



Board of County Commissioners

Office of Planning & Development

107 N Gross Rd Ste 3 • Kingsland, GA 31548

Ph: (912)729.5603 • Fax: (912)729.5543 • www.camdencountyga.gov

PERMITTING A BUILDING/STRUCTURE IN CAMDEN COUNTY

Zoning Determination by this office to determine if the proposed site is an approved building site. At the same time, the Flood Zone will be checked and we will notify the Floodplain Manager for Flood Zone determination of the lot. If the property is located in the flood zone an Elevation Certificate will be required with the permit application. A Tertiary Permit may be required if the proposed building site is in a development.

CHECKLIST FOR OBTAINING A BUILDING PERMIT

- Completed application (*all sections*). **Incomplete applications WILL NOT be accepted.**
- You will need to have two original sets of building plans that meet or exceed the **120 mph/3 second** wind load gust. All plans must meet IRC 2018, ICC 600, IPC 2018, IMC 2018, IEC 2018 and all GA amendments/requirements.
- Trusses – If building with trusses, you will need to provide a copy of engineered plans.
- Septic tank permit or application. This is obtained from the Camden County Environmental Health Department. (912)729-6012
- Right-of-Way encroachment permit obtained from County Public Works in Woodbine. (912)576-3028
- Site Development Plan (Site Survey).

Effective February 3, 2020, the Camden County Planning & Development Department will begin enforcing Camden County Unified Development Code (UDC) **Sec. 1245(b)1 – 9.**

For a single-family detached or two-family dwelling, a building site development plan drawn to scale on a boundary survey of the site shall be submitted with the application, showing the following:

1. Identity, address and phone number of the owner of the lot, the applicant for the building permit, and the person responsible for all construction and land-disturbing activities on the property;
 2. Lot dimensions with property line monuments located thereon, minimum principal building setback lines, the lot width measured at the minimum front setback line, and the lot frontage measured along the street right-of-way line;
 3. Shape, size, height and location of the structure(s) proposed to be erected, demolished, altered or moved, and of any buildings already on the lot;
 4. The use of structures, including the number of dwelling units and minimum floor area within each structure;
 5. Easements (public and private) including natural resource or conservation easements established under the requirements of the Environmental Protection Article of this Code;
 6. Watercourses, stream buffers and the limits of the 100-year flood plain, and wetlands;
 7. Erosion control and tree protection measures proposed to be placed and maintained on the property;
 8. Street names and street right-of-way lines; and
 9. Other information regarding abutting property that directly affects the application
- Flood Zone/Elevation Permit (*if required*) – Scott Brazell, (912)510-4320
 - a) Finished floor must be built a minimum three feet above flood elevation and must meet 2018 FEMA requirements.
 - For any Subdivision and Preliminary Plats submitted after January 1, 2009, and any Development property that will be disturbing more than one (1) total acre or within 200 feet of State waters, a Land Disturbance Permit will be required along with a Tree Conservation Plan. (912)510-4320



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- Property Owner acting as **General Contractor** must sign a **Homeowner Permit Affidavit**
 - **IMPORTANT: PURSUANT TO O.C.G.A. §43-41-17(h) A PROPERTY OWNER ACTING AS THE GENERAL CONTRACTOR "MAY NOT DELEGATE THE RESPONSIBILITY TO DIRECTLY SUPERVISE AND MANAGE ALL OR ANY PART OF THE WORK RELATING THERETO TO ANY OTHER PERSON UNLESS THAT PERSON IS LICENSED UNDER THIS CHAPTER AND THE WORK BEING PERFORMED IS WITHIN THE SCOPE OF THAT PERSON'S LICENSE."**
- All Permit Applications for New Homes must include:
 - Energy Code Compliance Certificate (*blower door test*) before C of O is issued.
- Building permits must be renewed if construction has not begun within six months of the initial date of issue.
- **The building permit shall only be valid for a period of 180 days from the initial date of issue. The building official is authorized to grant one or more extensions of time for additional periods not exceeding 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. The construction will have to meet any and all current building requirements including any revisions that have occurred since the initial issuance of a permit.**
- **The Building Inspector and all concerned departments will review plans each Wednesday morning. Plans and additional documentation must be submitted no later than 5:00 p.m. each Thursday prior to the Wednesday review date.**
- Inspection requirements and instructions are on the Building Permit Inspection Card. **PLEASE READ THEM.** All inspection requests must be called in 24 hours in advance or scheduled on the online portal. ***All work to be inspected must be ready before 8:30 the day of the Inspection. If work is not ready when inspector arrives, you are subject to a \$100 reinspection fee.***
- If you should have any questions, our office is open Monday through Friday from 8:00 a.m. – 5:00 p.m.
- Turn in all paperwork to the Office of Planning and Development or you can apply through our **online portal: <https://www.camdencountyga.gov/onlineportal>** by Thursday, 5:00 p.m. for review on Wednesday of the following week.

THERE IS A CHARGE FOR THE BUILDING PERMIT
IMPACT FEES ARE ASSESSED



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BUILDING PERMIT APPLICATION (NEW CONSTRUCTION)

APPLICANT NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

Email: _____

PROPERTY OWNER: _____ PHONE: _____

PROPERTY ADDRESS: _____

MAP/PARCEL #: _____ ZONING: _____ LOT SIZE: _____

SUBDIVISION NAME & LOT #: _____

IMPROVEMENT TYPE: ___ SINGLE-FAMILY ___ DUPLEX ___ MULTI-FAMILY ___ COMMERCIAL

NUMBER OF STORIES: _____ BEDROOMS: _____ BATHROOMS: _____

HEATED AREA: _____ UNHEATED AREA: _____ TOTAL AREA: _____

GAS: ___ Yes ___ No HVAC: ___ Yes ___ No FIREPLACE: ___ Yes ___ No ELEVATOR: ___ Yes ___ No

GEORGIA POWER ___ OREMC ___ RESIDENTIAL POWER ___ COMMERCIAL POWER ___

TRUSSES ___ STICK BUILT ___ STEMWALL ___ MONOLITHIC ___ CRAWLSPACE ___

CITY WATER ___ INDIV. WELL ___ CITY SEWER ___ INDIV. SEPTIC TANK ___

ESTIMATED DISTURBED ACRES: _____ FLOOD ELEVATION CERTIFICATE RECEIVED: ___ Yes ___ No

CONTRACTORS:	LICENSE #:	LICENSE #:
General: _____	State: _____	Local: _____
Plumber: _____	State: _____	Local: _____
HVAC: _____	State: _____	Local: _____
Electrician: _____	State: _____	Local: _____
Low Voltage Electrician: _____	State: _____	Local: _____

*(If a contractor does not hold a current Camden County Occupational Tax License, one must be obtained. If contractor holds a license from a local municipality, a copy of such can be provided in lieu of the county license. It is **YOUR RESPONSIBILITY** to provide this office with the contractor's license numbers. A permit **WILL NOT** be issued without this information.)*

Signature

Date

INCOMPLETE APPLICATIONS ARE NOT ACCEPTED AND WILL NOT BE PROCESSED

APPENDIX RD
MANDATORY COMPLIANCE CERTIFICATE

<p align="center">2020 Georgia Residential Energy Code Compliance Certificate</p> <p align="center">This certificate shall be posted on or near the electrical distribution panel or air handler</p> <p>Permit # _____</p> <p>House Address or Community/Lot# _____</p>	Jurisdiction Logo and/or Contact Information Here
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Building Summary

Builder Company Name	Signature	Contact (email/phone)	Date
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Compliance Pathway (check one)	Building Envelope (when multiple values per component, list value covering largest area)	
<input type="checkbox"/> Prescriptive: R401-404	Ceiling/Roof R-value	Above-grade mass wall R-value
<input type="checkbox"/> UA Trade-off: R402.1.5	Sloped/vaulted ceiling R-value	Cantilevered floors R-value
<input type="checkbox"/> RESCheck: Keyed to 2015 IECC	Exterior wall R-value	Window/Glass Door SHGC
<input type="checkbox"/> Simulated Performance: R405	Kneewall (cavity and/or continuous) R-value	Window/Glass Door U-factor
<input type="checkbox"/> Energy Rating Index (ERI): R406	Foundation (cavity and/or continuous) R-value	Skylight SHGC
ERI Score	Floors over unconditioned R-value	Skylight U-factor

Mechanical Summary

HVAC Company Name	Contact (email/phone)	Date
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Heating System Type	Efficiency (AFUE, HSPF, COP or other)	Cooling System Type	Efficiency (SEER, EER or other)	Water Heating Type	Efficiency (EF or other)
<input type="checkbox"/> Gas		<input type="checkbox"/> Air conditioner		<input type="checkbox"/> Gas	
<input type="checkbox"/> Heat pump		<input type="checkbox"/> Heat pump		<input type="checkbox"/> Electric	
<input type="checkbox"/> Other		<input type="checkbox"/> Other:		<input type="checkbox"/> Other:	
<input type="checkbox"/> Yes <input type="checkbox"/> No	Manual J, S, D or equivalent complete				

SAMPLE

Required Mechanical Ventilation

Type (check one)	Design Rate (check one)	Design Ventilation Rate (CFM)
<input type="checkbox"/> Exhaust	<input type="checkbox"/> Continuous	
<input type="checkbox"/> Supply	<input type="checkbox"/> Intermittent	
<input type="checkbox"/> Balanced	If intermittent, list runtime in min. per hour	

Duct and Envelope Tightness Testing Summary

DET Verifier	Contact (email/phone)	DET Verifier ID
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Envelope Tightness Testing (< 5 ACH50) (Envelope Tightness = Blower Door Fan Flow x 60 / Thermal Envelope Volume)

Blower Door Fan Flow (CFM50)	Thermal Envelope Volume (ft ³)	Envelope Tightness (ACH50)
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If multifamily unit and conducting sampling, this unit is not required to be tested. Mark N/A.

