

## Building Permit Instructions – After your Permit is Issued

- Congratulations on obtaining a building permit from the City of Savannah. Your permit allows the code official to protect the public by reducing the potential hazards of unsafe construction and ensuring public health, safety and welfare. By following code guidelines, the completed project will meet minimum standards of safety and will be less likely to cause injury to you, your family, your friends or future owners.
- If any site development or land disturbing activity is planned on a commercial/multi-family construction or demolition project, please call (912) 651-6510 to submit a “Soil Erosion Control Plan”.
- Post your inspection card and permit in a location that is visible from the street. This lets your neighbors know that construction done by you or a licensed contractor is being checked for local code requirements. It is also a good reminder for you to call the Development Services Department for inspections as indicated on the inspection card. *NOTE: Inspections called in after 4:00 p.m. will not be scheduled until the next business day. Remember to leave all work exposed until it has been inspected (and/or re-inspected) and approved.*
- Your permit is valid for six months, provided the work is not suspended or abandoned. *NOTE: The permit becomes invalid if work is suspended or abandoned for a period of six months after the time the work has commenced. Additionally, permits are tracked based on inspection activity within the City’s computer database, and once they are revoked they cannot be “re-activated” without paying the required fees or obtaining a new permit.* Once all construction is complete, please schedule a final inspection with our office before moving in.
- A building permit without all required inspections may impact the resale value and insurability of your home, as many insurance companies do not recognize structures, additions or remodeling that have “open permits” or did not receive a Certificate of Completion or Certificate of Occupancy.
- If your construction work encroaches onto the City right-of-way, such as driveways, and scaffolding, you must obtain a Permit to Work in Right-of-Way before beginning that portion of the work. You will be held responsible for correcting any damage to the Right-of-Way, which includes streets, lanes, curbing, sidewalks, trees or tree lawns, and medians. Applications for permits are available on the City web site, [www.savannahga.gov](http://www.savannahga.gov). You may also phone the Traffic Engineering Department at (912) 651-6600 weekdays between the hours of 8:00 a.m. and 5:00 p.m. to have an application faxed or mailed to you or you may visit the City Lot at 1100 West Gwinnett Street, at the intersection of Stiles Avenue and West Gwinnett St.

### **Office Hours: 8:15 AM to 5 PM (M – F)**

#### **TO SCHEDULE AN INSPECTION:**

##### **Building Inspections**

Call (912) 651-6530 extension 1919 between  
8:00 AM and 4:00 PM for a next day inspection.

-or-

##### **Trade Inspections**

Call (912) 651-6540 between  
7:15 AM - 8:30 AM for same day inspections in most cases.

-or-

Appropriately licensed contractors may [submit inspection requests](#) through [eTRAC](#)

**\* ALL INSPECTIONS MAY BE REQUESTED UP TO 2 WEEKS IN ADVANCE \***