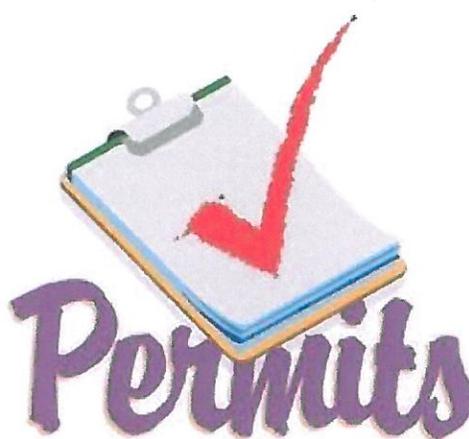




LIMITED USE PERMIT APPLICATION PACKAGE



**FILL OUT APPLICABLE FORMS AND SUBMIT WITH YOUR
LIMITED USE PERMIT APPLICATION.**

**BE SURE TO INCLUDE A WRITTEN STATEMENT DESCRIBING WHAT YOU
INTEND TO DO.**

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT

**Building Inspectors 756-4521
Permit and Inspections Tech 756-3641**

UPDATED 3-19-14

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

- Two (2) copies of architectural plans, designed to meet the 120 MPH wind zone, stamped and signed by an engineer and/or architect (*Sign Permits Only*)
- Two (2) copies of proposed work, if above statement is not applicable (*Sketch drawing will be sufficient*)
- Two (2) copies of site plan on recorded plat for sign, fence, accessory building and swimming pools showing setbacks, existing easements, distance from property lines to proposed structure, distance from existing structures on lot if applicable and proposed finish floor elevation including datum, if in a flood hazard zone.
- Included copy of State License for Electrical, HVAC and Plumbing Contractors
- Included copy of business license from somewhere in Georgia for all trades
- Filled out Change of Occupancy/Existing Building Use Information Form (*Change of Occupancy/Existing Building Inspection Permit Only*)
- Attached approval letter from Health Department (*All food service businesses*)
- I have read and understood the Fence Permit Information sheet
- I have read and understood the Irrigation Permit Information sheet
- I have read and understood the Accessory Structures Information sheet
- Signed permit application and initialed all applicable areas
- 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 #

**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? _____
- Bank: Square Feet _____
- Barber Shop/Beauty Parlor: How many chairs or stations? _____
- Boarding House: How many rooms? _____
- Bowling Alley: How many lanes? _____
- Car Wash
- Wand Wash: How many bays? _____
- Hand Wash 700GPD 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? _____
- Correction Institution: How many beds? _____
- Country Club, Recreation Facilities: How many members? _____ Dining Area # seats _____
- Dance Center: How many members? _____
- Day Care Center: How many people? _____ with meals? Yes No
- Dental Office: How many chairs? _____
- Department Store: Square Feet _____
- Drug Store with retail area Yes, square feet of retail area _____ No
- Food Service Establishments with Restrooms and Kitchen: **
- 1) Restaurant, less than 24-hours per day operation: How many seats? _____
- 2) Cafeteria, less than 24-hours per day operation: How many seats? _____
- 3) Restaurant, 24-hours per day operation: How many seats? _____
- 4) Drive-in Restaurant: How many car spaces? _____
- 5) Carry-out Only: Square Feet _____
- Fitness Center: How many members? _____
- Grocery Store: Square Feet? _____
- Hospital: How many beds? _____
- Hotel/Motel,: How many rooms? _____ Kitchen Yes No
- Karate Center: How many members? _____
- Kindergarten, No Meals: How many people? _____ Kitchen Yes No
- Laundry, Self-service: How many machines? _____
- Laundry, Commercial: How many machines? _____
- Fitness Center: How many members? _____
- Nail Salon: How many chairs or stations? _____
- Nursing Home: How many beds? _____
- Office: Square Feet _____
- Physician's Office: How many exam rooms? _____
- Schools:
- 1) Day, Restrooms and Cafeteria: How many people? _____
- 2) Day, Restrooms, Gym, & Cafeteria: How many people? _____
- Service Stations:
- 1) Fuel and Oil Only: How many pumps? _____
- 2) Full Service: How many pumps? _____
- Stadium: How many seats? _____
- Tavern, Bar, Cocktail Lounge - No Meals: How many seats? _____ Kitchen Yes No
- Theater: How many seats? _____
- Warehouse: Square Feet _____ Office area square feet _____

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/existing building permit is required. An additional building permit is required if there is any electrical, HVAC, plumbing or structural work to be done.

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

- 911 Address posted on building and visible from street.
- Receptacles working properly (GFI required in wet locations and commercial kitchens) NEC 210.8 (*Power must be on for inspection*)
- Outside electrical meter base properly grounded NEC 250
- Required clearance for electrical panel boards and mechanical equipment NEC 110.26
- Smoke detectors working NEC
- All electrical junction boxes must be covered NEC 314
- Change of Occupancy to child care type facilities need tamper resistant receptacles installed NEC 406
- Cover on electrical panel box and no openings in breaker panel NEC 110
- Emergency light circuits labeled and marked in **RED** NEC 408
- All exit signs must be working with back up battery power LSC 7.10
- Penetrations through any fire wall must be protected with approved fire caulk LSC 8.2.3.2.3
- Required exits and exit passageways shall not be blocked LSC 12.2.3
- No extension cords allowed and electrical strips must be supported securely LSC
- Fire Extinguishers required and must be tagged with up-to-date inspection LSC 39.3.5
- GA Accessibility code requirements shall apply, depending on the extent of renovations.
- Change of Occupancy for restaurants will need an approval letter from the Bryan County Health Department and an updated hood inspections stamp on hood equipment.

FENCE PERMIT INFORMATION

Zoning Ordinance: Appendix A, Article II

Easement: A grant of one or more property rights by the property owner to and/or for the use by the public, a corporation, or another person or entity.

Lot area, usable: The lot area less easements, setbacks, and areas not suitable for construction (e.g. wetland and flood ways).

Public use: Buildings, structures and uses of land owned, operated or maintained by a government unit or government agency, including but not restricted to public easements, public schools, fire stations, recreation sites and facilities and water treatment facilities.

Engineering Standards

Section 601. **Easements.** 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

Chapter 58 - SUBDIVISIONS ARTICLE II. - DESIGN REQUIREMENTS

Sec. 58-44. - Easements.

Easements having a minimum width of 20 feet and located along the front and rear lot lines shall be provided as required for utility lines, underground mains and cables, and other utility purposes. Such easements shall be provided along the side lot line, if necessary. The planning commission, in its discretion, may require additional easements along any lot line of any lot in the city. In the exercise of such discretion, the planning commission shall consider and be bound by the following criteria:

- (1) The location of the proposed lot vis-a-vis the location of existing utilities.
- (2) The capacity and reserve capacity of the utility lines or connections in the area of the lot.
- (3) The likelihood of further subdivision and development of the lot in question, as well as other nearby lands.
- (4) Any known future plans of any utility provider.
- (5) The zoning of the property.
- (6) The comprehensive land use plan of the city.
- (7) Any unique features of the lot, such as unusual shape, size, location or topography.
- (8) The criteria of section 601 of the city engineering design standards.

Chapter 58 - SUBDIVISIONS ARTICLE IV. - REQUIRED IMPROVEMENTS

Sec. 58-262. - Improvements enumerated; construction and installation; existing development.

(7) An adequate stormwater drainage system, including necessary easements, open ditches, pipes, culverts, storm sewers, drop outlets, catch basins and other necessary appurtenances shall be installed by the subdivider. Drainage improvements shall be constructed in accordance with the city engineering standards and the city stormwater ordinance.

Chapter 56 - STORMWATER MANAGEMENT ARTICLE I. - IN GENERAL

Sec. 56-5. - Definitions.

City separate stormwater system shall mean a conveyance or system of conveyances (including roads with drainage systems, highways, rights-of-way, city streets, catch basins, curbs, gutters, ditches, both natural and man-made channels, storm drains, detention ponds, drainage easements, other stormwater facilities) which meets all the following criteria:

- (1) Owned or maintained by the city;
- (2) Designed or used for collecting or conveying stormwater;
- (3) Not a known combined sewer; and
- (4) Not part of a publicly owned treatment works (POTW).

Easement shall mean an acquired legal right for the specific use of land owned by others.

Stormwater management facilities shall mean any and all components of a stormwater drainage system, designed to perform a particular function, or multiple functions, including, but not limited to, pipes, swales, ditches, culverts, streets, detention basins, retention basins, constructed wetlands, infiltration devices, catch basins, oil/water separators, sediment basins, natural systems, modular pavement, porous pavement pump stations and the lands or easements upon which they are located.

Sec. 56-7. - Restrictions and limitations on the use of the city stormwater system.

(3) It shall be unlawful, without prior written approval of the director, to alter in any way any part of the stormwater system including, but not limited to rerouting, removing, deepening, widening, enlarging, filling or obstructing any part of the stormwater system including the fencing of easements and rights-of-way which render the system inaccessible to equipment necessary to perform maintenance and repairs.

IRRIGATION PERMIT INFORMATION

There are two (2) required inspections when using non potable or reuse water: (1) purple pipe verification, if using non potable or reuse water and (2) backflow verification.

There is only one (1) required inspection if using city water: (1) backflow verification.

Below are references from the city of Richmond Hill Ordinances, Engineering Standards and International Plumbing Code dealing with irrigation permits.

Engineering Standards

Article 11 Section 1100(m)

Landscape irrigation lines and heads shall not be located within ten (10) feet of the back of curb or edge of pavement.

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

*Revise Section 608.16.5 'Connections to lawn irrigation systems' to read as follows:

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.

Appendix A – Zoning, Article III – General Provisions, Section 8 – Accessory buildings.

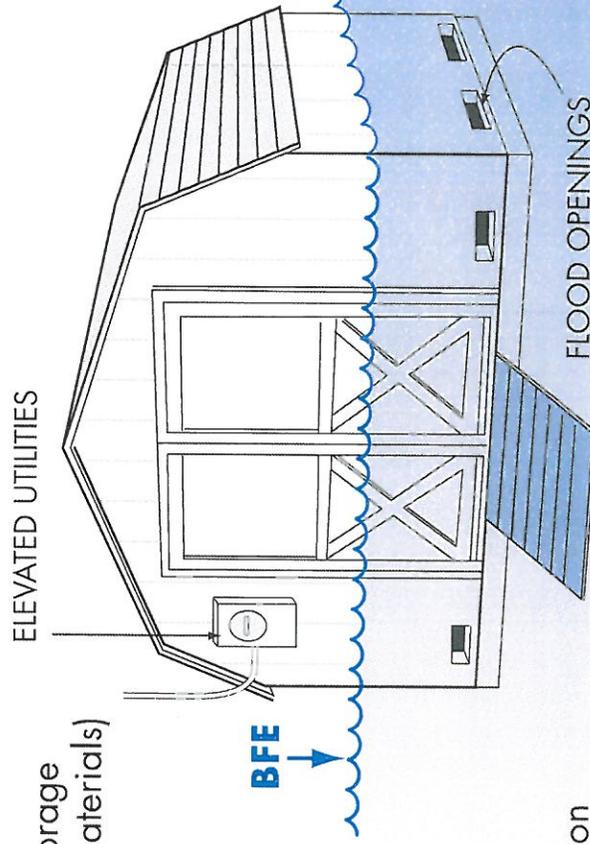
Accessory buildings shall conform to the following requirements:

- (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.
- (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.

Accessory Structures

In Special Flood Hazard Areas, accessory structures must:

- Not be habitable
- Be used only for parking or storage (not pollutants or hazardous materials)
- Be anchored to resist floating
- Have flood openings
- Be built of flood-resistant materials
- Have elevated utilities
- Not be modified for different use in the future
- Have documented floor elevation



Even small buildings are “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 will get wet when flooding occurs.



Terms and

Definitions

Accessory

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.

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 may, possibly, not be performed that day.
2. Inspections are being called in to be performed 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. Due to an increase in permit applications and scheduling, we will not be able to issue a building permit after 4:00 PM each day. Please make arrangements to pick up your building permit between the hours of 8:00 AM and 4:00 PM. Monday thru Friday. We are sorry for the inconvenience and appreciate your understanding in this matter.
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 will not be occupied by anyone or house interior furnishings, 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.

Current Building Codes

- IBC (International Building Code), 2012 Edition, with Georgia Amendments
- IFGC (International Fuel Gas Code), 2012 Edition, with Georgia Amendments
- IMC (International Mechanical Code), 2012 Edition, with Georgia Amendments
- IPC (International Plumbing Code), 2012 Edition, with Georgia Amendments
- National Electrical Code , 2014 Edition, with Georgia Amendments
- International Fire Code, 2012 Edition, with Georgia Amendments
- IECC (International Energy Conservation Code), 2009 Edition, with Georgia Amendments
- IRC (International Residential Code), 2012 Edition, with Georgia Amendments
- 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.

