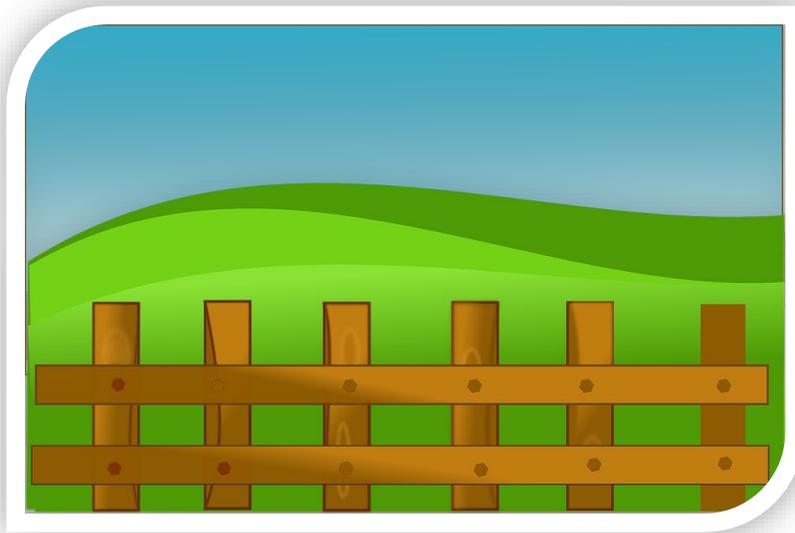


LIMITED USE BUILDING PERMIT APPLICATION PACKET



INSPECTORS 912.756.4521

P&Z OFFICE 912.756.3641

PERMITTING@RICHMONDHILL-GA.GOV

WWW.RICHMONDHILL-GA.GOV

LIMITED USE PERMIT 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 | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) digital copy of proposed work (Sketch drawing will be sufficient) Construction drawings for decks, accessory buildings, pools. |
| <input type="checkbox"/> | <input type="checkbox"/> | One (1) digital copy of site plan on recorded plat for fence, accessory building, decks and swimming pools showing setbacks, existing easements, distance from property lines to proposed structure, distance from existing structures on lot if applicable. |
| <input type="checkbox"/> | <input type="checkbox"/> | Included copy of State License for Electrical, HVAC and Plumbing Contractors |
| <input type="checkbox"/> | <input type="checkbox"/> | Included copy of business license from somewhere in Georgia for all trades |
| <input type="checkbox"/> | <input type="checkbox"/> | Filled out Change of Occupancy/Existing Building Use Information Form (Include a sketch of building floor plan and label room uses). |
| <input type="checkbox"/> | <input type="checkbox"/> | I have read and understood the Fence Location and Easements sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | I have signed and understood the roofing affidavit |
| <input type="checkbox"/> | <input type="checkbox"/> | I have read and understood the Accessory Buildings sheets |
| <input type="checkbox"/> | <input type="checkbox"/> | I have read and understood the HVAC Permits sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | I have read and understood the Swimming Pool and Spa sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | I have read and understood the Irrigation Permit Information sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | I have signed the Irrigation Meter Installation Procedure sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | I have read and understood the deck info sheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | I have filled out the Irrigation Meter Request sheet |
| <input type="checkbox"/> | <input type="checkbox"/> | Attached approval letter from the Bryan County Health Department (All food service businesses and public pools) |
| <input type="checkbox"/> | <input type="checkbox"/> | Signed permit application and initialed all applicable areas |
| <input type="checkbox"/> | | All boxes on Application Checklist checked either Yes or N/A |

**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 #

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 might not be performed that day.
2. Inspections are being called in 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. Building permits that are ready to be issued can be picked up between the hours of 8:00 AM and 4:00 PM. Monday through Friday.
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 **SHALL NOT** be occupied by anyone or house interior furnishings moved in, 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.

Change of Occupancy/Existing Building Inspection

Any time a business proposes to go into a previously occupied space or an entirely new space, a change of occupancy permit is required. An additional building permit is required if there is any electrical, HVAC, plumbing, structural work to be done or framing that results in the change of an egress.

