



Building Permit Application (Residence)

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Updated FEB 2026

NOTICE TO APPLICANT

The following documents must be attached to this application, if applicable:

- ☐ Brief description of the project, including type (accessory, alteration, addition, relocate, repair, demolish, etc.)
- ☐ Plat of lot showing the footprint of the residence, accessory structures, all setbacks, and lot coverage %
- ☐ Plat or tree/topo depicting canopy trees
- ☐ Structure blueprint depicting the exterior appearance (elevations)
- ☐ Chatham County Health Department Septic Permit (if a septic system is involved)
- ☐ Comments from adjacent landowners (required for any changes to a pre-existing, non-conforming property)
- ☐ Application Fee: \$150

Please note that all Building inspections will be performed by the Chatham County Department of Building Safety and Regulatory Services. All applications should be submitted to vernonburgintendant@outlook.com.

OFFICE USE ONLY

Received by: _____ Date: _____
Action by Zoning Committee: _____ Date: _____
Action by Town Council: _____ Date: _____

Applicant Information

Property Owner Name _____ Property Owner Email _____

Property Address _____ Property Owner Phone _____

Property Owner Mailing Address (if different) _____

Builder/Contractor Name _____ Builder/Contractor Email _____

Builder/Contractor Mailing Address _____ Builder/Contractor Phone _____

Affidavit

I, the undersigned, agree to construct or complete the work as described in this application and in compliance with all applicable state and local laws, ordinances, and regulations. I further acknowledge that I have reviewed and understand the Vernonburg Code of Ordinances and Unified Development Ordinance and agree to comply with all provisions set forth in these documents.

Property Owner Signature _____ Builder/Contractor Signature _____ Date _____

Maximum height of any accessory structure: 24 feet, provided that the height of the accessory structure does not exceed the height of the primary structure.

6.1.2 Dock House & Boat Hoist

No docks or boat houses shall be constructed without evidence that a valid, current permit has been issued by the Georgia State Department of Natural Resources. Docks are Accessory structures with regard to all improvements located within Town Limits.

6.1.3 Lot Dimensions

Minimum Lot Size: One (1) acre

Minimum Lot Width: 120 feet

6.2 Lot Coverage

Impervious surfaces, including but not limited to rooftops, patios, pool decks, driveways, etc., may not cover more than fifteen (15) percent of a lot. Docks shall be excluded from this calculation.

6.3 Setbacks

The following provisions apply to all structures of any kind for which a permit is required other than docks, dock houses or boat hoists.

- | | | |
|-------|---|--|
| 6.3.1 | River setback - All structures | 70 feet |
| | The river setback shall be from the State of Georgia Department of Natural Resources (DNR) jurisdiction line. | |
| 6.3.2 | Street setback - All structures | 50 feet |
| 6.3.3 | Rear setback - All structures | 50 feet |
| 6.3.4 | Side setback - Primary structure | 20 feet |
| 6.3.5 | Side setback – Accessory structure | 10 feet or height of the utility, whichever is greater |

When a proposed utility is to be erected opposite a primary or accessory structure on an adjacent and contiguous lot, the minimum set back shall be 20 feet.

6.4 Access

Access to any lot not located directly on an existing street or right-of-way shall be as

- A. Accept applications for amendment of this ordinance and render official decisions on them after referring them to the Zoning Committee for review and recommendations.
- B. Propose amendments to this ordinance.
- C. Issue zoning decisions, and exercise the zoning power, consistently with the standards for the exercise of the zoning power, the Zoning Procedures Law, OCGA § 36- 66-1 et seq., and the policies and procedures for conduct of public hearings.
- D. Perform all duties and exercise all powers conferred on the Town Council by law.

7.3 Zoning Committee

- 7.3.1 Composition. The Zoning Committee shall be composed of three (3) residents appointed by the Intendant and Town Council at the beginning of the Intendant's term, and from time to time as necessary. The Intendant and Council may remove and replace the members of the Zoning Committee, by majority vote, at any public meeting of the Town.
- 7.3.2 The Zoning Committee shall review applications for building permits, amendments to the UDO, variances, and subdivisions. Upon review, the Zoning Committee shall provide a recommendation to the Town Council.
- 7.3.3 Actions taken by the Zoning Committee may include recommendation of approval, approval with conditions, or denial of the application. The Zoning Committee may also table an application if additional information is needed to support their review.
- 7.3.4 Two (2) Zoning Committee board members shall constitute a quorum.
- 7.3.5 The Zoning Committee shall make its own by-laws and rules of procedure.
- 7.3.6 The Zoning Committee shall meet from time to time on an as needed basis. All meetings of the Zoning Committee at which official action is taken shall be open to the public, and all records of the Zoning Committee shall be public records.

