



City of Statesboro, Georgia
Planning & Development Department
Phone (912) 764-0630 Fax (912) 764-0664

Building Permit Application

Project Address: _____

Project Name (if applicable): _____

Building Type(s): Duplex Multi Family Commercial Industrial Single Family Accessory

Class of Work: Erect Addition Renovation Repair Demo

Description of Work: _____

Dollar Value of Proposed Work: _____

Proposed Square Footage: _____

Proposed Use (ex: restaurant, salon, etc.): _____

Contact/Contractor Information

Owner Name: _____

Address: _____

Phone #: _____ **Email:** _____ **Fax #:** _____

Architect/Engineer (if applicable): _____

Address: _____

Phone #: _____ **Email:** _____ **Fax #:** _____

Contractor: _____ **State License #:** _____

Address: _____

Phone #: _____ **Email:** _____ **Fax #:** _____

Contact for Building Permit Related Information: Owner Architect Engineer

Other: _____

Address: _____

Phone #: _____ **Email:** _____ **Fax #:** _____

Signature of Applicant: _____ **Date:** _____

Requirements:

- Original submittal for a new development should include 3 sets of site plans and 3 sets of building plans.
- Original submittal for interior build out or expansion must include a site layout and/or floor plan.
- A pdf file of approved plans (site and building) must be submitted prior to issuance of a certificate of occupancy. Send to planning.development@statesboroga.gov.
- All redlined plans provided to the applicant must be returned to the City with the revised set before a permit may be issued.
- Contractor must provide a copy of the Georgia issued state license.

This application must be filled out completely before the review process may begin.



City of Statesboro
Department of Planning and Development

P.O. Box 348
Statesboro, Georgia 30459

912.764.0630
912.764.0664 (Fax)

Please list the following information:

Residential Commercial

General Contractor (if applicable):

Name: _____

License Number: _____

Signature: _____

Conditioned Air Contractor:

Name: _____

License Number: _____

Signature: _____

Master Plumber Contractor:

Name: _____

License Number: _____

Signature: _____

Electrical Contractor:

Name: _____

License Number: _____

Signature: _____

Low Voltage Contractor:

Name: _____

License Number: _____

Signature: _____

*This form must be **COMPLETED** prior to the issuance of a Certificate of Occupancy.

Signature: _____



Timothy E. Grams
Fire Chief

Statesboro Fire Department

*Proudly serving the City of Statesboro and
surrounding communities since 1905!*



Jonathan M. McCollar
Mayor

PROJECT INFORMATION SHEET

- **Business Name:**
- **Address:**
- **Contact Person:** **Contact Number:**
- **Construction Type:** **Square Footage:**
- **Building Height:**
- **Building Exterior:** **Roof Type:** **Roof Coverings:**
- **Number of Stories:**
- **Occupancy Classification:**
- **Occupant Load (NFPA 101 7.3.1.2):**
- **Fire Alarm Required:** Yes / No **Plans Submitted:** Yes / No
- **Sprinkler Required:** Yes / No **Plans Submitted:** Yes / No
- **Knox Box Ordered (IFC 2018 506.1):** Yes / No
- **Tenant Separation Required (NFPA 101 6.1.14.4.1(a)(b) & IBC 508.3.3):** Yes / No
- **Hr. Rating Proposed:** (1) (2) (3) Other: _____
- **Approved Site Plans:** Yes / No
- **Architectural Design Needed:** Yes / No
- **State Jurisdiction (OCGA 25-2-13):** Yes / No
- **Title 8 Used:** Yes / No

Completed By:

Date:



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NECESSARY FIRE INSPECTIONS FOR NEW CONSTRUCTION

To schedule an inspection contact the Statesboro Fire Department at:
(912)-764-3473

Commercial Hood System Light Test: Is a test to check the welds in a hood system

- **Note:** Fire Inspectors will need electrical connection for the test light.

Visual/Hydrostatic Sprinkler Inspection: Is an inspection to check for any deficiencies in the piping, bracing or hangers. A 200psi for 2 hour test will be performed at this time also

Fire Rated Assembly Inspection: Is an inspection to ensure fire code compliance of any fire rated walls, ceilings, floors or any other structural component that will be covered in a later phase of construction

- **Note:** This excludes drop down ceiling tiles

80% Inspection: Is an inspection of structural components that have been roughed-in but are still open for visual inspection

- **Note:** Structural components include the following: Fire walls, smoke barriers, vertical shafts, stairways, smoke stop, hazardous area separation, roofs, ceiling assemblies, corridors, non-rated assemblies, door widths, HVAC systems and electrical components

100% Inspection: Is an inspection of a building that is ready to be occupy and would qualify for a Certificate of Occupancy

- **Note:** This includes all required paperwork for Sprinkler Systems, Fire Alarm Systems and any other paperwork the inspector may require

All inspections must be performed prior to the issuance of a Certificate of Occupancy



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DOCUMENTATION REQUIRED AT FINAL INSPECTION

Building

- City and/or State Approved Fire Marshal Plans
- City and/or State Review Comment Sheets
- State 354 Form (If State Jurisdiction)
- Contractors Georgia Secretary of State License
- Contractors Photo Identification of License Holder
- Letter of Compliance that the building was constructed as per the ICC, NFPA, Georgia and Local Standards, and the Approved Stamped Plans

Electrical

- Georgia Secretary of State License
- Photo Identification of License Holder
- Letter of Compliance with NFPA 70 and All Georgia Electrical Requirements

Plumbing

- Georgia Secretary of State License
- Photo Identification of License Holder
- Letter of Compliance with all ICC, NFPA, Georgia and Local Standards, and the Approved Stamped Plans

HVAC

- Georgia Secretary of State License
- Photo Identification of License Holder
- Letter of Compliance with all ICC, NFPA, Georgia and Local Standards, and the Approved Stamped Plans



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Sprinkler/Standpipe System

- City and/or State Approved Fire Marshal Plans
- City and/or State Review Comment Sheets
- Underground Certification/Test Form
- Underground Contractor Georgia Secretary of State License
- Underground Contractor Photo Identification of License Holder
- Above Ground Certification/Test Form
- Above Ground Contractor Georgia Secretary of State License
- Above Ground Contractor Photo Identification of License Holder
- Supervision Reports

Fire Alarm System

- City and/or State Approved Fire Marshal Plans
- City and/or State Review Comment Sheets
- Certificate of Completion
- Inspection and Test Report
- Fire Alarm Contractor Georgia Secretary of State License
- Fire Alarm Contractor Photo Identification of License Holder

Commercial Hood/Suppression System

- Hood/Suppression System Completion and Test Form
- Hood/Suppression System Compliant Installation Letter
- Hood/Suppression System Contractor Georgia Secretary of State License
- Hood/Suppression System Contractor Photo Identification of License Holder