



CITY OF TYBEE ISLAND
Application for a New Construction Permit
P.O. Box 2749 · 403 Butler Ave., Tybee Island, GA 31328
Phone 912.472.5033 · Lschaaf@cityoftybee.gov

**Required
submittals:**

- ____ Submit Pages 1 – 7 of completed permit application
____ Submit one set of civil plans and one set of building plans electronically for initial reviews
- After initial review**
- ____ 2 sets building plans
____ 1 copy REScheck or COMcheck
____ 2 copies certified survey showing existing ground elevations, easements, setbacks, property lines, flood zone(s), & trees.
____ 2 copies of survey with property lines, setbacks, easements, survey shots, contours, & proposed building footprint.
____ 2 sets of civil plans: certified hydrology, drainage, erosion control, and tree preservation plans

Street address: _____ PIN # _____

	NAME	MAILING ADDRESS	PHONE/EMAIL
Owner			EMAIL: Cell:
Architect or Engineer			EMAIL: Cell:
Contractor			EMAIL: Cell:

Check all that apply:

- | | |
|---|---|
| ☐ New Construction | ☐ Residential |
| ☐ Addition | ☐ Single Family |
| ☐ Other _____ | ☐ Duplex |
| ☐ Commercial | ☐ Multi-Family # _____ units |

Details of project: _____

Estimated cost of construction: \$ _____ *A copy of the contract or cost breakdown may be required.*

Construction type: _____ (select appropriate number below)

- | | | |
|-------------------|-----------------|--------------------|
| 1. wood frame | 3. brick veneer | 5. steel & masonry |
| 2. wood & masonry | 4. masonry | 6. other: _____ |

Lot area _____ sq. ft. # buildings _____ # units _____
floors _____ # bedrooms _____ # bathrooms _____
of egresses _____ *An elevator is not an accepted means of egress.*

Height _____ *Vertical distance is measured from the average adjacent grade of the lot pre-construction to the extreme high point of the building (roof ridge, handrail, etc.), exclusive of chimneys, HVAC units, elevators, and similar appurtenances.*

Total heated/cooled square footage _____ Square Footage under roof _____

Flood Zone _____ (X, 500, AE or VE) Base Flood Elevation (BFE) _____

Design Flood Elevation (BFE + 1-foot) _____

As-built setbacks: Front _____ Rear _____ Sides (L) _____ (R) _____

Total driveway(s) width _____ feet # of openings _____ Culvert? _____ Swale? _____

Number of off-street parking spaces _____ Number of trees to be removed _____

A separate tree removal permit is required.

During construction on-site restrooms will be provided by _____

Construction debris will be disposed by _____ by means of _____

Section 22-169 – When active work ceases on the project for the day a SECURE COVER shall be placed over the dumpster or container so as to prevent trash or construction debris from being blown out.

I understand that I must comply with zoning, erosion control, building, fire, shore protection, coastal marshland and wetland ordinances, flood prevention requirements, and all other applicable codes and regulations. **I understand a foundation survey and certification letter are required as soon as the foundation is in place to ensure that the setback requirements are met.** I understand an Elevation Certificate – Building Under Construction is required immediately after lowest floor or flood proofing is completed. I understand that an as-built survey, Elevation Certificate – Finished Construction, Breakaway Wall Certification, Recorded Non-conversion Agreement, Energy Code Compliance Certificate, tree mitigation, height certification, drainage certification, flood prevention and site acceptance by the City will be required. I accept financial responsibility for any expenses the city incurs for third-party engineering services related to this project.

I agree to construct/place all equipment such as air conditioning compressors, ducts, water heaters, furnaces, electrical outlets, plumbing connections, etc., at or above the required Design Flood Elevation (Base Flood Elevation + 1-foot) or to be floodproofed, as allowed.

Projects must demonstrate they are compliant with the City of Tybee Island Stormwater Management requirements as outlined in Article 16 of the Land Development Code. As part of the approval process, applicants must illustrate how these requirements will be met, including how stormwater naturally flowed on the property prior to any development activity, and what changes in stormwater flow will occur.

Signature of applicant: _____ Date: _____

Printed name: _____

The following will be completed by City of Tybee Island personnel.

Zoning District _____ Flood Zone _____ BFE _____ DFE _____

Approved zoning action? _____

Verified street address _____ New ____ Existing ____

If new, has it been reported to MPC, CRC, etc.? _____

Number of egresses? _____

Average adjacent grade _____ feet

Drainage and Erosion Control plans approved? _____

Approval	Signature	Date
Building	_____	_____
City Engineer or	_____	_____
Water/Sewer		
Community Development	_____	_____

FEES	
Permit	_____
Inspection fee	_____
_____ Water Tap _____"	_____
_____ Water Meter _____"	_____
CC Recovery	_____
_____ Sewer Stub _____"	_____
Aid to Construction	_____
Engineering fee	_____
_____	_____
_____	_____
Plan Rev Fee\$250.00	_____
TOTAL	_____



Erosion and Sediment Control

The following deficiencies are the most common on the projects in the City of Tybee Island. While the deficiencies are not necessarily the fault of the owner or his agent, they are the property owner(s) responsibilities. The two most common areas of deficiencies are for the two most basic BMPs on projects:

- Co – Construction Exit
- Sd1 – Sediment Barrier

Correct installation information can be found in the *Green Book* (and the *Manual for Erosion and Sediment Control in Georgia*), which is available at: <https://gaswcc.georgia.gov/urban-erosion-sediment-control/technical-guidance>. The Georgia Soil and Water Conservation Commission is located at 4310 Lexington Road, P.O. Box 8024, Athens, Georgia, 30603. The telephone number is 706.542.3065. Their website is: <http://gaswcc.georgia.gov/>.

Attention to the Construction Exit is not limited to the installation but must also include the material. Specifically, job site personnel are not checking to ensure the stone delivered is the 1.5-inch to 3.5-inch stone they requested. Gradations that are obviously smaller will not be tolerated. The smaller stone allows for a smoother surface with smaller voids, thereby reducing the function of the Construction Exit.

Type A sediment barriers are not allowed where Type C is required as shown on the approved permit drawings. Where two rows are called for, they will be installed with a separation that allows for the first one to fail (fall over) without impacting the second one. The complete assembly and installation must be compliant: steel or wood posts, post spacing, Type C or A, etc.

Past violations have resulted in:

1. Sediment discharge from the site which causes unsightliness, inconvenience to others, unnecessary cleanup, and Violation Notices.
2. Increased maintenance efforts by the Department of Public Works on downstream lines.
3. Due to item 2, higher costs to island taxpayers.

While these deficiencies are not the only ones, they are the most common. Heeding the above cautions should result in fewer infractions.

SIGNATURE OF ACKNOWLEDGEMENT

Signature of contractor: _____

Date: _____

Printed name: _____



Water Tap, Water Meter, & Sewer Stub Application

Street address of project _____

Plumbing company _____

Plumbing contact person & phone numbers _____
office cell

Name of property owner(s) _____

Phone numbers of property owner(s) _____
office cell

Details of project _____

Residential _____ Commercial _____

Enter the required number of water taps/meters and sewer stubs:

WATER TAP/METER

Number of Taps/Meters	Tap/Meter Size
_____	3/4"
_____	1"
_____	1-1/2"
_____	2"
_____	_____

SEWER STUB

Number of Stubs	Stub Size
_____	4"
_____	6"
_____	8"

BACKFLOW PREVENTER

<u>NUMBER</u>	<u>SIZE</u>	<u>STEEL BOX</u> _____
_____	2"	—WATTS 007 DBLE CHECK
_____	2"	- WATTS 009 RPZ
_____	4"	- WATTS 757 OSY DBLE CHECK
_____	4"	- WATTS 957 OSY RPZ
_____	6"	- WATTS 757 OSY DBLE CHECK
_____	6"	- WATTS 957 OSY RPZ
_____	8"	- WATTS 757 OSY DBLE CHECK
_____	8"	- WATTS 957 OSY RPZ

Unauthorized use of water prior to installation of a water meter is prohibited.

Installation of lines and meters are the responsibility of the owner/contractor. Contact the Water/Sewer Department at 912.472.5051 for line and tie-in locations. Inspections are required for the laterals at the main and the structure. Call 912.472.5033 to arrange both inspections.

Contact the Community Development Department at 912.472.5033 to arrange for water meter pick up.

It is the responsibility of the owner to establish a water/sewer account with the City. An application and deposit are required. Contact 912.472.5025.

Signature of owner: _____

Date: _____

Printed name: _____

Signature of contractor: _____

Date: _____

Printed name: _____

A SEPARATE PERMIT IS REQUIRED FOR INFRASTRUCTURE ALTERATIONS

Any alteration to City owned streets, curbs, sidewalks, waterlines, sewer lines, drainage pipes, catch basins, or other elements of the City's infrastructure, requires a separate permit from the City, and an acknowledgement by the individual seeking to accomplish the alteration, that:

- a. The City's infrastructure will not be degraded in any way.
- b. All necessary safety precautions will be undertaken.
- c. The City will inspect the work in process and upon completion.
- d. The work will be accomplished to the City's satisfaction.
- e. The City shall be held harmless of any liability or damages of any variety.
- f. The individual has read applicable portion of the City's Code of Ordinance dealing with the alteration, and agrees to fully comply with such provisions.

Will the proposed project at _____ require an infrastructure alteration permit?
street address of project

☐ Yes ☐ No

Description of alteration: _____

A site plan must be provided illustrating the planned alteration along with a completed Right of Way permit application.

City Design Standards and Specifications: Any alteration to the City's infrastructure shall be accomplished in such a fashion so as to restore the infrastructure to essentially the same condition that existed prior to the alteration, or to an improved condition, as determined by the City.

Certification: I hereby acknowledge the above requirements, and certify that I will obtain a separate permit prior to performing any alteration in accordance with these provisions.

Signature of contractor: _____ Date: _____

Printed name: _____

<https://www.cityoftybee.org/DocumentCenter/View/4868/ROW-Infrastructure-Permit-Application-2025>

CITY OF TYBEE ISLAND

Temporary Electrical Service Affidavit

Street address of project: _____

This notice is to confirm the understanding of the owner and contractor of the compliance requirement of the Georgia State Minimum Construction Codes.

It is understood and agreed by the undersigned that the requested temporary electrical power is intended for the completion of the construction process and the testing of equipment installed within the structure.

It is understood and agreed by the undersigned that the issuance of temporary power DOES NOT constitute the approval to occupy the structures. A Certificate of Occupancy must be issued by the City of Tybee Island prior to the structure being furnished and/or occupied.

The owner and contractor are hereby held responsible for any violations to this policy. A violation of this policy may result in discontinuance of the electrical service.

Temporary electrical service will be granted as an aid to complete construction only. It may be revoked as circumstances dictate.

Means shall be provided to disconnect all conductors from the service-entrance conductors.

NEC 230.70

State Energy Code Affidavit

I hereby declare that the design and construction of the above referenced project is in compliance with the Georgia State Energy Code for Buildings, 2015 Edition, with Georgia Amendments.

A Georgia Energy Code Compliance Certificate will be required at project completion.

It is understood and agreed by the undersigned owner and contractor (if applicable) that the approval of the permit does not constitute a privilege to violate the Code and that any omission of or misrepresentation of fact, with or without intention, of the permit issued which was based on the approval of this application. The owner will be held responsible for insuring that all permits have been obtained and that all required inspections have been made. The owner will be held legally liable for any violations which may occur with or without his knowledge. The owner shall be allowed to request a Certificate of Occupancy when all inspections (building and site) have been approved.

SIGNATURES for Temporary Electrical Service and State Energy Code AFFIDAVITS

Signature of owner: _____

Date: _____

Printed name: _____

Signature of contractor: _____

Date: _____

Printed name: _____

Subcontractor List

Street address of project: _____

Provide the company name, business type, address, contact person, and phone numbers of all subcontractors.
The City of Tybee Island requires annual Contractor Registration for all contractors.

- | | |
|-------------------------|---------------------|
| 1. Company _____ | Business type _____ |
| Address _____ | Cell number _____ |
| Contact person _____ | Office number _____ |
| 2. Company _____ | Business type _____ |
| Address _____ | Cell number _____ |
| Contact person _____ | Office number _____ |
| 3. Company _____ | Business type _____ |
| Address _____ | Cell number _____ |
| Contact person _____ | Office number _____ |
| 4. Company _____ | Business type _____ |
| Address _____ | Cell number _____ |
| Contact person _____ | Office number _____ |
| 5. Company _____ | Business type _____ |
| Address _____ | Cell number _____ |
| Contact person _____ | Office number _____ |
| 6. Company _____ | Business type _____ |
| Address _____ | Cell number _____ |
| Contact person _____ | Office number _____ |

City of Tybee Island
TECHNICAL CODES NOTICE

Effective January 1, 2026, the State of Georgia and the City of Tybee Island enforce the following Codes for construction:

International Building Code, 2024 Edition and Georgia Amendments
International Residential Code, 2024 Edition and Georgia Amendments
International Fire Code, 2024 Edition and Georgia Amendments
International Plumbing Code, 2024 Edition and Georgia Amendments
International Mechanical Code, 2024 Edition and Georgia Amendments
International Fuel Gas Code, 2024 Edition and Georgia Amendments
International Energy Conservation Code, 2015 Edition and Georgia Amendments
National Electrical Code, 2023 Edition and Georgia Amendments
National Green Building Standard 2018 Edition with Georgia Amendments
International Fire Code 2024 as adopted by the Safety Fire Commissioner
Life Safety Code (NFPA)
International Existing Building Code, 2018 Editions with Georgia Amendments
International Property Maintenance Code, 2018 Editions with Georgia Amendments
ICC 600 Standard for Residential Construction in High Wind Regions

The following design provisions became effective January 1, 2014:

3-SECOND WIND GUST	140 MPH
FASTEST MILE BASIC WIND SPEED	104 MPH
SEISMIC DESIGN CATEGORY	“B”
WIND EXPOSURE	“C”
CLIMATE ZONE	“2”
WINDOW PROTECTION	7/16–inch minimum plywood or approved alternate method

The following are 2015 IECC (with Georgia Amendments) requirements for new windows, glazed doors and skylights:

DESIGN PRESSURE	DP 45 or higher / PG 50 or higher
SOLAR HEAT GAIN COEFFICIENT	0.27 or lower
U-FACTOR	0.35 or lower / skylights 0.65 or lower

Local Requirements

The City of Tybee Island has two local building amendments to the Technical Codes adopted and pertain to a minimum of two means of egress and to pier footings. More information can be found in subsections (C) and (D) linked below.
library.municode.com/ga/tybee_island/codes/code_of_ordinances?nodeId=PTIICOOR_APXALADECO_ART9BURE_S9-050TECOAD

Technical Specifications

All work shall conform to the City of Savannah Technical Specifications including wastewater, water, & traffic engineering, except as stated in the Tybee Island Special Conditions on the following page:
cityoftybee.org/DocumentCenter/View/4839/City-of-Tybee-Island-Special-Conditions-2025. When in conflict, the City of Tybee Island Specifications shall take precedence.

The City of Savannah Technical Specifications are available online at savannahga.gov/914/Specifications

SIGNATURE OF ACKNOWLEDGEMENT

Signature of contractor: _____ Date: _____

Printed name: _____

ALL ROOF INSTALLATIONS MUST ADHERE TO THE FOLLOWING:

Asphalt shingles shall comply with Section R905 of the IRC and Section 504 of the ICC 600. All shingles must be wind rated and tested in accordance with ASTM D 3161, Class F or ASTM D 7158 Class H. Asphalt shingle wrappers must bear a label indicating compliance. Special fastening is required. A minimum of six fasteners are required unless otherwise directed by the manufacturer. Fasteners must be **non-corrosive**, minimum 12 gauge shank with a minimum 3/8" diameter head, of a length to penetrate through the roofing material and a minimum of 3/4" into, or through, the roof sheathing. Underlayment must be 30# felt or as an alternative adhered underlayment complying with ASTM D 1970 shall be permitted (IRC R905.2.7.2 / IBC 1507.2.8.1). Drip edge must be provided.

Metal Roofing – Materials for metal roofing shall be naturally corrosion resistant or provided with corrosion resistance in accordance with this table - IRC Table R905.10.3(2):

55% Aluminum-zinc alloy coated steel	ASTM A 792 AZ 50
5% Aluminum Alloy-coated steel	ASTM A 875 GF60
Aluminum-coated steel	ASTM A 463 T2 65
Galvanized steel	ASTM A 653 G-90
Prepainted steel	ASTM A 755 (Paint systems shall be applied over steel products with corrosion-resistant coatings complying with ASTM A 792, ASTM A 875, ASTM A 463, or ASTM A 653.

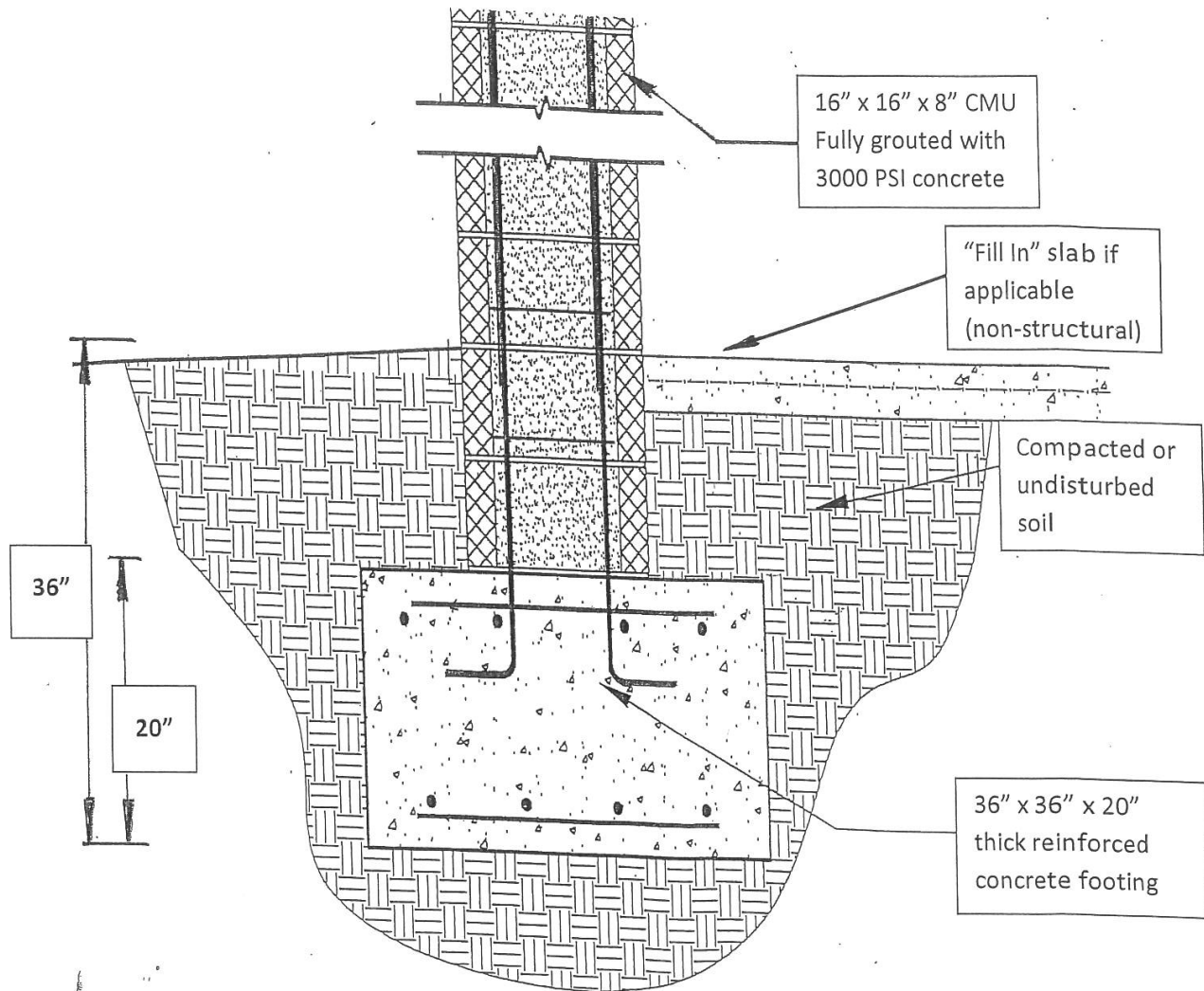
For panel systems, two rows of fasteners shall be used along the eaves, hips, and ridges. The first row should be within two to three inches of the edge and the next row three to four inches from the first. Other fastening to be per the IRC, IBC, ICC 600, or Manufacturer's installation instructions. All screws and other fasteners to be corrosion resistant. Underlayment must be 30# felt or as an alternative adhered underlayment complying with ASTM D 1970 shall be permitted. Drip edge must be provided.

TABLE R905.10.3(1) - METAL ROOF COVERING STANDARDS

ROOF COVERING TYPE	STANDARD APPLICATION RATE/THICKNESS
Galvanized steel	ASTM A 653 G90 Zinc coated
Stainless steel	ASTM A 240, 300 Series alloys
Steel	ASTM A 924
Lead-coated copper	ASTM B 101
Cold-rolled copper	ASTM B 370 minimum 16 oz/sq ft and 12 oz/sq ft high-yield copper for metal-sheet roof-covering systems; 12 oz/sq ft for preformed metal shingle systems.
Hard lead	2 lb/sq ft
Soft lead	3 lb/sq ft
Aluminum	ASTM B 209, 0.024 minimum thickness for roll-formed panels and 0.019-inch minimum thickness for press-formed shingles.
Terne (tin) and terne-coated stainless	Terne coating of 40 lb per double base box, field painted where applicable in accordance with manufacturer's installation instructions.
Zinc	0.027 inch minimum thickness: 99.995% electrolytic high-grade zinc with alloy additives of copper (0.08 – 0.20%), titanium (0.07% - 0.12%) and aluminum (0.015%).

For SI: 1 ounce per square foot = 0.305 kg/m², 1 pound per square foot = 4.214 kg/m², 1 inch = 25.4 mm, 1 pound = 4.454 kg.

CONCRETE MASONRY UNIT PIERS



Maximum 8-foot pier - greater than 8-foot requires engineered design

Reinforcing Requirements

4 - #8 OR

6 - #7 OR

8 - #6 OR

10 - #5

Tie Requirements

#2 tie every 12 inches

Fill all cells with 3000 PSI concrete