Building Permit Process Flow Chart

Customer submits building permit application, two sets of plans (when applicable), all appropriate documentation and plan review fee

- Permit is entered into eTRAC tracking system and plan review begins
- Tammy Anderson (912)651-6510 ext. 1817 tanderson01@savannahga.gov
- DeLeesa MacAlpine (912)651-6510 ext. 1868 dmacalpine@savannahga.gov

Are all necessary documents included in permit package?

- Yes
  - Tammy Anderson (912)651-6510 ext. 1817 tanderson01@savannahga.gov
- No
  - Applicant is contacted and additional documents are requested

If no activity in 6 months, application is VOID

Optional:
Attendance of a Building Plan Review (BPR) Meeting to discuss project at any stage in the pre-design or design process. Meetings are held on Thursdays at 10:00 am at Development Services (5515 Abercorn Street). Contact Tiffani Smashum at (912)651-6510 ext. 1926 or tsmashum@savannahga.gov to be placed on an agenda for a BPR Meeting.

Client Response Cycle
Mechanical review process
- Plans submitted for Mechanical trade review as applicable
  - David Anliker (912)651-6510 ext. 1858 danliker@savannahga.gov
- Verify Engineering approval of site plan if applicable
  - Kewanda Harris (912)651-6510 ext. 1901 kharris@savannahga.gov

Client Response Cycle
Electrical review process
- Plans submitted for Electrical trade review as applicable
  - David Kersey (912)651-6510 ext. 1824 dkerry@savannahga.gov
- Verify Water & Sewer approval if applicable
  - Daslin Garcon (912)651-6510 ext. 1863 dgarcon@savannahga.gov

Client Response Cycle
Plumbing review process
- Plans submitted for Plumbing trade review as applicable
  - Chuck Gerren (912)651-6510 ext. 1863 cgerren@savannahga.gov
- Mike Rose (912)651-6510 ext. 1964 mrose01@savannahga.gov

Client Response Cycle
Building/Life Safety review process
- Plans submitted for Building/Life Safety review
- Applicant is notified their application is complete and what remaining permit fees are due
- Fees paid by applicant
- Individual trade permit applications handed out with Building Permit

Client Response Cycle
Zoning review process
- Plans submitted for Zoning review (Zoning works with MPC and Zoning Board of Appeals)
- Tammy Anderson (912)651-6510 ext. 1817 tanderson01@savannahga.gov
- Note: If site plan approval is required, this approval must be obtained before a building permit can be issued.
- Tammy Anderson (912)651-6510 ext. 1817 tanderson01@savannahga.gov
- Tom Bolton (912)651-6510 ext. 1869 tbolton@savannahga.gov

Client Response Cycle
Flood Zone review process
- Plans submitted for Flood Zone review
- Brenda Price (912)651-6510 ext. 1889 bprice@savannahga.gov
- Tom McDonald (912)651-6510 ext. 1895 tmcdonald@savannahga.gov