

COMMERCIAL/INDUSTRIAL BUILDING PERMIT APPLICATION PACKET



INSPECTORS 912.756.4521

P&Z OFFICE 912.756.3641

WWW.RICHMONDHILL-GA.GOV

COMMERCIAL/INDUSTRIAL 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 or risk category per IBC, whichever is greater, stamped and signed by an engineer and/or architect. Plans **shall include** floor plans (existing and proposed), life safety plan, structural plans and MEP plans.
- Two (2) copies of a site plan showing setbacks, existing easements, distance from property lines to proposed structure, distance from existing structures and proposed finish floor elevation including datum.
- Filled out Information sheet
- 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
- Filled out and signed notarized Authorized Permit Agent Form
- Included copy of State Contractors License, driver's license and authorized permit agent's driver license
- Filled out and signed Commercial Energy Code affidavit
- Filled out Statement of Special Inspections form
- Signed Water Meter Installation Procedure form
- Filled out Water Meter Request sheet
- Copy of Health Department approval letter (***all food service businesses***)
Contact the Bryan County Health Department for Information
- Signed permit application and initialed all applicable areas and included \$200 Commercial **or** \$300 Industrial Plan Review Fee

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

PERMIT #

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.

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***



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

Georgia State Energy Code COMMERCIAL/INDUSTRIAL AFFIDAVIT

International Energy Conservation Code with
Georgia State Supplements and Amendments

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: _____

PROJECT NAME: _____

PROJECT 911 ADDRESS: _____

GENERAL CONTRACTOR: _____

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 above permitted commercial structure shall be built in accordance with the Energy Conservation requirements of the Georgia State Energy Code for Buildings for Commercial Buildings using the following methods:

- ANSI/ASHRAE/IESNA Standard 90.1-2013 (Building envelope, HVAC, Waterheating, Lighting)
- COMCheck
- IECC (Building envelope, HVAC, Waterheating, Lighting)

SIGNATURE _____

DATE _____

PLEASE PRINT NAME: _____

Water Meter Installation Procedure

New Construction

1. Apply to the Inspections Department for a building permit.
2. Connect a temporary 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.

Contact the Planning and Zoning Department to have the lock removed.

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

To use a fire hydrant for construction water:

Apply for an account at City Hall. They will give you a contact to pick up a fire hydrant meter and backflow. The fire hydrant meter and backflow must be returned and fees paid before a CO can be issued.

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, to final grade, 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.

PRINT NAME

REPRESENTING: _____
BUSINESS NAME

SIGNATURE

DATE

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 _____