



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



Gregori S. Anderson, CBO
Director

Clifford Bascombe, CBO, CFM
Assistant Director

ADDITIONS - RESIDENTIAL & COMMERCIAL PERMIT APPLICATION

The following information must be submitted with application:

1. Environmental Health approval if a septic tank is on the property (see page 3)
2. Application Checklist Affidavit (page 3)
3. Engineering approval for buildings in flood zones (see page 3)
4. A subcontractor list with signatures (page 4)
5. Two copies of a site plan (not larger than 11 ½ by 17)
6. Two sets of construction drawings with typical wall section
7. Copy of current State of Georgia license and Georgia local business license for general contractor and all subcontractors OR Homeowner Affidavit
8. Specs for any glass windows and doors to be added or replaced

P.I.N.: _____ Obtained from the Assessor's Office (912) 652-7271

Project Address: _____ Flood Zone _____

Address listed as "0" should be corrected prior to application by contacting the MPC at (912) 651-1440.

Owner:

Name: _____

Address: _____

Email: _____ Phone No. _____

Person applying for permit:

Same as owner: _____ Yes _____ No

Name: _____

Company: _____

Address: _____

Email: _____ Phone No. _____

Building Type:

- ☐ Single-family ☐ Business ☐ Assembly / Church ☐ Factory / Industrial ☐ Educational
☐ Hotel / Motel ☐ Other _____

Description of addition to be constructed:

☐ Room(s) ☐ Deck ☐ Attached Carport or Garage ☐ Storage
☐ Other _____

New addition - square footage _____ Heated / Conditioned: _____ Yes
Number of bedrooms _____ Number of bathrooms _____

Water: ☐ City ☐ County ☐ Private Utility ☐ Community Well ☐ Private Well
Septic Tank: _____ **OR** Sewer: _____

General Contractor:

Name: _____
Company: _____
Address: _____
Phone No. _____ Fax No. _____
Email: _____

***IF SUBCONTRACTOR(S) WILL BE USED - COMPLETE CHATHAM COUNTY SUBCONTRACTOR LIST FORM**
***IF HOMEOWNER IS DOING THE WORK - COMPLETE HOMEOWNER AFFIDAVIT FORM**

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 Completion when all required inspections have been approved.

Owner/Agent _____ Date _____



CHATHAM COUNTY APPLICATION CHECKLIST AFFIDAVIT

Address: _____ Permit # _____

Required Forms & Documents

Y N N/A

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

Required Additional Approvals

Y N

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

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 _____

Office Use Only

Complete Application: 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	Call 912-652-7800 for an appointment 124 Bull Street, Savannah, GA Take one set of plans for their review



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CHATHAM COUNTY SUBCONTRACTOR LIST

Job Location _____

General Contractor _____

Permit # _____

PLUMBING

Date _____

I hereby certify that I will perform the plumbing work for the project address above and further certify that I have a valid Georgia State license and Georgia local business license.

Local Business License # _____ Jurisdiction _____

State License # _____ Expires: _____

Company Name _____

Signature _____ Phone No. _____

Email _____

ELECTRICAL

Date _____

I hereby certify that I will perform the electrical work for the project address above and further certify that I have a valid Georgia State license and Georgia local business license.

Local Business License # _____ Jurisdiction _____

State License # _____ Expires: _____

Company Name _____

Signature _____ Phone No. _____

Email _____

MECHANICAL

Date _____

I hereby certify that I will perform the mechanical work for the project address above and further certify that I have a valid Georgia State license and Georgia local business license.

Local Business License # _____ Jurisdiction _____

State License # _____ Expires: _____

Company Name _____

Signature _____ Phone No. _____

Email _____



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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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All Developers, Consultants, Contractors, and Property Owners

FEES

Permit fees are \$6.00 per thousand dollars of residential construction costs (\$7.00 per thousand dollars of commercial construction costs) with a minimum fee of \$30.00. A portion of the permit fee is collected when the application is submitted. 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 balance of the fee is collected when the permit is issued.

CONSTRUCTION VALUE

Addition to single-family house – construction value is calculated by multiplying under roof square footage by \$80 (example: 10 ft. x 15 ft. addition = 150 square feet. 150 square feet x \$80 = \$12,000. \$12,000 value divided by 1,000 x \$6.00 = \$72.00).

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 the schedule inspection being automatically failed and a \$30.00 re-inspected fee assessed at that time. A re-inspection request would be required for the next available day, after the fee is paid. This action is taken in compliance with the Administrative Section of the International Code and State Residential Construction Code.

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.
- If a ResCheck is required, the 2015 and newer forms must be used.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED