

RESIDENTIAL BUILDING PERMIT APPLICATION PACKET



INSPECTORS 912.756.4521

P&Z OFFICE 912.756.3641

WWW.RICHMONDHILL-GA.GOV

Residential Application Checklist

(Use this as a guide to make sure you have filled out what is needed to expedite the review time for your permit application and submit it along with your application. Please place this document on top of your permit application.)

Yes N/A

- Two (2) copies of architectural plans, designed to meet the 130 MPH wind zone, stamped and signed by an engineer and/or architect. Plans shall include, but not limited to, floor plan, structural plan and electrical plan. Floor plan shall show MEP locations.
- Two (2) copies of a site plan showing setbacks, existing easements, distance from property lines to proposed structure, distance from existing structures on lot if applicable and proposed finish floor elevation including datum.
- Filled out Information sheet
- Filled out and signed *either* notarized Authorized Permit Agent Form *or* Owner Exemption Affidavit *both should not be signed*
- Included copy of State Contractors License, driver's license and authorized permit agent's driver license
- Filled out and signed the energy code affidavit and included Res Check
- Filled out sub contractor list (all subs must have a valid Ga. business license)
A copy of each sub contractor's business license (and state license if applicable) SHALL be required with each building permit application
- I have signed the Water Meter Installation Procedure form
- Filled out Water Meter Request sheet
- Signed permit application, initialed all applicable areas and included \$100 Plan Review Fee
- Filled out Application Checklist

Please give a written description of proposed work:

A WRITTEN DESCRIPTION IS REQUIRED

I am aware that I am responsible to meet the required applicable building codes

SIGNATURE

DATE

Information Sheet

Company Name: _____

Contact Name: _____

License Information

*State Contractors License # _____

License Expiration: _____

Business License # _____

Business License Expiration: _____

*Provide copy of State Contractors License

Address

Street Number: _____

Street Name: _____

Suite: _____

PO Box: _____

City: _____

State: _____

Zip Code: _____

Contact Information

Office Phone: _____

Fax: _____

Mobile Phone: _____

**Email: _____

**Email needed so that you can receive immediate notification of inspection results.

COMPLETE FOR ALTERATIONS, REPAIRS, OR IMPROVEMENTS TO EXISTING STRUCTURES:

1. What is the estimated market value of the existing structure?

\$ _____

2. What is the cost of the proposed construction?

\$ _____

* If the cost of the proposed construction equals or exceeds 50 percent of the market value of the structure, then the substantial improvement provision shall apply.



State Licensing Board for
Residential and General Contractors
Authorized Permit Agent Form

License verification by permitting office should be completed by visiting sos.ga.gov/plb/

Licensed Contractor: _____ Individual _____ Qualifying Agent

Name of licensed person _____

*Please attach a copy of Individual license or Company License (Reflects company and qualifying agent license number)

License number of individual or qualifying agent: _____

Name of licensed company(if applicable) _____

License number of company(if applicable): _____

I, _____, hereby designate
Licensed Individual or Qualifying Agent

_____ to apply for and obtain the permit(s) for the

*Please attach a copy of the authorized permit agent's driver's license.

project at:

Street address

Apartment or Suite Number

City

Zip Code

I, the undersigned, being the contractor as either an individual or a qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

Signature of individual or qualifying agent _____

State of _____ County of _____

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

Signature of Notary Public _____

Seal

**BUILDING PERMIT
OWNER EXEMPTION AFFIDAVIT**

DO NOT SIGN THIS FORM IF YOU ARE A CONTRACTOR BUILDING TO SELL HOME

The following information can be found in Title 43 Chapter 41 of the State Law concerning Residential and General Contracting State Licensing requirements:

43-41-17 (h)

“Nothing in this chapter shall preclude any person from constructing a building or structure on real property owned by such person which is intended upon completion for use or occupancy solely by that person and his or her family, firm, or corporation and its employees, and not for use by the general public and not offered for sale or lease. In so doing, such person may act as his or her own contractor personally providing direct supervision and management of all work not performed by licensed contractors. However, if, under this subsection, the person or his or her family, firm, or corporation has previously sold or transferred a building or structure which had been constructed by such person acting without a licensed residential or general contractor within the prior 24 month period, starting from the date on which a certificate of occupancy was issued for such building or structure, then such person may not, under this subsection, construct another separate building or structure without having first obtained on his or her own behalf an appropriate residential or general contractor license or having engaged such a duly licensed contractor to perform such work to the extent required under this chapter, or it shall be presumed that the person, firm, or corporation did not intend such building solely for occupancy by that person and his or her family, firm, or corporation. Further, such person may not delegate the responsibility to directly supervise and manage all or any part of the work relating thereto to any other person unless that person is licensed under this chapter and the work being performed is within the scope of that person's license. In any event, however, all such work must be done in conformity with all other applicable provisions of this title, the rules and regulations of the board and division involved, and any applicable county or municipal resolutions, ordinances, codes, permitting, or inspection requirements.”

