

# COMMERCIAL/INDUSTRIAL BUILDING PERMIT APPLICATION PACKET



**INSPECTORS 912.756.4521**

**P&Z OFFICE 912.756.3641**

**PERMITTING@RICHMONDHILL-GA.GOV**

**WWW.RICHMONDHILL-GA.GOV**

## COMMERCIAL/INDUSTRIAL Application Checklist

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

Yes    N/A

- 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 #

# 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/](http://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
-----------------