Inspector will check for Life Safety issues such as, but not limited to:

- Address must be posted and visible from street.
- Power must be on.
- If installed, smoke detectors or fire alarm must be operational.
- Penetrations in separation walls or fire rated walls must be protected with approved fire caulking with the rating of the wall.
- Exit doors and passageways must be free of clutter.
- Locks on exit doors shall not need a key or special tool to unlock from the inside.
- Assembly, educational and larger buildings must have an evacuation plan posted in case of emergency.
- Fire extinguishers are required for all. Extinguishers must be **tagged and up to date** by a fire suppression company.
- Suppression systems installed in a building or a part of a hood system, must be **tagged** and up to date.
- Exit signs and emergency lighting must be working. Battery backups for these fixtures must be working.
- Emergency lighting and fire alarm circuits must be tagged or marked in **red** on electrical panel.
- Electrical panel must not have any open breaker locations. These openings must have approved covers.
- GFCI receptacles are required within 6' of sinks, wet locations, commercial kitchens, laundry areas, bathrooms, exterior outlets.
- Electrical junction boxes must have covers installed.
- Electrical panel service equipment and mechanical equipment shall be unobstructed at all times. 3' minimum clearance shall be provided.
- Building electrical service equipment must be grounded.

MISC. ITEMS

- Restaurants must have Health Department approval. Hoods or suppression systems for appliances must be **tagged** and up to date.
- All areas around sinks, countertops, bottom of toilets, or where water can penetrate must be caulked.
- Nail/beauty salons must have proper ventilation/exhaust. Source capture for (Nail Salons).

**CHANGE OF OCCUPANCY/EXISTING BUILDING
USE INFORMATION**

Please find the closest description below of your proposed business and fill in the blank:

- Assembly Hall: How many seats? _____
- Automotive Repair Shop/Tire Shop: How many bays? _____
- Bakery: Square Feet _____
- Bank: Square Feet _____
- Barber Shop/Beauty Parlor: How many chairs or stations? (with water service) _____ (without water service) _____
- Boarding House: How many rooms? _____
- Bowling Alley: How many lanes? _____
- Car Wash
- Wand Wash: How many bays? _____
 - Hand Wash 400GPD per location
 - Automated 3500GPD per site
- Church without Day Care or Kindergarten: How many seats? _____
- Church with Day Care/Kindergarten: How many seats? _____ # kids in Day Care/Kindergarten _____
- Clinic: How many exam rooms? _____
- Convenience Store: Square Feet _____
- Correction Institution: How many beds? _____
- Country Club, Recreation Facilities: Assembly Room(s) Square Feet? _____ Dining Area # seats _____
- Dance Studio: Assembly/Class Room(s) Square Feet? _____
- Day Care Center: Assembly/Class Room(s) Square Feet? _____ with meals? Yes No
- Dental Office: How many chairs? _____
- Department Store: Square Feet _____
- Drug Store: Square Feet _____
- Food Service Establishments with Restrooms and Kitchen: **
- Restaurant, less than 24-hours per day operation: How many seats? _____
 - Cafeteria, less than 24-hours per day operation: How many seats? _____
 - Restaurant, 24-hours per day operation: How many seats? _____
 - Drive-in Restaurant: How many car spaces? _____
 - Carry-out Only: Square Feet _____
- Fitness Center: Assembly/Class Room(s) Square Feet? _____
- Grocery Store: Square Feet? _____
- Hospital: How many beds? _____
- Hotel/Motel: How many rooms? _____ Kitchen Yes No
- Karate Studio: Assembly/Class Room(s) Square Feet? _____
- Kindergarten: Assembly/Class Room(s) Square Feet? _____ with meals? Yes No
- Laundry, Self-service: How many machines? _____
- Laundry, Non Self Service: How many machines? _____
- Nail Salon/Massage : How many chairs or stations? (with water service) _____ (without water service) _____
- Nursing Home: How many beds? _____
- Office (non medical): Square Feet _____
- Physician's Office: How many exam rooms? _____
- Schools:
- Day, Restrooms and Cafeteria: Assembly/Class Room(s) Square Feet? _____
 - Day, Restrooms, Gym, & Cafeteria: Assembly/Class Room(s) Square Feet? _____
- Service Stations (No Convenience Store):
- Fuel and Oil Only: How many pumps? _____
 - Full Service: How many pumps? _____
- Stadium: How many seats? _____
- Tavern, Bar, Cocktail Lounge: How many seats? _____ with meals? Yes No
- Theater: How many seats? _____
- Veterinarian Hospital:
- Non Boarding: How many exam rooms? _____
 - Boarding: How many rooms? _____
- Warehouse: Square Feet _____ Office area square feet _____

FENCE LOCATION and EASEMENTS

***No fences or any other structures are allowed to be built within any easement**

UDO Article 12 Section 12.5 A.4

Fences shall not be erected within any public right-of-way or easements

UDO Article 22 Section 22.3

Easements having a minimum width of 20 feet shall be provided along the front and/or rear lot lines, as required, for utility lines, underground mains and cables, and other utility purposes, in accordance with the requirements of the city engineering design standards. Such easements shall be provided along the side lot line and/or common lot line, if necessary. Setbacks shall be measured from the interior edge of such easements located within a lot. As an alternative, easements may be located within dedicated common open space areas outside of platted lots. The city council, in its discretion, may require additional easements along any lot line of any lot in the city. In the exercise of such discretion, the city council shall consider and be bound by the following criteria:

- A. The location of the proposed lot vis-a-vis the location of existing utilities.
- B. The capacity and reserve capacity of the utility lines or connections in the area of the lot.
- C. The likelihood of further subdivision and development of the lot in question, as well as other nearby lands.
- D. Any known future plans of any utility provider.
- E. The zoning of the property.
- F. The comprehensive land use plan of the city.
- G. Any unique features of the lot, such as unusual shape, size, location or topography.
- H. The criteria of the city engineering design standards.

UDO Article 32 Section 32.4

EASEMENT: An acquired legal right for the specific use of land owned by others.

Engineering Standards

Section 601. 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

*If the easement is not needed by the City for access, drainage or utilities, you may be able to locate your proposed fence in the easement provided that all other utility companies, such as but not limited to: Comcast, Century Link, Hargray, Ga. Power, Coastal EMC, Atlanta Gas Light, have no objection to the fence location in the easement. Call 811 or go to www.Georgia811.com for information about utilities and locates. Although the city issues a fence permit and inspects/approves location of said fence, the applicant is still responsible for getting all other agency approvals and the city is not responsible for an approved fence that another agency requires to be removed.

ROOF INSPECTION

One (1) Inspection

ATTENTION: *There are specific criteria for allowable roof types and colors, in overlay districts*

Check with the building inspector to see if your project falls within one of these overlay districts

1. **Call 912-756-4521 or email inspections@richmondhill-ga.gov the day before**, by 5pm, to schedule an inspection.
2. Call **912-756-4521 the day of** before 8:30am to notify Inspector when the following deck items will be completed! **ALL ITEMS SHALL BE COMPLETED PRIOR TO INSPECTORS ARRIVAL!**
 - All rotten wood removed and replaced: three (3) inch edge/six (6) inch field nail
 - Ice/water shield installed in valleys
 - Flash around chimneys and intersecting walls
 - Gable end (rakes) eave drip installed over starter course of underlayment
 - Eave ends underlayment installed over eave drip (*LEAVE FRONT EDGE LOOSE TO SHOW EAVE DRIP NAILING*)
 - All metal drip edge attached with approved fasteners at twelve (12) inch on center
 - Cricket SHALL be constructed if it is missing behind chimney
 - **ANY REPAIR ON RAFTERS AND/OR TRUSSES SHALL BE APPROVED BY THE BUILDING INSPECTOR PRIOR TO COVERING**
 - Roofs with 2:12 to 4:12 pitch require 2 layers of underlayment
 - Check manufacturer instructions for minimum 130 MPH shingle nailing
 - IRC Chapter 9 901.1 - 905.2.8.4

This is only a reference sheet and shall not be interpreted to be an all encompassing checklist of requirements.

Applicants and contractors are responsible for construction that meets or exceeds the minimum mandatory building code requirements, regardless of any oversights attributed to the City of Richmond Hill Building Department

The building inspector may require additional documentation, testing and/or clarification from the applicant, design architect/engineer and/or testing company/lab, at any time in order to ensure code and/or approved plan compliance.

ACCESSORY BUILDINGS

All accessory buildings shall conform to the following requirements and must be securely anchored to the ground

- (1) *Location, number, size, height, and setback of accessory buildings on residential lots.*
 - a. An accessory building shall be located on the same lot as the principal residence building to which it is an accessory.
 - b. No accessory building shall be constructed upon a lot until construction of the principal residence building has commenced.
 - c. An accessory building shall not be permitted in a front or side yard.
 - d. No more than **two** accessory buildings shall be permitted on a residential lot.
 - e. An accessory building shall not be rented or occupied.
 - f. No accessory building shall exceed **12 feet in total height**.
 - g. No accessory building shall be located closer than 5 feet to a side or rear lot line.
 - h. Accessory buildings shall **not** exceed the accumulative area of **600 square feet** per residential lot.
 - i. Accessory buildings shall be included in the calculation of the total footprint of all buildings per residential lot and shall not exceed the maximum percentage of lot coverage standards set forth in Appendix A, Article IV, Table IV.1.2 of the Code of Ordinances.
 - j. All accessory buildings located within a Special Flood Hazard Area shall meet the requirement of Chapter 42 of the Code of Ordinances.
 - k. City Council shall be authorized to vary the above mentioned restrictions on an individual case by case basis pursuant to the criteria set forth in Appendix A, Article VII, Section 9 of the Code of Ordinances.
 - l. Accessory building must be **anchored** to prevent uplift.
- (2) *Nonresidential lots.* Accessory buildings on nonresidential lots shall comply with front, side and rear yard requirements established for the zoning district in which such accessory buildings are located.
- (3) *Temporary construction buildings.* A temporary building established in connection with a construction project or real estate development shall be permitted any place on a lot, provided such building shall comply with the front, rear and side yard requirements established for the zoning district in which such building is located.
- (4) *Building permit required.* A building permit is required for the construction or placement of any accessory building in the City of Richmond Hill.
- (5) If any accessory building exceeds **200 square feet** in area than construction drawings must be stamped by an Architect/Engineer registered in the State of Georgia. City ordinance 18-45{C}{4}. Wind zone requirement 130MPH.

Accessory (Appurtenant) Structures

In Special Flood Hazard Areas, accessory and appurtenant structures must:

- Not be habitable
- Be used only for parking or storage (not pollutants or hazardous materials)
- Be anchored to resist floatation
- Have flood openings/vents
- Be built of flood-resistant materials
- Have elevated utilities
- Not be modified for different use in the future
- Have documented floor elevation to demonstrate compliance with the community's Flood Damage Prevention Ordinance

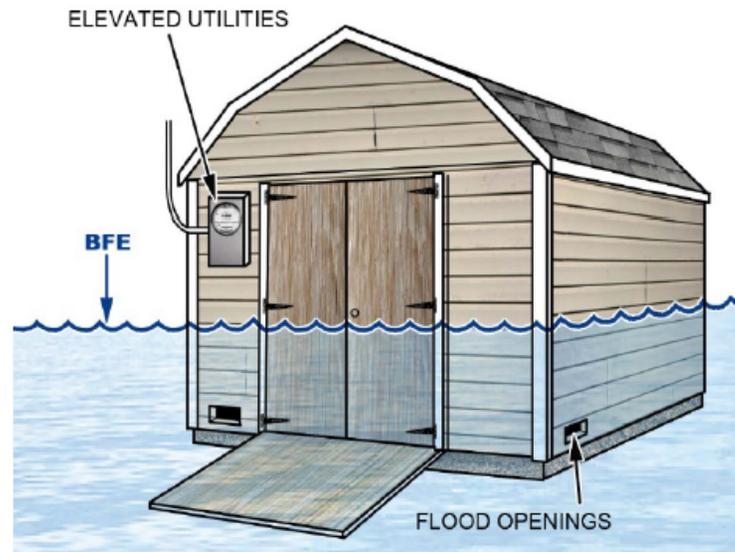


Figure 45. Accessory structure with flood openings and utilities elevated above the BFE



Terms and DEFINITIONS

Accessory (Appurtenant) Structure means a structure that is located on the same parcel of land as a principal structure and whose use is incidental to the use of the principal structure. Accessory structures may not be used for human habitation and must be designed to minimize flood damage. Examples: detached garages, carports, storage sheds, gazebos, pole barns, and hay sheds.

Even small buildings are defined as "development" and permits or variances with noted conditions are required. They must be elevated or anchored and built to withstand flood damage. **Caution!** Remember, everything inside is likely to get wet when flooding occurs.

HVAC PERMITS

1. **Call 912-756-4521 or email inspections@richmondhill-ga.gov by 5pm, the day BEFORE work is to be done** and request an inspection.
2. Leave estimated time of completion along with installers contact information for inspector to confirm appointment.
3. Work must comply with the current DCA adopted year edition of the International Mechanical Code, Fuel Gas Code, National Electric Code, GA Energy Code and GA Amendments.
4. Job **must** be completed and unit running!
5. Most typical items that Inspector looks for but **NOT limited to:**
 1. **Condensing Unit/ Package unit**
 - a. Over Current protection and wire size
 - b. Locking Caps
 - c. Insulation on set line and sealed penetrations
 - d. Level unit and sitting on 3" platform
 - e. Unit clearance
 - f. Size of unit
 - g. Accessible disconnect
 - h. Gas shut off and sediment trap
 2. **Air Handler**
 - a. Over Current protection and wire size
 - b. Unit set level and raised
 - c. Drain pan with drain line (drain located in a conspicuous location outside the building)
 - d. Primary drain (trapped or manufacturer requirement) or float-switch (drain located outside and installed in a conspicuous location)
 - e. Set line is insulated.
 - f. Accessible disconnect
 - g. All ductwork is sealed with mastic, sealing tape, etc.
 - h. Gas shutoff and sediment trap
 - i. Gas venting and clearance to combustibles.
 - j. Duct testing required if replacing more than 50% of duct work in non conditioned space.**

This is only a reference sheet and shall not be interpreted to be an all encompassing checklist of requirements. Applicants and contractors are responsible for construction that meets or exceeds the minimum mandatory building code requirements, regardless of any oversights attributed to the City of Richmond Hill Building Department. The building inspector may require additional documentation, testing and/or clarification from the applicant, design architect/engineer and/or testing company/lab, at any time in order to ensure code and/or approved plan compliance.

SWIMMING POOL & SPA MINIMUM REQUIREMENTS

Pool permit applications must include one (1) digital copy of plans that show the pool with equipment and fence locations shown on a site plan.

Pool Fence Affidavit must be completed and signed by homeowner.

All swimming pool and spa installations shall comply with the (ISPSC) International Swimming Pool and Spa code, current mandatory DCA edition.

At all times during installation/construction all pools and spas shall have a temporary or permanent barrier 48" in height that prevents access to all persons other than pool install/construction personnel. If temporary barrier is used, it shall remain in place until the permanent barrier is installed.

Pool and Spa bonding and perimeter bonding as well as all pool electrical shall be installed as outlined in the ISPSC and the NEC current mandatory DCA edition and GA Amendments.

Plumbing shall be installed so as to avoid entrapment by swimming pool or spa users and comply with the guidelines in the ISPSC and the IPC current mandatory DCA edition and GA Amendments.

Mechanical equipment such as pool and spa heaters must be installed in a way that completely eliminates any accidental shock hazard and be installed in accordance ISPSC and the IMC current mandatory DCA edition.

Connections to public and private water and drain sources must have backflow prevention devices installed to eliminate any chance of contamination. All pool and spa drains shall connect to a city sanitary sewer lateral.

All required safety devices must be on site at the time of CO inspection.

The installation of a permanent fence/barrier that meets the requirements of ISPSC, current mandatory DCA edition and GA Amendments must also be completed at the time of CO inspection.

For pools and spas located in a flood hazard area all equipment must be GFCI protected, located at BFE +1' and be protected from damage by flood water.

In addition, commercial pools must also be approved by the Bryan County Health Department prior to submitting an application for a building permit to the Richmond Hill Building Department. Please provide a copy of the Health Department approval along with the permit application package.

This is only a reference sheet. Applicants and contractors are responsible for construction that meets or exceeds the minimum mandatory building code requirements, regardless of any oversights attributed to the City of Richmond Hill Building Department. The building inspector may require additional documentation, testing and/or clarification from the applicant, design architect/engineer and/or testing company/lab, at any time in order to ensure code and/or approved plan compliance.

RESIDENTIAL DECKS

1. A permit is required where **any** of the following occur (IRC 105 #10).
 - a. The deck exceeds 200 square feet in area.
 - b. The deck is more than 30" above grade.
 - c. The deck is attached to the dwelling.
 - d. The deck serves as part of a landing coming from the exit door.
2. Residential decks shall be designed based on the current adopted version of the International Residential Code (IRC). See section 507 for deck specifics of the IRC and GA Amendments.
3. Design loads for decks shall be a minimum of 40 pounds per square foot for live loads (IRC table 301.5).
4. Deck plan shall include:
 - a. Site plan
 - b. Deck dimensions
 - c. Footing detail
 - d. Framing plan (beams, joist, post, etc)
 - e. Guard rails if more than 30" above grade
 - f. Hand rails if more than 4 risers.
5. Deck inspections will include:
 - a. Footing
 - b. Framing
 - c. Final

