



## Minimum Submittal Standards for One and Two-Family Dwelling Building Permits

This informational bulletin describes the minimum items required to obtain building permits for one and two-family dwellings. For clarification or additional information for a specific project, call (912) 651-6530 or visit the Development Services Department Permit Center at 5515 Abercorn Street, Savannah, GA 31405.

### I PLAN SPECIFICATION

Two identical sets of plans are required for plan submittal. Plans must be drawn to scale (1/4" = 1 ft.) and must be of sufficient clarity to indicate the location and extent of the work proposed.

### II FORMS TO COMPLETE

All projects must be submitted with a Permit Application, Residential Building Checklist and Homeowners Affidavit if applicable. The owner, contractor, or their authorized agent can fill out the minimum information required on the application.

### III DRAWINGS TO SUPPLY

Minimum items to be included in the plans are listed below.

#### A. Plot Plan

This plan shows the general layout of the lot and must include the property lines, easements, lot dimension, location and dimension of existing and proposed buildings, structures and parking areas. Must illustrate water/sewer laterals, tie-ins and confirm corresponding utility lines in the right-of-way.

#### B. Foundation Plan

Provide dimensions and details to indicate the type of foundation including the width and depth of all footings, thickness of concrete slabs and size of reinforcing steel.

#### C. Floor Plan

Provide a complete floor plan for every floor, including exterior and interior dimensions. Label all rooms and provide sizes, types and locations of windows, doors, plumbing fixtures, heating and A/C equipment and insulation.

#### D. Electrical Plan

This plan may be combined on the floor plan, provided it does not compromise the clarity. Include all panel locations, electrical meter and service size, outlets, switches and fixtures.

#### E. Cross-Section Views

This section should depict the type of construction from the footing to the roof. It must indicate the building components and include the size, spacing, and type of materials used in the wall, ceiling and roof construction.

#### F. Elevation Views

Provide a drawing or view of each exterior wall including the doors, windows, other openings, vertical dimensions, exterior finishes for the walls and roofs, and all pre-existing and finished grade with the building height dimensioned.

#### G. Permit Fees/Plan Review Fee (PRF)

Permit fees and the PRF are based on the estimated construction valuation. The PRF is due when the permit application is submitted and the permit fee must be paid at the time the permit is issued. For additional information regarding fees, see the City of Savannah Revenue Ordinance.