License # _____ Expires: _____

Company Name _____

E-mail _____

Signature _____ Phone No. (____) _____ - _____

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 License.

Local Business License # _____ Jurisdiction _____

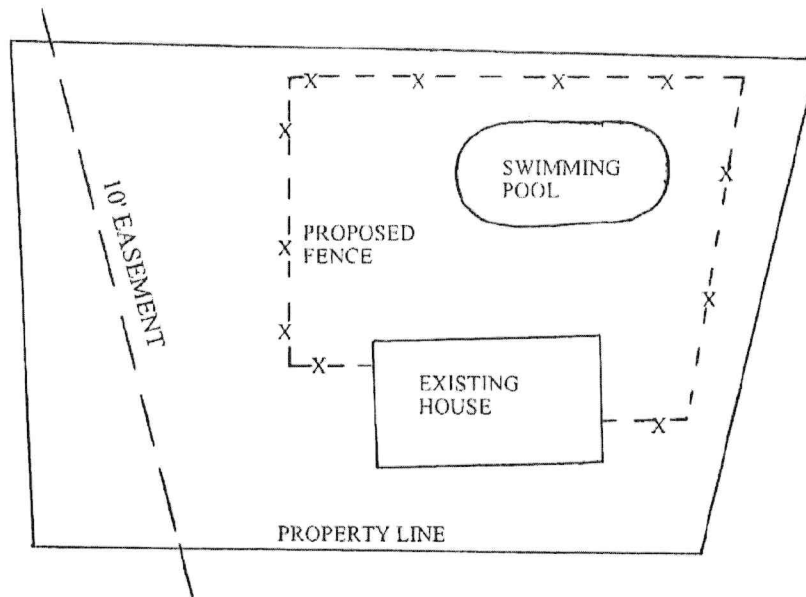
State License # _____ Expires: _____

Company Name _____

E-mail _____

Signature _____ Phone No. (____) _____ - _____

SAMPLE PLOT PLAN AND DETAILS



Applying for a permit

Applications and payments are currently **accepted in person only 8:00am- 3:30pm Mon – Fri** at the Building Safety and Regulatory Services office located at 1117 Eisenhower Dr Ste. D Savannah, GA 31406

Application review processing takes approximately 3 weeks.

Confirm the property is in Unincorporated Chatham County. If unsure, call the Tax Assessors Office 912-652-7271 to obtain your Parcel Identification Number (PIN). If the PIN number begins with 1. It is under County jurisdiction.

Application forms may be found on the Building Safety page of the County Website.

<https://buildingsafety.chathamcountyga.gov/> The application will list items required to be turned in with it for review. Make sure you have all required approvals and signatures before turning in the application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

- Environmental Health Approval is required for **ALL** lots that contain a septic tank.

912-356-2160 1395 EISENHOWER DR

- Engineering approval is required for **ALL** lots in a Flood Zone.

912-652-7800 20 INTERCHANGE DR

KNOW YOUR FLOOD ZONE!



- Any Subcontractors on the project will have to sign the Subcontractor Agreement **before** the application may be accepted. Please include copies of their current State and Local licenses.
- If a Homeowner is planning to perform work themselves and the property is or will be their primary residence, a Homeowner Affidavit is required. They may be found with the application forms. We have Notary Public services on site if necessary. **NO POOLS or DEEP WELLS**
- If a ResCheck is required, the 2015 and newer forms must be used.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED