

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

- Submit permits and plans to "Permitting@richmondhill-ga.gov". Plans should be in PDF format, stamped and signed by an engineer and/or architect, and be a separate submittal. Plans **shall include** site plans, floor plans (existing and proposed), building elevations, life safety plan, structural plans, MEP plans.
- 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 and stamped by Engineer.
- 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 #

CITY OF RICHMOND HILL

FEE \$ _____

Building and Zoning Department
P.O. Box 250 Richmond Hill, Ga. 31324
(912) 756-4521 or (912) 756-6457

Building Permit # _____

OWNER/APPLICANT: _____ DATE: _____

ADDRESS: _____ Email: _____

PHONE: _____ ESTIMATED COST: _____

LOT# and SUBDIVISION: _____ MAP and PARCEL #: _____

911ADDRESS: _____

CONTRACTOR: _____ PHONE: _____

ADDRESS: _____ Email: _____

TYPE OF PERMIT:

- SINGLE FAMILY MULTI-FAMILY COMMERCIAL
- MANUFACTURED HOME TEMP OFFICE TRAILER OTHER: _____
- ACCESSORY BUILDING (Non Prefabricated)

PURPOSE: ERECT BUILD OUT REPAIR ADDITION

PROVIDE A BRIEF DESCRIPTION OF THE WORK TO BE DONE: _____

- TYPE OF CONSTRUCTION:**
- TYPE I-A FIRE RESISTIVE 3HR TYPE I-B FIRE RESISTIVE 2HR
 - TYPE II-A PROTECTIVE NON-COMBUSTIBLE 1HR TYPE II-B UNPROTECTIVE NON-COMBUSTIBLE
 - TYPE III-A PROTECTIVE COMBUSTIBLE TYPE III-B UNPROTECTED COMBUSTIBLE
 - TYPE IV HEAVY TIMBER TYPE V-A PROTECTED WOOD FRAME TYPE V-B UNPROTECTED WOOD FRAME

TOTAL SQUARE FEET _____ TOTAL HEIGHT _____ # STORIES _____ BATHS _____

BEDROOMS _____ TOTAL ROOMS _____ SIZE OF BUILDING _____ HEATING TYPE _____

AIR COND. TYPE _____ TYPE OF ELECTRICAL _____ PLUMBING _____

TYPE OF ROOF _____ FOUNDATION TYPE _____ TYPE OF FIREPLACE _____

PROPERTY OWNERS NAME (IF DIFFERENT THAN APPLICANT): _____

ADDRESS: _____ PHONE: _____

POWER COMPANY: COASTAL EMC GA.POWER

FLOOD ZONE CATEGORY: _____ **BASE FLOOD ELEVATION:** _____ **DATUM:** _____

ZONING CLASSIFICATION: _____ **SETBACKS:** F _____ RS _____ LS _____ R _____

1. You will be given a copy of the approved Neighborhood Drainage Plan for the lot pertaining to this building permit, if applicable. A C.O. for this building will not be given if the lot is not graded to drain as shown on the approved plan.
2. The regulation to build at or above the required flood elevation has been explained to me. I understand that areas below the required elevation may only be used for the parking of vehicles, building access, and limited storage for minimal lawn or maintenance equipment. I understand that to enclose beneath the required elevation, there are strict requirements pertaining to hydrostatic vents or breakaway walls depending on the flood zone in which the building is located and that there can be no partitioning of rooms. I further understand that should I violate any of these rules, I may be required to remove the enclosure, that my insurance carrier may be notified and that further remedy may be sought through the courts.
3. Please call (912) 756-4521 by 5:00pm for inspections and give twenty four (24) hours notice.
4. Property pins must be showing and string lines pulled to each pin so that set backs can be measured before the slab can be inspected and poured.
5. You are responsible for approvals from any subdivision Property Owner's Association for covenant requirements prior to actual construction.
6. Approval by the Building and Zoning Department does not exempt the applicant from complying with all other governmental regulations.
7. No Certificate of Occupancy will be issued until all tap fees, water and sewer connection fees, reuse fees and/or any other outstanding fees are paid.
8. No additional building permits will be issued an applicant where outstanding tap, connection, reuse or other city fees exist on other properties owned by the applicant if a tenant has moved into such property without a certificate of occupancy.

This permit must be renewed if work or construction authorized is not commenced within six (6) months or if construction is suspended or abandoned for a period of one (1) year at any time after work is commenced.
I HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS

OWNER/APPLICANT SIGNATURE: _____ DATE: _____

APPROVED BY: _____ DATE: _____

COMMENTS: _____

THE ISSUANCE OF THIS PERMIT AUTHORIZES IMPROVEMENTS OF THE REAL PROPERTY DESIGNATED HEREIN WHICH IMPROVEMENTS MAY SUBJECT SUCH PROPERTY TO MECHANICS AND MATERIALMENS LIENS PURSUANT TO PART 3 OF ARTICLE 8 OF CHAPTER 14 OF TITLE 44 OF THE OFFICIAL CODE OF GEORGIA ANNOTATED. IN ORDER TO PROTECT ANY INTEREST IN SUCH PROPERTY AND TO AVOID ENCUMBRANCES THEREON, THE OWNER OR ANY PERSON WITH AN INTEREST IN SUCH PROPERTY SHOULD CONSIDER CONTACTING AN ATTORNEY OR PURCHASING A CONSUMERS GUIDE TO THE LIEN LAWS WHICH MAY BE AVAILABLE AT BUILDING SUPPLY HOME CENTERS.

Tap Fee: _____

Meter Install Fee: _____

Water Connection Fee: _____

Sewer Connection Fee: _____

Reuse Fee: _____

Other: _____

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.

Current Building Codes

(with Georgia amendments, if applicable)

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

- 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. Color electronic submittals accepted
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. Final elevation certificate must be submitted and approved **PRIOR** to CO being issued (review period up to three (3) days).

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: _____
- Flooring: _____
- Sheetrock: _____
- Certified Energy 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: _____

STATEMENT OF SPECIAL INSPECTIONS

PROJECT: _____
LOCATION: _____
PERMIT APPLICANT: _____
APPLICANT'S ADDRESS: _____
ARCHITECT OF RECORD: _____
STRUCTURAL ENGINEER OF RECORD: _____
MECHANICAL ENGINEER OF RECORD: _____
ELECTRICAL ENGINEER OF RECORD: _____
REGISTERED DESIGN PROFESSIONAL IN RESPONSIBLE CHARGE: _____

This Statement of Special Inspections is submitted in accordance with Chapter 17 of the International Building Code. It includes a *Schedule of Special Inspection Services* applicable to the above-referenced Project as well as the identity of the individuals, agencies, or firms intended to be retained for conducting these inspections. If applicable, it includes *Requirements for Seismic Resistance* and/or *Requirements for Wind Resistance*.

Are Requirements for Seismic Resistance included in the Statement of Special Inspections? Yes No
Are Requirements for Wind Resistance included in the Statement of Special Inspections? Yes No

The Special Inspector(s) shall keep records of all inspections and shall furnish interim inspection reports to the Building Official and to the Registered Design Professional in Responsible Charge at a frequency agreed upon by the Design Professional and the Building Official prior to the start of work. Discrepancies shall be brought to the immediate attention of the Contractor for correction. If the discrepancies are not corrected, the discrepancies shall be brought to the attention of the Building Official and the Registered Design Professional in Responsible Charge prior to completion of that phase of work. A *Final Report of Special Inspections* documenting required special inspections and corrections of any discrepancies noted in the inspections shall be submitted to the Building Official and the Registered Design Professional in Responsible Charge at the conclusion of the project.

Frequency of interim report submittals to the Registered Design Professional in Responsible Charge:

__ Weekly __ Bi-Weekly __ Monthly Other; specify: _____

The Special Inspection program does not relieve the Contractor of the responsibility to comply with the Contract Documents. Jobsite safety and means and methods of construction are solely the responsibility of the Contractor.

Statement of Special Inspections Prepared by:

Type or print name

Signature

Date

Building Official's Acceptance:

Signature

Date

Permit Number: _____

Frequency of interim report submittals to the Building Official:

__ Monthly __ Bi- Monthly __ Upon Completion

Other; specify: _____

Preparer's Seal

City of Richmond Hill

Water Meter Installation Procedure

New Construction

1. Apply to the Permitting Department for a building permit.
2. The water meter must be requested and installed before using City water for construction.

If during construction the City finds that City water is being used, without the water meter installed, the water will be locked out until the water meter and back flow preventer are installed. Building inspections will NOT be conducted if using City water without a meter installed, and may be subject to fines and penalties. Other means of temporary water are acceptable, such as mobile water trucks/tanks.

3. When you are ready for the water meter to be installed, contact the Planning and Zoning Department, 912-756-3641 or permitting@richmondhill-ga.gov

The water meter must be installed prior to plumbing rough inspection.

4. You are responsible for protecting the water meter, back-flow and meter box from damage until a CO has been issued.
5. Water meters are typically installed within 3 - 5 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

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 _____



City of Richmond Hill Planning & Zoning

Residential/Commercial Permitting

P.O. Box 250 Richmond Hill, GA 31324 (912)756-3641

MECHANICAL SUB-CONTRACTOR AFFIDAVIT

Job Location _____

General Contractor _____

Permit # _____

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 _____ Print Name _____

Email _____ Phone No. _____

State of: _____
County of: _____
The Foregoing document was acknowledged
before me on the _____ day of _____,

Notary Public Signature
My Commission Expires: _____

Affix Official Notary Seal Here



City of Richmond Hill Planning & Zoning

Residential/Commercial Permitting

P.O. Box 250 Richmond Hill, GA 31324 (912)756-3641

ELECTRICAL SUB-CONTRACTOR AFFIDAVIT

Job Location _____

General Contractor _____

Permit # _____

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 _____ Print Name _____

Email _____ Phone No. _____

State of: _____
County of: _____
The Foregoing document was acknowledged
before me on the _____ day of _____,

Notary Public Signature
My Commission Expires: _____

Affix Official Notary Seal Here



City of Richmond Hill Planning & Zoning

Residential/Commercial Permitting

P.O. Box 250 Richmond Hill, GA 31324 (912)756-3641

PLUMBING SUBCONTRACTOR AFFIDAVIT

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 _____ Print Name _____

Email _____ Phone No. _____

State of: _____
County of: _____
The Foregoing document was acknowledged
before me on the _____ day of _____,

Notary Public Signature
My Commission Expires: _____

Affix Official Notary Seal Here