



This checklist must be completed and submitted with each permit application. Please check **every** item as either “Y” for items that are required and are included with the application, “N” for items that are required but are not included with the application or “NA” for items that are not applicable to this application.

**Required Forms & Documents**

Y   N   NA

- Signed Application
- Complete Application Checklist (*This Form*)
- Building Code Summary Form, if applicable (*Required for new construction and additions*)
- Plan Review Fee Payment, if applicable (*Not required if plans are not submitted for minor renovations only*)
- Site Plan included with the required construction drawings, if applicable. (*Not required for interior renovations only*)
- Statement of Special Inspections, if applicable. (*Refer to Chapter 17 of the IBC to determine if Special Inspections are required*)
- Two identical sets of legible construction plans, if applicable. (*Plans may not be required for minor renovations. If plans are required, they must be signed & sealed by a registered architect and/or engineer unless exempt per Georgia Law Section §43-4-1.*)
- Floodplain Worksheet, if applicable. (*Required for new construction and additions only if the project is located in an AE, VE or Special Flood Hazard zone. Please contact the Floodplain Administrator at 912-651-6530 for additional information.*)
- Additional pre FIRM Construction Information, if applicable (*Required for renovations only if the project is located in an AE, VE or Special Flood Hazard zone. Please contact the Floodplain Administrator at 912-651-6530 for additional required information.*)

**All Required Additional Approvals**

Y   N   NA

- Approved Site Development Permit, if applicable. (*Always required for new construction. May be required for renovations that impact the water & sewer systems or are a change of use. Please attend an SPR meeting to determine if a Site Permit will be required for these types of renovations.*)
- Approved Part 1 Certificate of Appropriateness (COA), if applicable (*Required if located in a designated historic district. Not required for commercial renovations. Contact the MPC at 912-651-1440 for additional information.*)
- Approved Part 2 Certificate of Appropriateness (COA), if applicable. (*Required for new construction if located in a designated historic district or for renovations to existing buildings where the exterior of the building is affected. Contact the MPC at 912-651-1440 for additional information.*)
- Approved Water & Sewer Approval Form, if applicable. (*Required for commercial renovations that involve a change of use or work that affects the water and sewer systems. Call Water & Sewer at (912) 651-6573 for additional information*)
- Recorded Plat for recombination or subdivision of parcels, if applicable.
- Zoning Board of Appeals (ZBA) decisions or zoning text amendments, if applicable.
- Approved Encroachment Petitions, if applicable. (*Required when any part of the structure, including signs, downspouts, canopies, etc, encroach onto City Right-of-way.*)

*Please note: Supplemental information may be required during plan review to address deficiencies.*



**STATEMENT OF APPLICATION COMPLETENESS:**

Pursuant to the requirements established by Georgia Law Section §8-2-26, I am submitting all documents checked “Y” above for review and approval.

To facilitate compliance with this law, I am certifying that I understand all of the information and supporting documents required for a complete application, and **I hereby certify one of the following as it applies to this application:**

- All required documents are complete and included with this submittal. I understand the City will determine the completeness of this application and notify me of their finding within five business days.
- One or more documents required for a complete submittal are not included with this application. I request that the City begin the plan review process for this application while the outstanding items are completed. I acknowledge that the plan review times outlined in Georgia Law Section §8-2-26 will not apply and the permit cannot be issued until the remaining documents are submitted, reviewed and approved by the City.

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Signature

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Printed Name

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Date