I have read the requirements above and I understand the rules that pertain to me so that I will be able to build a structure for my own personal use.

ADDRESS OF PROPOSED STRUCTURE

APPLICANT (Print Name Here)

APPLICANT (Sign Name Here)

DATE

Georgia State Energy Code
RESIDENTIAL AFFIDAVIT
International Energy Conservation Code with
Georgia State Supplements and Amendments for Residential Dwellings

Check the Georgia Department of Community Affairs website for applicable year edition

This form shall be completed, signed and submitted to the Building Inspections Department with permit application.

DATE: _____

SUBDIVISION: _____ LOT #: _____

PROJECT 911 ADDRESS: _____

CONTRACTOR/BUILDER: _____

The International Energy Conservation Code, published by the International Codes Council, when used in conjunction with the Georgia State Supplements and Amendments, shall constitute the official Georgia State Energy Code for Buildings. This Code establishes minimum regulations for energy-efficient design, erection, construction, and/or alternation of both 1 & 2 family dwellings and commercial buildings. For high-rise and non-residential structures, The International Energy Conservation Code with Georgia State Supplements and Amendments adopts by reference American Society of Heating, Refrigeration, and Air Conditioning Engineers (ANSI/ASHRAE/IESNA) Standard 90.1-2013. The designer/builder shall comply with the minimum standards of this Georgia State Energy Code, which are applicable. Compliance with this Energy Code by designers and builders is mandatory. All items **SHALL** be completely filled out. "See attached" is not acceptable, approved Energy Code Compliance Tables and Forms shall be listed by title.

I do certify that the structure to be built at the address above, shall be built in accordance with the Energy Conservation requirements of the Georgia State Energy Code for Buildings for 1 & 2 Family Dwelling Buildings using the following method:

Select one (1) of the compliance methods below and attach supporting documents:

- GA TABLE 402.1.2 Insulation and fenestration requirements by component (Climate Zone 2).
- RESCheck See: Georgia Amendment Table 402.7.1 for minimum R-values and maximum U-factors/SHGC allowed
- An approved Energy Code Compliance Table by _____
- IECC Section 405 Simulated Performance Alternative

A permanent certificate per GA Supplement to IECC 401.3 shall be readily accessible
and shall be posted on or near the electrical distribution panel or air handler

SIGNATURE _____ DATE: _____

PRINTED NAME: _____

SUB CONTRACTOR LIST

Sub Contractor's For: _____

Job Location: _____

Please list name of contractor and business name along with address and telephone number. Check N/A if not applicable

N/A

- Electrical: _____
- HVAC: _____
- Plumbing: _____
- Framing: _____
- Roofing: _____
- Clearing: _____
- Fill Dirt: _____
- Landscaping: _____
- Irrigation: _____
- Masonry: _____
- Painting /Wallpaper: _____
- Insulation: _____
- Cabinets: _____
- Concrete: _____
- Carpet/Tile: _____
- Sheetrock: _____
- Certified (DET) Verifier: _____
- Fence: _____
- Surveyor: _____
- Other: _____

If any subs are found working on site without a valid Ga. License, a Stop Work order will be issued.

***A copy of each sub contractor's business license (and state license if applicable)
SHALL be required with each building permit application***

City of Richmond Hill

Water Meter Installation Procedure

Inspections Department (912) 756-4521

New Construction

1. Apply to the Inspections Department for a building permit, you will be given a temporary backflow device
2. Connect the backflow device to the curb stop at the end of the water lateral on your lot.

If during construction the City finds that water is being used without the backflow device:

The water will be locked out until the backflow device is installed.

If the backflow device is lost or missing, you will have to pay for a new one.

Contact the Planning and Zoning Department to purchase a new one and/or have the lock removed.

Also, no building inspections will be conducted until the backflow device is installed.

3. When you are ready for the water meter to be installed, contact the Planning and Zoning Department, (912) 756-3641. **The water meter must be installed prior to a plumbing rough inspection.**
4. You are responsible for protecting the water meter, backflow and meter box from damage until a CO has been issued.
5. The water meter will be installed within three (3) business days after the day you contact Planning and Zoning.
6. Have the area graded around the end of the water lateral where the water meter will be located.
7. Any outstanding fees have to be paid in full before a water meter will be installed.

