

# LIMITED USE PERMIT # LU \_\_\_\_\_

CITY OF RICHMOND HILL Building and  
Zoning Department  
P.O. Box 250 Richmond Hill, GA. 31324  
(912) 756-3641  
PERMITTING@RICHMONDHILL-GA.GOV

FEE \$ \_\_\_\_\_

OWNER/APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ Email: \_\_\_\_\_  
PHONE: \_\_\_\_\_ ESTIMATED COST: \_\_\_\_\_  
911ADDRESS: \_\_\_\_\_ LOT# and SUBDIVISION: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ PHONE: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ Email: \_\_\_\_\_

**TYPE OF PERMIT:**

CHANGE OF OCCUPANCY/ EXISTING BUILDING INSPECTION       ACCESSORY BUILDING       SIGN  
 FENCE       FIRE SUPPRESSION/FIRE ALARM       SWIMMING POOL       IRRIGATION  
 ELECTRICAL       PLUMBING       HVAC       ROOF       OTHER: \_\_\_\_\_

**PURPOSE:**  ERECT     REPAIR     ADDITION     DEMO     RELOCATE

PROVIDE A BRIEF DESCRIPTION OF WORK TO BE DONE: \_\_\_\_\_  
\_\_\_\_\_

PROPERTY OWNERS NAME (IF DIFFERENT THAN APPLICANT): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

**POWER COMPANY:** SEPCO    COASTAL EMC    GA.POWER    **TOTAL SQUARE FEET:** \_\_\_\_\_  
**FLOOD ZONE CATEGORY:** \_\_\_\_\_ **BASE FLOOD ELEVATION:** \_\_\_\_\_ **DATUM:** \_\_\_\_\_  
**ZONING CLASSIFICATION:** \_\_\_\_\_ **SETBACKS:** F \_\_\_\_\_ RS \_\_\_\_\_ LS \_\_\_\_\_ R \_\_\_\_\_  
**BUILDING SPRINKLED:**    YES    NO

**For Change of Occupancy/Existing Building Inspection:** Previous Use \_\_\_\_\_ Proposed Use \_\_\_\_\_  
Provide a simple floor plan of unit with names of adjacent businesses shown on drawing. Provide a photo of exterior frontage area.  
Parking Spaces Provided \_\_\_\_\_ Note: An Additional Building Permit Is Required For Construction \_\_\_\_\_ Initial

**For Fire Suppression/Fire Alarm:** Installer's Name \_\_\_\_\_ Installer's Certification Number \_\_\_\_\_  
Note: Richmond Hill Fire Chief contact number 912-756-4664

**For Fence, Accessory Building, Swimming Pool and Sign:** A plat of the property showing measurements from property lines to proposed structure must be submitted with application. Note: Property pins must be showing and string lines pulled to each pin. \_\_\_\_\_ Initial  
Note: Additional Permit must be obtained from Zoning Administrator for signs and be attached to this application. \_\_\_\_\_ Initial

**For Commercial Irrigation:** Square feet of area to be irrigated \_\_\_\_\_ Water meter size needed \_\_\_\_\_

**For All:**

1. Please call (912) 756-4521 or email inspections@richmondhill-ga.gov by 5:00pm the day before inspection. Twenty four (24) hours notice is required.
2. You are responsible for approvals from any subdivision Property Owner's Association for covenant requirements prior to actual construction.
3. Approval by the Building and Zoning Department does not exempt the applicant from complying with all other governmental regulations.
4. No Certificate of Occupancy will be issued until all tap fees, water and sewer connection fees and/or any other outstanding fees are paid.
5. No additional building permits will be issued an applicant where outstanding tap, connection 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.
6. 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.

**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: \_\_\_\_\_  N/A      Meter Install Fee: \_\_\_\_\_  N/A  
Water Connection Fee: \_\_\_\_\_  N/A      Sewer Connection Fee: \_\_\_\_\_  N/A  
Reuse Fee: \_\_\_\_\_  N/A