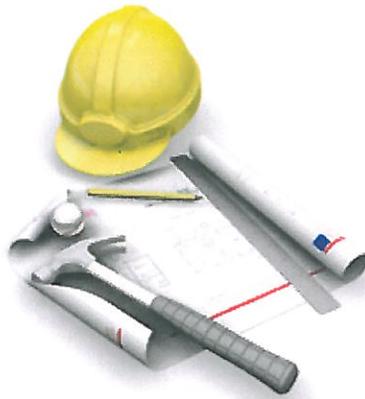




COMMERCIAL/INDUSTRIAL BUILDING PERMIT APPLICATION PACKAGE



FILL OUT THE APPLICABLE FORMS AND SUBMIT WITH YOUR BUILDING PERMIT APPLICATION.

BE SURE TO INCLUDE TWO (2) COPIES OF YOUR ARCHITECTURAL PLANS, TWO (2) COPIES OF A SITE PLAN SHOWING MEASUREMENTS TO PROPERTY LINES AND PROPOSED FINISH FLOOR ELEVATION, SPRINKLER PLAN IF APPLICABLE, STATE FIRE MARSHALL APPROVAL IF APPLICABLE, HEALTH DEPARTMENT APPROVAL IF APPLICABLE, ALONG WITH A WRITTEN STATEMENT DESCRIBING WHAT YOU INTEND TO BUILD.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT:

**Building Inspectors 756-4521
Permit and Inspections Tech 756-3641**

A \$200.00/COMMERCIAL or \$300/INDUSTRIAL PLAN REVIEW FEE IS DUE WITH THE APPLICATION.

Updated 1-1-2015



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

JOHN W. OXENDINE
COMMISSIONER OF INSURANCE
SAFETY FIRE COMMISSIONER
INDUSTRIAL LOAN COMMISSIONER
COMPTROLLER GENERAL

FACILITIES UNDER JURISDICTION OF THE STATE FIRE MARSHAL'S OFFICE

SEVENTH FLOOR, WEST TOWER
FLOYD BUILDING
2 MARTIN LUTHER KING, JR., DRIVE
ATLANTA, GEORGIA 30334
(404) 656-2056 TDD# (404) 656-4031
www.gainsurance.org

The following web address of the Official Code of Georgia Annotated §25-2-13 (b) list the facilities that fall under the State Fire Marshal's jurisdiction <http://www.legis.state.ga.us/legis/GaCode/Title25.pdf> except for provided in O.C.G.A §25-2-12 and O.C.G.A. §25-2-12.1.

- 25-2-13 (b) (1)** Certain buildings and structures, because of construction or use, may constitute a special hazard to property or to the life and safety of persons on account of fire or panic from fear of fire. Buildings constructed or used in the following manner present such a special hazard:
- (A) Buildings or structures more than three stories in height;
 - (B) Any building three or more stories in height and used as a residence by three or more families, with individual cooking and bathroom facilities for each family;
 - (C) Any building in which there are more than 15 sleeping accommodations for hire, with or without meals but without individual cooking facilities;
 - (D) Any building or group of buildings which contain schools and academies for any combination of grades one through 12 having more than 15 children or students in attendance at any given time and all state funded kindergarten programs;
 - (E) Hospitals, Ambulatory health care centers, mental health institutions, orphanages, nursing homes, convalescent homes, old age homes, jails, prisons, reformatories, and all administrative, public assembly, and academic buildings of colleges, universities, and vocational-technical schools.
 - (F) Racetracks, stadiums, and grandstands;
 - (G) Theaters, auditoriums, restaurants, bars, lounges, nightclubs, dance halls, recreation halls, and other places of public assembly having an occupant load of 300 or more persons, except that the occupant load shall be 100 or more persons in those buildings where alcoholic beverages are served;
 - (G.1) Churches having an occupant load of 500 or more persons in a common area or having an occupant load greater than 1,000 persons based on total occupant load of the building or structure;
 - (H) Department stores and retail mercantile establishments having a gross floor area of 25,000 square feet on any one floor or having three or more floors that are open to the public. For purposes of this subparagraph, shopping centers and malls shall be assessed upon the basis of the entire area covered by the same roof or sharing common walls;
 - (I) Group day-care homes and day-care centers required to be licensed or commissioned as such by the Department of Early Care and Learning and in which at least seven children receive care.
 - (J) Personal care homes required to be licensed as such by the Department of Human Resources and having at least seven beds for non-family adults.

IF YOUR PROJECT MATCHES ANY OF THE FACILITIES LISTED ABOVE, YOU WILL NEED TO SEND A COPY OF YOUR PLANS TO THE STATE FOR APPROVAL. WE WILL NOT BE ABLE TO ISSUE A BUILDING PERMIT UNTIL WE RECEIVE A SIGNED APPROVED SET OF PLANS FROM THE STATE. IT IS YOUR RESPONSIBILITY TO STAY IN CONTACT WITH THE STATE OFFICE AND SUPPLY US WITH THE APPROVED SET OF DRAWINGS.

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 120 MPH wind zone, stamped and signed by an engineer and/or architect. Also, email a PDF of the plans to the building department, call 756-4521 or 756-3641 for email address
- Two (2) copies of proposed work, if above statement is not applicable
- 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 Commercial/Industrial Application Checklist and Information sheet on back
- 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 both sides of energy code affidavit and included Com 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
- Filled out Statement of Special Inspections form
- I have read and understood the Irrigation Permit Information Sheet
- I have read and understood the Fence Permit Information Sheet
- I have signed Water Meter Installation Procedure form
- Filled out Water Meter Request sheet
- Copy of Health Department approval letter (*all food service businesses and public swimming pools*)
- Signed permit application, 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.

Please Remember:

1. Specific times cannot be requested for inspections.
2. Have work completed prior to calling for an inspection. Superintendents are trying to complete work or correct failures at time of walking with the inspector to keep from failing inspection. Some repairs just can't be done in a timely manner, causing the inspector to be held-up while trying to go on to next inspection.
3. Backflow shall be on water lateral and job box with approved plans and lot signage shall be in place before first inspection can be preformed.
4. Have proper paperwork, such as elevation certificate and compaction test, turned into the inspections office before requesting inspection.
5. **DO NOT** schedule a C/O for the same day as a house closing and expect everyone to meet your deadlines.
6. A reinspect on the same day, for an earlier in the day failed inspection, can only be preformed, if time allows, after a \$75.00 unscheduled inspection fee has been paid.
7. Contractors need to follow up on power release request with the power company; being that both parties are needed for the power company to do the installation.
8. **DO NOT** call in for a CO before paying for all outstanding fees.
9. Beginning work prior to receiving a building permit will result in a \$500.00 fine.
10. For footer, slab and/or pier inspections the property pins must be visible with a string line setup on each property line so that setbacks can be checked.
11. Do not call in for an inspection more than one day in advance.
12. Lots must be graded according to the approved neighborhood grading plan, issued with the building permit. This plan must be adhered to before a CO will be issued. Any changes to this grading plan must be approved by the inspections department before a CO will be issued.
13. You are responsible for erosion and sediment control associated with your project. Streets must be kept clean and trash must be picked up daily. See the Manual for Erosion and Sediment Control in Georgia for information on erosion control items.
14. Do not use galvanized material to hook supply line from house to water meter.
15. Lot number, subdivision name, building permit number and the type of fee must be on all checks when paying for any kind of fees. (Building permit, reinspect, water tap, sewer tap, water connection, sewer connection, meter installation, etc.)
16. Driveways shall not be located on top of a water service connection or sanitary sewer connection. If there is no way to lay the home out without the driveway being on a service connection then have it laid out to be on the sanitary sewer connection. In this case, a cleanout will have to be installed on this line just outside the driveway in addition to the cleanout normally installed at the home.

To schedule an inspection you must call: 756-4521

All inspections must be called in. Additional fees are required for unscheduled inspections.

Call in for an inspection by 4:00 p.m. the day BEFORE the inspection is requested to be preformed.

Please leave your name, permit number, builder or owners name, location of property, type of inspection and your contact number.

You can call our office, 756-4521, anytime after 8:15 a.m. the day of your scheduled inspection to find out if your inspection is scheduled before or after 12:00PM

We always schedule concrete pours first. The time period you will be given is an estimated time. Unforeseen circumstances could result in a change of schedule. You will need to leave a contact number in case your estimated inspection time needs to be changed. Every effort will be made to notify you of a change in inspection time.

Remember though, only call for inspections on work that has been completed. If you call for an inspection it should be ready to be inspected at any time.

A Residential Inspection Checklist can be found on our website at richmondhill-ga.gov

If your lot has to be or has been mucked and/or backfilled, a detailed report from a certified engineer must accompany your building permit application. You should consult a Design Professional when building on compacted fill.

After form boards are set, if fill must be added to the outside of the footprint of the structure, adjacent to the form boards, then a compaction test is required on that area. A minimum of one (1) test is required, within five (5) feet of the outside of the form boards on each side of structure where this additional fill has been added.

Questions/Comments Call:
Building Inspections Department 756-4521

Current Building Codes

- IBC (International Building Code), 2012 Edition, with Georgia Amendments
- IFGC (International Fuel Gas Code), 2012 Edition, with Georgia Amendments
- IMC (International Mechanical Code), 2012 Edition, with Georgia Amendments
- IPC (International Plumbing Code), 2012 Edition, with Georgia Amendments
- National Electrical Code , 2014 Edition, with Georgia Amendments
- International Fire Code, 2012 Edition, with Georgia Amendments
- IECC (International Energy Conservation Code), 2009 Edition, with Georgia Amendments
- IRC (International Residential Code), 2012 Edition, with Georgia Amendments
- 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.

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.

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.

The city of Richmond Hill adopted an updated Flood Damage Prevention Ordinance on July 1, 2008.

A few of the changes are as follows:

1. Proposed elevations of lowest floors shall be shown for all structures during the application stage.
2. The permit holder shall provide an as-built certification (elevation certificate) of the regulatory floor elevation or flood proofing level immediately **after** the lowest floor or flood proofing is complete. Any work undertaken prior to submission of these certifications shall be at the permit holder's risk.
3. New construction and/or substantial improvements of any structure shall have the lowest floor, or flood proofing, elevated no lower than **one foot** above the base flood elevation.
4. All heating and air conditioning equipment and components (including ductwork), all electrical, ventilation, plumbing, and other service facilities shall be elevated no lower than **one foot** above the base flood elevation.

You can view the entire updated Flood Damage Prevention Ordinance at <http://www.richmondhill-ga.gov/>. Click on Planning and Zoning then click on Zoning Forms and Documents.

Items of Concern and Clarification

1. Wrong permit numbers are being given when calling in for inspections. Phone messages will be saved and if a wrong permit number is given for an inspection it may result in a failed inspection and/or the inspection requested may, possibly, not be performed that day.
2. Inspections are being called in to be performed but then are being called back in the next day to be rescheduled or cancelled. While we do understand that there are some circumstances beyond your control that may cause you to cancel or reschedule, inspections should only be called in if the project is ready to be inspected. If this continues to be a problem, we may implement a rescheduling/cancellation form with a \$35.00 fee that will have to be paid prior to having the rescheduled inspection take place.
3. Due to an increase in permit applications and scheduling, we will not be able to issue a building permit after 4:00 PM each day. Please make arrangements to pick up your building permit between the hours of 8:00 AM and 4:00 PM. Monday thru Friday. We are sorry for the inconvenience and appreciate your understanding in this matter.
4. No Dumpsters are allowed in the street.
5. Erosion Control must be installed before first requested inspection and within seven (7) days of construction commencement.
6. Separate permits are required for fences and irrigation. Neither can be included in the building permit for the new structure.
7. Portable toilets are not allowed on city streets or near storm inlets.
8. Inspection results are given by email.

Requirements for Temporary Electrical Service

1. Requesting electrician shall be present at the job site during the inspection of all equipment that is to be temporarily energized during the period requested
2. The requesting electrician shall have all dead front covers removed from all enclosures of service equipment to be temporarily energized by this request prior to the arrival of the electrical inspector. Covers will be replaced immediately after the inspection is completed and deemed safe to energize by the electrical inspector.
3. The requesting electrician shall have sole access control to equipment rooms containing electrical service equipment and/or enclosures of electrical service equipment.
4. Access doors to rooms containing electrical service equipment shall remain SECURED at all times during the temporary electrical service period.
5. The building will not be occupied by anyone or house interior furnishings, until a certificate of occupancy is issued by the building official.

PLEASE NOTE: If any of the above listed requirements are not met, there could be a delay or denial in the granting of temporary services. In the case that the temporary service request is granted without meeting above requirements, service disconnection will be considered.

EROSION CONTROL and YOUR RESPONSIBILITIES

- 1) The permit holder is responsible for the installment and on-going maintenance of all lot erosion and sediment control devices in accordance with your approved erosion control plans.
- 2) Periodic inspection shall be whatever is deemed necessary to ensure that erosion and sediment control measures are functioning as designed. Any problems noted during these inspections shall be corrected immediately.
- 3) Once construction has commenced, the permit holder is responsible for the maintenance of erosion and sediment control measures protecting area inlets on their lots, as well as curb inlets along the street frontage. It is critical that sediment not be allowed to invade the storm sewer system.
- 4) The temporary construction entrance provides a place for access to the lot and a spot where material can be off-loaded. It also provides a place to put your dumpster. The intent of the requirement is to provide a stable surface for vehicles where mud and other debris is not likely to be tracked onto the street. Proper maintenance of the area is required until such time as a permanent driveway can be put in place.
- 5) During the entire construction process the permit holder is responsible to ensure that mud, dirt, rocks and other debris are not allowed to erode onto city streets and sidewalks, nor tracked onto the streets by construction vehicles. Should any mud or other debris find its' way to the street, the contractor shall take immediate steps to have it removed.
- 6) During the entire construction process the permit holder is responsible to ensure that dirt and other debris do not encroach upon adjacent property. If the adjoining lot(s) has been issued a certificate of occupancy then silt fence will need to be installed along that adjacent property line if the lot erosion control plan doesn't already require it to be installed.

Maintenance (sediment fence)

- 1) Inspect sediment fences at least once a week and after each 1/2" or greater rainfall. Make needed repairs immediately.
- 2) Should the fabric of the sediment fence collapse, tear, decompose or become ineffective, replace promptly.
- 3) If the utilities are installed after BMP's have been put in place, the permit holder is responsible for control of erosion and sediment during the construction process and they are responsible to ensure that all BMP devices are reinstalled per the original design.



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

AFFIDAVIT
2009 GEORGIA STATE ENERGY CODE FOR BUILDINGS

BUILDING AND ZONING DEPARTMENT
CITY OF RICHMOND HILL

NOTICE: This form must be completed, signed and submitted with the Building Permit Application.

BUILDING PERMIT NUMBER: _____

SUBDIVISION/PROJECT NAME: _____ LOT #: _____

JOB SITE ADDRESS: _____

GENERAL CONTRACTOR/BUILDER: _____

The State of Georgia has adopted as State Law the 2009 edition of the International Energy Code with Georgia State Supplements and Amendments as the new Georgia State Minimum Standard Energy Code. This code regulates the design, erection, construction, alteration and renovations of buildings. The designer/builder shall comply with the standards of this code which are applicable. Compliance with this code by designers and builders is mandatory.

Compliance documents are required to be submitted with your building permit application. Compliance document information can be found in Chapter 4 of the IECC for residential construction and Chapter 5 of the IECC for commercial construction. REScheck and COMcheck are computer programs developed for the U.S. Dept. of Energy and can be used to assist in demonstration of compliance with the IECC. They may be obtained from the D.O.E. by calling (800)270-2633 or free of charge online at www.energycodes.gov. When using these programs select the Georgia Version.

I _____ do certify that the above permitted structure
PRINT NAME HERE

will be built in accordance with the 2009 International Energy Code with Georgia State Supplements and Amendments.

SIGNATURE: _____ DATE: _____

COMPANY NAME: _____

COMPANY ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE #: _____

AFFIDAVIT (Commercial)
Compliance with the *Georgia State Energy Code*
INTERNATIONAL Energy Conservation Code (2009 Edition) with
Georgia State Supplements and Amendments for Commercial Buildings
City of Richmond Hill
DEPARTMENT OF BUILDING INSPECTIONS

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

BUILDING PERMIT NUMBER: _____ DATE: _____

PROJECT _____

JOB SITE ADDRESS: _____

GENERAL CONTRACTOR/BUILDER: _____

The 2009 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 90.1-2004. 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 one of the following methods:

- ANSI/ASHRAE/IESNA Standard 90.1-2004 Table 5.5-3 for Building Envelope Requirements __Nonresidential __Residential __Semiheated;
- A completed COMCheck-EZ₂ attached to this form. Use COMCheck-EZ or ASHRAE 90.1 Energy Cost Budget Method if the building metal roof has *U*-factor greater than U-0.065.
- IECC Chapter 5 Table 502.2(1) for Building Envelope Requirements.
- IECC Chapter 5 Table 502.3 for Building Envelope Requirements: Fenestration
- Building HVAC systems₃ comply with __ANSI/ASHRAE/IESNA 90.1-2004 Chapter 6 Tables; __ IECC SECTION 503 Tables; or __COMCheck (attached)
- Service Water Heating₃ comply with __ANSI/ASHRAE/IESNA 90.1-2004 Chapter 5 Table; __ IECC SECTION 504; or __COMCheck.
- Lighting systems₃ comply with __ANSI/ASHRAE/IESNA 90.1-2004 Chapter 6 Tables; __ IECC Chapter 5; or __COMCheck (attached)

SIGNATURE _____ DATE _____

PLEASE PRINT NAME: _____

COMPANY NAME: _____

BUSINESS PHONE: _____

COMPANY ADDRESS: _____

CITY: _____, STATE: _____ ZIP: _____

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*

IRRIGATION PERMIT INFORMATION

There are two (2) required inspections when using non potable or reuse water: (1) purple pipe verification, if using non potable or reuse water and (2) backflow verification.

There is only one (1) required inspection if using city water: (1) backflow verification.

Below are references from the city of Richmond Hill Ordinances, Engineering Standards and International Plumbing Code dealing with irrigation permits.

Engineering Standards

Article 11 Section 1100(m)

Landscape irrigation lines and heads shall not be located within ten (10) feet of the back of curb or edge of pavement.

Article 11 Section 1104(1)(d)

Irrigation pipe (If using non potable or reuse water): Purple Poly Vinyl Chloride (PVC): Purple PVC pipe and joints shall conform to all requirements of the AWWA/ASTM Specifications D-2241 or D-1788.

IPC Ga. Amendment

SECTION 608 PROTECTION OF POTABLE WATER SUPPLY

*Revise Section 608.16.5 'Connections to lawn irrigation systems' to read as follows:

608.16.5 Connections to lawn irrigation systems. The potable water supply to lawn irrigation systems shall be protected against backflow by an atmospheric-type vacuum breaker, a pressure-type vacuum breaker, a double-check backflow prevention assembly or a reduced pressure principle backflow preventer. A valve shall not be installed downstream from an atmospheric vacuum breaker. Where interconnected chemical dispensers are used in conjunction with lawn irrigation systems, the potable water supply shall be protected against backflow by a reduced pressure principle backflow preventer.