Reasons for the water meter not to be installed:

Area for placement of meter not graded

Curb stop device not exposed

All Fees not paid

7. If the building inspector sees that the curb stop, backflow device, water meter, meter box or meter box lid is damaged or missing when conducting the CO inspection, **the CO will not be issued**. If this is the case you will be responsible for the cost of replacing the damaged or missing parts. After payment has been received by the Planning and Zoning Department for any missing or damaged parts, the City will have three (3) business days to repair the problem. A **CO will not be issued** until the damaged or missing components have been replaced by the City.

I have read and understand the above procedure for a water meter to be installed. I also understand that a CO will not be issued until a water meter is installed or any damaged parts are replaced.

_____ Representing: _____
Print Name Business Name

_____ Date _____
Signature

Current Building Codes (with Georgia amendments, if applicable)

Check the Georgia Department of Community Affairs website for applicable year edition

- IBC (International Building Code)
- IFGC (International Fuel Gas Code)
- IMC (International Mechanical Code)
- IPC (International Plumbing Code)
- NEC (National Electrical Code)
- IFC (International Fire Code)
- IECC (International Energy Conservation Code)
- IRC (International Residential Code)
- ISPSC (International Swimming Pool and Spa Code)
- NFPA 101 (Life Safety Code)
- Georgia Accessibility Code
- You are responsible for keeping updated on code changes. Code books and Georgia Amendments can be ordered from numerous sites, one of which is ICC 1-888-422-7233.
- ISPSC (International Swimming Pool & Spa Code)

Building Requirements in Flood Hazard Areas

The city of Richmond Hill adopted a flood damage prevention ordinance on April 21, 1992 allowing the city to participate in the National Flood Insurance Program (NFIP). The NFIP makes federally backed flood insurance available for all buildings, whether they are in a floodplain or not.

The mandatory purchase requirement applies to all forms of federal or federally related financial assistance for buildings located in a Special Flood Hazard Area (SFHA). This requirement affects loans and grants for the purchase, construction, repair or improvement of any publicly or privately owned building in the SFHA. Financial assistance programs affected include loans and grants from agencies such as the Department of Veterans Affairs, Farmers Home Administration, Federal Housing Administration, Small Business Administration and Federal Emergency Management Agency. The requirement also applies to secured mortgage loans from financial institutions, such as commercial lenders, savings and loan associations, savings banks and credit unions that are regulated, supervised or insured by federal agencies such as the Federal Deposit Insurance Corporation and the Office of Thrift Supervision. It also applies to all mortgage loans purchased by Fannie Mae or Freddie Mac in the secondary mortgage market.

There are certain building code requirements that pertain to construction in a SFHA. A certificate of occupancy will not be issued until all code requirements have been met. If you have any questions feel free to contact the building inspections department.

Elevation Certificates

1. Elevation Certificates must be filled out completely using the current FEMA elevation certificate.
2. "N/A" should be in all non-applicable data fields, there can be no spaces left blank.
3. Copies or faxes are not acceptable.
4. Elevation certificate must be two sided with all signatures in other than black ink.
5. Building photographs required for section A6 must be color photos.
6. Completed elevation certificate for buildings in a flood hazard zone must be turned in **BEFORE** a slab inspection and CO is requested.

WATER METER REQUEST

PLEASE FILL OUT AND RETURN WITH BUILDING PERMIT APPLICATION

BUILDING PERMIT NUMBER: _____

Applicant: _____ Water Meter Size: _____

Phone number(s): _____

Subdivision: _____ Lot#: _____

911 Address: _____

DO NOT FILL OUT BELOW THIS LINE - FOR OFFICE USE ONLY

Date and time applicant requested meter installation: _____

Contact name and number: _____

Date and time sent over to water department: _____

THIS SECTION TO BE FILLED OUT BY PUBLIC WORKS AND RETURNED

INSTALLED

NOT INSTALLED (SEE REASON BELOW)

DATE:		REASON:	
METER SIZE:		METER BRAND:	
METER FLOW:		METER ID:	

SIGNATURE: _____

FOR OFFICE USE ONLY			
TAP AND CONNECTION FEES			
ALL FEES SHALL BE PAID IN FULL BEFORE SENDING REQUEST TO CITY HALL			
TAP FEES	\$ _____	<input type="checkbox"/> PAID	PAYMENT TYPE _____
WATER CONNECTION	\$ _____	<input type="checkbox"/> PAID	PAYMENT TYPE _____
SEWER CONNECTION	\$ _____	<input type="checkbox"/> PAID	PAYMENT TYPE _____
METER INSTALLATION	\$ _____	<input type="checkbox"/> PAID	PAYMENT TYPE _____
REUSE CONNECTION	\$ _____	<input type="checkbox"/> PAID	PAYMENT TYPE _____