Chatham County Department of Building Safety & Regulatory Services
1117 Eisenhower Dr Ste D Savannah, GA 31406
912-201-4300

MEMBER ICC INTERNATIONAL CODE COUNCIL®

Permit applications are accepted Mon - Fri 8:00am - 3:30pm ONLY

Clifford Bascombe, CBO
Director

RESIDENTIAL OR COMMERCIAL ALTERATIONS / REPAIRS / REMODEL PERMIT APPLICATION

Used for buildouts, moving walls, window/door replacements, siding, foundation repair, update what is existing, etc. – *do **not** use for additions or changes in building footprint*.

The following information and approvals must be <u>submitted</u> with application:

1. Two sets of construction drawings with typical wall section attached to each set
2. Subcontractor list with signatures
3. Copy of current State of Georgia license and local business license for general contractor and all subcontractors OR Homeowner Affidavit
4. Specs for any windows and doors being replaced
5. FDPO Department approval for properties in a Flood Zone
6. Environmental Health approval for properties with a septic tank

P.I.N.: _____ **Flood Zone:** _____ **Septic Yes:** _____**No:** _____

Project Address: _____

<u>Owner:</u>

Name: _____Phone No. (_____)_____-_____

Address: _____

City: _____ State: _____ Zip: _____

<u>Person applying for permit:</u>

Name: _____Phone No. (_____)_____-_____

Company: _____

Address: _____

<u>Description of work to be performed:</u>

_____

_____

Building Type

☐ Single-family house ☐ Duplex/Townhouse ☐ Business ☐ Assembly/Church ☐ Educational

☐ Factory/Industrial ☐ Hotel/Motel ☐ Apartment/Townhouse (Units _____)

☐ Other _____

Contractor:

Name: _____

Company: _____

Address: _____

Email: _____

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

Local License #_____ State License #_____

***If SUBCONTRACTORS 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 Occupancy or Certificate of Completion 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	
☐	☐	Signed Application
☐	☐	Complete Application Checklist Affidavit *(this form)*
☐	☐	Subcontractor Signature Page
☐	☐	Homeowner Affidavit
☐	☐	Copy of Georgia State license and copy of local Georgia business license
☐	☐	Construction Plans / Drawings – Two copies
☐	☐	Environmental Health Approval is property has septic tank FDPO
☐	☐	Engineering Approval for property in flood zones

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_____

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CHATHAM COUNTY SUBCONTRACTOR LIST

Job Location _____

General Contractor _____

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

ELECTRICAL 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 _____
Signature_____ Phone No. (____)_____-_____
Email _____

MECHANICAL 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 _____
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

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. Commercial permit fees are assessed at $7.00 per thousand dollars of construction 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 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.