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. Copies or faxes are not acceptable.
4. Elevation certificate must be two sided with all signatures in other than black ink.
5. Building photographs required for section AG must be color photos.
6. Completed elevation certificate for buildings in a flood hazard zone must be turned in **before** a slab inspection and CO is requested.

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.

The city of Richmond Hill adopted an updated Flood Damage Prevention Ordinance on July 1, 2008.

A few of the changes are as follows:

1. Proposed elevations of lowest floors shall be shown for all structures during the application stage.
2. The permit holder shall provide an as-built certification (elevation certificate) of the regulatory floor elevation or flood proofing level immediately **after** the lowest floor or flood proofing is complete. Any work undertaken prior to submission of these certifications shall be at the permit holder's risk.
3. New construction and/or substantial improvements of any structure shall have the lowest floor, or flood proofing, elevated no lower than **one foot** above the base flood elevation.
4. All heating and air conditioning equipment and components (including ductwork), all electrical, ventilation, plumbing, and other service facilities shall be elevated no lower than **one foot** above the base flood elevation.

You can view the entire updated Flood Damage Prevention Ordinance at <http://www.richmondhill-ga.gov/>. Click on Planning and Zoning then click on Zoning Forms and Documents.



OFFICE OF INSURANCE AND SAFETY FIRE COMMISSIONER

JOHN W. OXENDINE
COMMISSIONER OF INSURANCE
SAFETY FIRE COMMISSIONER
INDUSTRIAL LOAN COMMISSIONER
COMPTROLLER GENERAL

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The following web address of the Official Code of Georgia Annotated §25-2-13 (b) list the facilities that fall under the State Fire Marshal's jurisdiction <http://www.legis.state.ga.us/legis/GaCode/Title25.pdf> except for provided in O.C.G.A §25-2-12 and O.C.G.A. §25-2-12.1.

- 25-2-13 (b) (1)** Certain buildings and structures, because of construction or use, may constitute a special hazard to property or to the life and safety of persons on account of fire or panic from fear of fire. Buildings constructed or used in the following manner present such a special hazard:
- (A) Buildings or structures more than three stories in height;
 - (B) Any building three or more stories in height and used as a residence by three or more families, with individual cooking and bathroom facilities for each family;
 - (C) Any building in which there are more than 15 sleeping accommodations for hire, with or without meals but without individual cooking facilities;
 - (D) Any building or group of buildings which contain schools and academies for any combination of grades one through 12 having more than 15 children or students in attendance at any given time and all state funded kindergarten programs;
 - (E) Hospitals, Ambulatory health care centers, mental health institutions, orphanages, nursing homes, convalescent homes, old age homes, jails, prisons, reformatories, and all administrative, public assembly, and academic buildings of colleges, universities, and vocational-technical schools.
 - (F) Racetracks, stadiums, and grandstands;
 - (G) Theaters, auditoriums, restaurants, bars, lounges, nightclubs, dance halls, recreation halls, and other places of public assembly having an occupant load of 300 or more persons, except that the occupant load shall be 100 or more persons in those buildings where alcoholic beverages are served;
 - (G.1) Churches having an occupant load of 500 or more persons in a common area or having an occupant load greater than 1,000 persons based on total occupant load of the building or structure;
 - (H) Department stores and retail mercantile establishments having a gross floor area of 25,000 square feet on any one floor or having three or more floors that are open to the public. For purposes of this subparagraph, shopping centers and malls shall be assessed upon the basis of the entire area covered by the same roof or sharing common walls;
 - (I) Group day-care homes and day-care centers required to be licensed or commissioned as such by the Department of Early Care and Learning and in which at least seven children receive care.
 - (J) Personal care homes required to be licensed as such by the Department of Human Resources and having at least seven beds for non-family adults.

IF YOUR PROJECT MATCHES ANY OF THE FACILITIES LISTED ABOVE, YOU WILL NEED TO SEND A COPY OF YOUR PLANS TO THE STATE FOR APPROVAL. WE WILL NOT BE ABLE TO ISSUE A BUILDING PERMIT UNTIL WE RECEIVE A SIGNED APPROVED SET OF PLANS FROM THE STATE. IT IS YOUR RESPONSIBILITY TO STAY IN CONTACT WITH THE STATE OFFICE AND SUPPLY US WITH THE APPROVED SET OF DRAWINGS.