

Supplemental Demolition Permit Application

Site Address:	PIN:
Owner Name:	
Owner Address:	ZIP
Phone:	

Requirements

****The following items are required for structures 40 years or older and must be submitted before a demolition permit can be issued.****

1. **Photographs:** Thorough photographic documentation of the entire site, including the exterior and interior of the building. This includes, but is not limited to:
 - a. each exterior facade;
 - b. each interior room;
 - c. and additional photographs of significant exterior and interior details.

All photographs shall be in color and labeled to identify what each photo is showing. See below for required file naming standards.

2. **Scaled Site Plan:** Indicate lot dimensions, property lines, location, and dimensions of existing building(s) on the lot. Applicants may use the property record card provided that all the dimensions of the lot buildings are provided. Make sure to include lot dimensions and property lines and the location of the building on the lot.
3. **Basic Floor Plans:** Indicate all rooms on each floor of the building, including basements and attics, along with basic measurements.
4. **Basic Exterior Elevations:** Indicate floor-to-floor heights (if possible); locate all windows, doors, and other facade openings. Show windows, doors, shutters, porches, balconies, railings, and all other appurtenances in.
5. **Signed Release:** See next page

See Page 2 for File Naming Standards and Release form

Photos and Additional Documentation File Naming Standards

Photos and Additional Documents should be labeled with one of two options shown below.

A: Each document is named in a manner that fully identifies what the photo or file is showing.

Example: Siteplan.JPG; EastFrontFacade.JPG

B: A key/index is included listing the file name and description of what the photo or file is showing.

Example: Photo_1.JPG – Front Façade

Photo_2.JPG – Rear Façade

Photo_3.JPG – Bedroom

All photos and additional documentation should be in one of the following formats:

TIF; JPG; PDF

For more information regarding the "Policy for Documenting Buildings Prior to Demolition" please contact Planning & Urban Design at (912) 525-2783 or planning@savannahga.gov.

Release for Archival Documentation

In accordance with and subject to the terms and conditions hereinafter set forth, I donate the materials submitted by this form to the City of Savannah as an outright gift. To the best of my knowledge, this gift is free and clear of all encumbrances and restrictions. All donated materials shall become the property of the City of Savannah. The City shall have full physical custody and intellectual property rights of all materials in perpetuity for all non-profit use. Typical uses may include, but are not limited to, scholarly and other publications, audio/visual and electronic presentations (including programs on Savannah Government Channel 8), exhibits, and websites (www.savannahga.gov). All donated materials will be transferred to the City of Savannah Municipal Archives, where they will be housed and maintained according to accepted archival principles and procedures to ensure both preservation and accessibility to researchers. The City of Savannah, however, shall have no liability for damage to or destruction of the materials by fire, water, or other casualty. The materials will be made available to all qualified researchers on equal terms of access and copies supplied, upon request, in accordance with the policies of the City of Savannah.

Owner Signature:	Date:
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