

GENERAL INFORMATION

Construction and demolition activity shall not be performed between the hours of 10:00 p.m. and 7:00 a.m. on weekdays, or between the hours of 10:00 p.m. and 9:00 a.m. on weekends

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 performed.
4. Have proper paperwork, such as elevation certificate and compaction test, turned into the inspections office **BEFORE** requesting an inspection.
5. **DO NOT** schedule a C/O for the same day as a 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 performed, 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 **SHALL** be installed on this line just outside the driveway in addition to the cleanout normally installed at the structure.
17. Consult a Design Professional when building on compacted fill.
18. 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.
19. All inspections **SHALL** be called in. Additional fees are required for unscheduled inspections.
20. A Residential Inspection Checklist can be found on our website at richmondhill-ga.gov
21. There is a \$50.00 fee to restamp a set of plans

TO SCHEDULE AN INSPECTION YOU MUST CALL:912-756-4521 OR EMAIL INSPECTIONS@RICHMONDHILL-GA.GOV

**Call or email for an inspection by 5:00 p.m. the day BEFORE the inspection is requested to be performed.
Leave your name, permit number, builder or owners name, location of property, type of inspection and your contact number.
Inspections are limited to a maximum of 5 per neighborhood.**

You can call our office, 912-756-4521, 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. 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. You must cancel inspections by 9AM on the day of. Any reinspect fees must be paid by 9AM to keep inspection on the schedule for the day.

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.



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

Georgia State Energy Code RESIDENTIAL AFFIDAVIT

International Energy Conservation Code with
Georgia State Supplements and Amendments for Residential Dwellings

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: _____

SUBDIVISION: _____ LOT #: _____

PROJECT 911 ADDRESS: _____

CONTRACTOR/BUILDER: _____

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 structure to be built at the address above, shall be built in accordance with the Energy Conservation requirements of the Georgia State Energy Code for Buildings for 1 & 2 Family Dwelling Buildings using the following method:

Select one (1) of the compliance methods below and attach supporting documents:

- GA TABLE 402.1.2 Insulation and fenestration requirements by component (Climate Zone 2).
- RESCheck See: Georgia Amendment Table 402.7.1 for minimum R-values and maximum U-factors/SHGC allowed
- An approved Energy Code Compliance Table by _____
- IECC Section 405 Simulated Performance Alternative

A permanent certificate per GA Supplement to IECC 401.3 shall be readily accessible
and shall be posted on or near the electrical distribution panel or air handler

SIGNATURE _____ DATE: _____

PRINTED NAME: _____

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: _____
- Blower Door Test: _____
- 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***

City of Richmond Hill

Water Meter Installation Procedure

New Construction

1. Apply to the Permitting 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 out 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 or permitting@richmondhill-ga.gov **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

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 _____