8. APPLICATIONS AND PROCEDURES

8.1 Building Permit required.

Building permits shall be required and administered as follows:

- 8.1.1 No construction of any nature, type or description, (whether it be new construction, renovation to or remodeling of any structure) which changes the exterior dimensions of that structure shall be undertaken by any person or entity or their agents, or employees until a building permit for such construction has been issued in accordance with the procedures established herein. No building permit may be issued unless the proposed structure complies with all Standards set by FEMA for structures located at that site. This requirement is intended to include, but not be limited to, a floor elevation equal to or higher than that required by FEMA at the time the building permit is issued. All requirements of the Vernonburg Comprehensive Land Use Plan and zoning ordinance must be satisfied prior to the issuance of any building permit.
- 8.1.2 No building permit shall be reviewed until the applicant has submitted detailed plans and specifications covering such proposed construction, in such form as will permit a determination that such construction will in every respect conform to the requirements and standards set forth in this ordinance.
- 8.1.3 Each such application shall be accompanied by a \$150.00 fee for the issuance of a new construction primary residential permit and a \$50.00 fee for the issuance of an accessory structure or utility permit. All additional permits required by other governmental agencies or entities shall be paid for by the applicant.
- 8.1.4 Applications shall be received by the Intendant. Upon determination of a complete application, the Intendant shall forward the application to the Zoning Committee, which will have fourteen (14) days to review the application and make a recommendation to the Town Council of approval, approval with conditions, or denial. Upon receiving the recommendation from the Zoning Committee, Town Council will have fourteen (14) days in which to take action on the application.
- 8.1.5 The building permit shall expire twelve (12) months after the date of its issuance if construction is not commenced.
- 8.1.6 Minor structures exempt. The construction or repair of minor structures, which are defined as structures which do not exceed six (6) feet in height, five (5) feet in width and/or depth, and are no greater than twenty-five (25) square feet in area, and are not served by plumbing, electrical, or other utilities, does not require a permit. Such structures shall be visually compatible with the primary structure to which they relate and shall meet all applicable setbacks.

8.2 Land Disturbance Activity Permit required

No building permit may be issued for projects where in any five (5) year period the parcels to be disturbed constitute more than 1 acre until an approved site disturbance plan has been approved by the Environmental Protection Division of the State of Georgia Department of Natural Resources.

8.3 Amendments to Zoning Ordinance and to the Official Zoning Map

- A. Any owner of land within the town may apply for a text amendment to this ordinance. The developer or owner wishing to request an amendment of the Official Zoning Map must have at least 51 percent ownership of the subject property or be the duly authorized agent of such a person, possessing notarized authorization in writing under the owner's signature. The Intendant, Zoning Committee or the Town Council may also propose an amendment to the text of this ordinance or an amendment to the Official Zoning Map. However, the power to approve and enact an amendment rests with the Intendant and Town Council. Adoption of this Zoning Ordinance by the Intendant and Town Council shall be in accordance with the procedures set forth herein.
- B. Application for an amendment may be filed with the Intendant. The Intendant shall take the required information and transmit it to the Zoning Committee for its consideration and recommendation to the Intendant and Town Council.
- C. When an amendment is initiated which involves changing the zoning classification of a parcel of land, the applicant must post a sign at least two (2) feet by three (3) feet in size in a conspicuous place on the property at least fifteen (15) days before the public hearing before the Intendant and Town Council. The sign must set forth the fact that it is a zoning notice. It must show the present zoning classification; the proposed zoning classification; the purpose, date, time, and place of the scheduled public hearing; and it must inform the public that additional information may be obtained from the Intendant. If an amendment is initiated by the Intendant and Town Council, placement of a sign on the property is not required.
- D. All applications for amendment must first be reviewed by the Zoning Committee. The Zoning Committee will study the proposed amendment and determine if it meets the requirements of this ordinance, as well as other applicable ordinances of the town after which it may recommend to the Intendant and Town Council that the proposed amendment be approved, approved with conditions, denied or no recommendation.
- E. The Intendant and Town Council shall conduct a public hearing. Notice of the public hearing before the Intendant and Town Council must be published in a newspaper of general circulation in the town at least fifteen (15) days, but not more than forty-five (45) days, before the public hearing stating the time, place and purpose of the hearing. If the application for an amendment to the Official Zoning Map is made by anyone other than the Town Council, the published notice in the newspaper shall also include