FENCE PERMIT INFORMATION

Zoning Ordinance: Appendix A, Article II

Easement: A grant of one or more property rights by the property owner to and/or for the use by the public, a corporation, or another person or entity.

Lot area, usable: The lot area less easements, setbacks, and areas not suitable for construction (e.g. wetland and flood ways).

Public use: Buildings, structures and uses of land owned, operated or maintained by a government unit or government agency, including but not restricted to public easements, public schools, fire stations, recreation sites and facilities and water treatment facilities.

Engineering Standards

Section 601. **Easements.** Easements having a minimum width of fifteen (15) feet and located along the sides or rear Lot line shall be provided as required for utility lines, underground mains and cables and drainage. No fences or any other structures are allowed to be built within any easement

Chapter 58 - SUBDIVISIONS ARTICLE II. - DESIGN REQUIREMENTS

Sec. 58-44. - Easements.

Easements having a minimum width of 20 feet and located along the front and rear lot lines shall be provided as required for utility lines, underground mains and cables, and other utility purposes. Such easements shall be provided along the side lot line, if necessary.

The planning commission, in its discretion, may require additional easements along any lot line of any lot in the city. In the exercise of such discretion, the planning commission shall consider and be bound by the following criteria:

- (1) The location of the proposed lot vis-a-vis the location of existing utilities.
- (2) The capacity and reserve capacity of the utility lines or connections in the area of the lot.
- (3) The likelihood of further subdivision and development of the lot in question, as well as other nearby lands.
- (4) Any known future plans of any utility provider.
- (5) The zoning of the property.
- (6) The comprehensive land use plan of the city.
- (7) Any unique features of the lot, such as unusual shape, size, location or topography.
- (8) The criteria of section 601 of the city engineering design standards.

Chapter 58 - SUBDIVISIONS ARTICLE IV. - REQUIRED IMPROVEMENTS

Sec. 58-262. - Improvements enumerated; construction and installation; existing development.

(7) An adequate stormwater drainage system, including necessary easements, open ditches, pipes, culverts, storm sewers, drop outlets, catch basins and other necessary appurtenances shall be installed by the subdivider. Drainage improvements shall be constructed in accordance with the city engineering standards and the city stormwater ordinance.

Chapter 56 - STORMWATER MANAGEMENT ARTICLE I. - IN GENERAL

Sec. 56-5. - Definitions.

City separate stormwater system shall mean a conveyance or system of conveyances (including roads with drainage systems, highways, rights-of-way, city streets, catch basins, curbs, gutters, ditches, both natural and man-made channels, storm drains, detention ponds, drainage easements, other stormwater facilities) which meets all the following criteria:

- (1) Owned or maintained by the city;
- (2) Designed or used for collecting or conveying stormwater;
- (3) Not a known combined sewer; and
- (4) Not part of a publicly owned treatment works (POTW).

Easement shall mean an acquired legal right for the specific use of land owned by others.

Stormwater management facilities shall mean any and all components of a stormwater drainage system, designed to perform a particular function, or multiple functions, including, but not limited to, pipes, swales, ditches, culverts, streets, detention basins, retention basins, constructed wetlands, infiltration devices, catch basins, oil/water separators, sediment basins, natural systems, modular pavement, porous pavement pump stations and the lands or easements upon which they are located.

Sec. 56-7. - Restrictions and limitations on the use of the city stormwater system.

(3) It shall be unlawful, without prior written approval of the director, to alter in any way any part of the stormwater system including, but not limited to rerouting, removing, deepening, widening, enlarging, filling or obstructing any part of the stormwater system including the fencing of easements and rights-of-way which render the system inaccessible to equipment necessary to perform maintenance and repairs.

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 off 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

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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: _____

<p>FOR OFFICE USE ONLY</p> <p>TAP AND CONNECTION FEES</p> <p>ALL FEES SHALL BE PAID IN FULL BEFORE SENDING REQUEST TO CITY HALL</p>			
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 _____