IRRIGATION PERMIT INFORMATION

- 1) All commercial and industrial landscape irrigation systems installed after September 1, 2015 shall not be permitted to use City potable water and shall use purple pipe distribution materials so as to not allow cross contamination into the City potable water distribution system.
- 2) All residential landscape irrigation systems on lots greater than 20,000 sq. ft. installed after September 1, 2015 shall not be permitted to use City potable water and shall use purple pipe distribution materials so as to not allow cross contamination into the City potable water distribution system.
- 3) All new residential subdivisions, that have final plat approval after September 1, 2015 and that are shown to be within a reuse system service area, shall install a purple pipe irrigation water main with service laterals to each proposed lot. The size of the reuse main and laterals shall be designed by a licensed design professional. If reuse water is not available, at the time of development, the reuse main shall be connected to the city potable line with a water valve and also a stub out provided to a point as determined by the city engineer, for future city reuse connection. All irrigation on city potable and/or reuse water shall be metered.
- 4) All new residential subdivisions, that have final plat approval after September 1, 2015 and that are located in areas where future reuse water availability is unfeasible, as determined by the city engineer, shall abide by the same rules and regulations as commercial.
- 5) All existing residential subdivisions, that have had final plat approval prior to September 1, 2015 and where build out of lots have reached 75% or more, shall be allowed to use city potable water if there is no feasible means of using city reuse water or a private well, as determined by the city engineer. All irrigation on city potable and/or reuse water shall be metered.
- 6) Acceptable water sources for irrigation systems shall include reuse water, private shallow irrigation wells, private deep irrigation wells or alternative on-site water resources; i.e. cisterns, retention ponds, etc.
- 7) All irrigation systems shall utilize rain sensors and shall also use drip irrigation for shrub beds.
- 8) There shall be no spigots located on a reuse water and non city water irrigation system.
- 9) Irrigation Wells
 - a. All irrigation wells shall be installed by a Georgia State Licensed well driller with a valid business license in the State of Georgia.
 - b. Shallow Irrigation Well
 - i. A well with a depth of 150' or less is considered a shallow irrigation well.
 - ii. Iron and manganese tests are required on shallow wells. If the test results exceed the following levels: Iron 0.29 (mg/L or ppm) and/or Manganese 0.04 (mg/L or ppm), then a water treatment system is required to prevent exceeding the above listed limits to prevent staining of sidewalks, curbs, streets, etc.
 - c. Deep Irrigation Well
 - i. A well with a depth greater than of 150' is considered a deep irrigation well.
 - ii. The use of a private deep well for irrigation purposes is prohibited unless a plan is submitted to the City indicating the well depth prior to performing work.
 - iii. Final approval for the use of a private deep well for irrigation must be granted by the City Manager or his designated representative.
 - iv. Applicants are responsible for all EPD permits required for deep wells, if applicable
- 10) All new irrigation systems shall be required to obtain a permit from the City.
- 11) Tap and Connection fees are applicable for all irrigation systems using City potable water or City reuse water.

INSPECTIONS:

- A. There are potentially three (3) required inspections when using non potable or reuse water: (1) purple pipe verification (2) electrical for wells and (3) if you are disconnecting an irrigation system from city water service an additional inspection is required to ensure the connection has been removed and capped.
- B. There is one (1) required inspection if using city water: (1) backflow verification.

ENGINEERING STANDARDS:

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

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.

Irrigation Meter Installation Procedure

RESIDENTIAL ONLY

COMMERCIAL CANNOT USE CITY WATER

1. Apply to the Permitting Department for an irrigation permit (912)756-3641 or Permitting@richmondhill-ga.gov
2. Irrigation water laterals shall not be used for any purpose until an irrigation meter has been paid for and installed on the lateral.

If the City finds that water is being used out of an irrigation water lateral without an approved meter:

1. You could face charges and a fine for tampering with the city's water supply and/or
2. It could result in a Stop Work order being placed on the project

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

Reasons for the irrigation meter not to be installed:

Area for placement of meter not graded
Curb stop device not exposed
All Fees not paid

New Construction: If the building inspector sees that the curb stop, backflow device, irrigation 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 an irrigation meter to be installed. I also understand that for new construction, a CO will not be issued until any damaged parts are replaced.

_____ Representing: _____
Print Name Business Name

_____ Date

IRRIGATION METER REQUEST

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*****

- Install meter on reuse lateral
- Install tee & meter on existing domestic lateral on city side of the domestic water meter

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 FEE	\$ _____	<input type="checkbox"/> PAID	PAYMENT TYPE _____
METER INSTALLATION	\$ _____	<input type="checkbox"/> PAID	PAYMENT TYPE _____
REUSE CONNECTION	\$ _____	<input type="checkbox"/> PAID <input type="checkbox"/> N/A	PAYMENT TYPE _____