



## TRADE PERMIT APPLICATION PROCEDURES

### AFTER YOUR BUILDING PERMIT IS ISSUED:

**(1) APPLICATIONS.** Attached to the main permit form you will find up to three (3) trade permit applications. These should be given to the person or company that is to do the electrical, mechanical (a/c-heat) or plumbing work. The top portion of each of the three attached forms indicates what trade applies.

**(2) POSTING OF DOCUMENTS.** The approved Building Permit must be posted in a conspicuous place on the job site prior to beginning work.

**(3) WORK PERFORMED.** Work can be performed by the following individuals.

- a. A Georgia licensed contractor with a valid license and tax certificate in his/her jurisdiction.
- b. A qualified full-time employee of a business only when the work to be done on the premises is occupied by that business.
- c. Work in a single-family dwelling that is owned and occupied by the applicant.

Regardless of the category above (a, b, c), a trades permit application must be signed and returned to the Development Service Department at 20 Interchange Drive or e-mailed to the appropriate department as noted below **PRIOR TO STARTING WORK.**

**(4) INSPECTIONS.** Each trade requires individual inspections that should be completed in a progressive order. There is a minimum of one “rough-in” and one “final” inspection made for each trade (electrical, plumbing, and mechanical) but electrical and plumbing may require additional inspections.

- a. The first inspection is normally a “**ROUGH-IN**” which is made prior to covering up the work that will be inspected. Concealed or inaccessible work will be failed and required to be exposed. When requested, a “Building Saw” inspection is required to release temporary power. This inspection may come before a “rough-in”.
- b. Plumbing requires a “**TOP-OUT**” inspection.



- c. A **“FINAL”** inspection is required by all trades prior to issuing a Certificate of Completion or Occupancy.  
  
**NOTE:** The building inspection process is different from the trade inspection process and usually requires more inspections such as foundation, framing, sheathing, insulation and a final inspection depending on the scope of work. Contact the Senior Plans Examiner or a Building Inspector for required inspections.
- d. The company or individual who does the work must be the one who requests the inspection that applies to his/her work.
- e. **Requests for inspections may be called in to 651-6530.** If a request is made prior to 8:30 a.m., normally the inspection will be made the same day. We cannot schedule any closer than AM or PM under normal circumstances. You must have your Permit Number or property address when you call in your request.
- f. If an inspection is requested and corrections are required or work is not ready to be inspected, a re-inspection fee will be charged per the City of Savannah Revenue Ordinance. **No further inspections will be made until all correction fees are paid.**
- g. **Mobile homes** require one **“FINAL”** inspection by all trades and the building inspector prior to having electrical service released and occupying the home.

**REMEMBER:** You may not occupy a new structure, or reoccupy a vacated, renovated or repaired structure until a **Certificate of Occupancy/Certificate of Completion** has been obtained. After all trades and building **“FINAL”** inspections are passed, a **Certificate of Occupancy/ Certificate of Completion** will be issued.

**TO DISCUSS YOUR TRADE PERMITS OR TO SCHEDULE AN INSPECTION,  
CONTACT A TRADE PRINCIPAL AT 651-6530:  
Hours of Operation: 7:15 AM to 5:00 PM**

Bryan Alderman (Plumbing): 651-6530 ext. 1930 (balderman@savannahga.gov)  
Mike Bignault (Electrical): 651-6530 ext. 1905 (mbignault@savannahga.gov)  
David Anliker (Mechanical): 651-6530 ext. 1881 (danliker@savannahga.gov)

**CASH PAYMENTS CANNOT BE ACCEPTED**