Duct Tightness Testing (< 6 CFM25/100 ft²) (Total Duct Leakage = 100 x Fan Flow / Area Served)

Number of Heating and Cooling Systems _____

Duct Tightness Leakage Test Results	System 1	System 2	System 3
If air handler and ductwork located entirely within in condi-			
Location			
Fan Flow (CFM25)			
Area Served (ft ²)			
Total Duct Leakage (CFM25/100 ft ²)			
Rough In Total (RIT) or Post Construction Total (PCT)			

CAMDEN COUNTY IMPACT FEE SCHEDULE										Adopted June 7, 2016			
Land Use Category	Net Impact Fee								Effective July 1, 2016				
	Library	Parks & Recreation	Fire	EMS	Sheriff's Office	Roads	EMA	Subtotal	Adminis- tration (3%)	TOTAL IMPACT FEE	Unit of Measure*		
										30.00%			
<i>Residential</i>													
Single-Family Detached Housing	\$ 68.49	\$ 187.54	\$ 459.25	\$ 5.24	\$ 48.34	\$ 249.49	\$ 3.61	\$ 1,021.96	\$ 30.66	\$ 1,052.62	per	dwelling	
Apartment	68.49	187.54	459.25	5.24	48.34	174.67	3.61	947.14	28.41	975.56	per	dwelling	
Residential Condominium/Townhouse	68.49	187.54	459.25	5.24	48.34	154.38	3.61	926.86	27.81	954.66	per	dwelling	
<i>Port and Terminal</i>													
Truck Terminal	-	-	\$ 3,736.35	\$ 49.71	\$ 458.39	\$ 1,985.04	\$ 34.21	\$ 6,263.70	\$ 187.91	\$ 6,451.61	per	acre	
<i>Industrial</i>													
General Light Industrial	-	-	\$ 0.74	\$ 0.01	\$ 0.09	\$ 0.17	\$ 0.01	\$ 1.01	\$ 0.03	\$ 1.04	per	square foot	
General Heavy Industrial	-	-	0.58	0.01	0.07	0.04	0.01	0.70	0.02	0.73	per	square foot	
Manufacturing	-	-	0.58	0.01	0.07	0.09	0.01	0.76	0.02	0.78	per	square foot	
Warehousing	-	-	0.41	0.01	0.05	0.12	0.00	0.59	0.02	0.60	per	square foot	
Mini-Warehouse	-	-	0.01	0.00	0.00	0.06	0.00	0.08	0.00	0.08	per	square foot	
High-Cube Warehouse	-	-	0.06	0.00	0.01	0.00	0.00	0.07	0.00	0.07	per	square foot	
<i>Lodging</i>													
Hotel	-	-	\$ 198.36	\$ 2.64	\$ 24.34	\$ 138.65	\$ 1.82	\$ 365.80	\$ 10.97	\$ 376.77	per	room	
All Suites Hotel	-	-	226.41	3.01	27.78	96.99	2.07	356.27	10.69	366.95	per	room	
Business Hotel	-	-	31.90	0.42	3.91	113.00	0.29	149.53	4.49	154.02	per	room	
Motel	-	-	226.78	3.02	27.82	141.60	2.08	401.30	12.04	413.34	per	room	
<i>Recreational</i>													
Campground/Recreational Vehicle Park	-	-	\$ 21.37	\$ 0.28	\$ 2.62	\$ 1,665.60	\$ 0.20	\$ 1,690.07	\$ 50.70	\$ 1,740.77	per	camp site	
Golf Course	-	-	78.32	1.04	9.61	112.86	0.72	202.55	6.08	208.63	per	acre	
Multipurpose Recreational Facility	-	-	159.44	2.12	19.56	2,023.89	1.46	2,206.48	66.19	2,272.68	per	acre	
Movie Theater	-	-	0.48	0.01	0.06	1.75	0.00	2.29	0.07	2.36	per	square foot	
Arena	-	-	1,062.86	14.14	130.40	746.36	9.73	1,963.49	58.90	2,022.40	per	acre	
Amusement Park	-	-	2,900.25	38.59	355.81	1,696.51	26.55	5,017.72	150.53	5,168.25	per	acre	
Tennis Courts	-	-	77.77	1.03	9.54	364.11	0.71	453.17	13.60	466.77	per	acre	
Racquet Club	-	-	0.12	0.00	0.01	0.38	0.00	0.52	0.02	0.53	per	square foot	
Bowling Alley	-	-	0.32	0.00	0.04	0.75	0.00	1.11	0.03	1.14	per	square foot	
Recreational Community Center	-	-	0.27	0.00	0.03	0.51	0.00	0.82	0.02	0.84	per	square foot	
<i>Institutional</i>													
Private School (K-12)	-	-	\$ 2.58	\$ 0.03	\$ 0.32	\$ 0.12	\$ 0.02	\$ 3.07	\$ 0.09	\$ 3.16	per	square foot	
Church/Synagogue	-	-	0.16	0.00	0.02	0.22	0.00	0.40	0.01	0.42	per	square foot	
Day Care Center	-	-	0.81	0.01	0.10	1.55	0.01	2.47	0.07	2.55	per	square foot	
Cemetery	-	-	25.97	0.35	3.19	112.15	0.24	141.88	4.26	146.14	per	acre	
Lodge/Fraternal Organization	-	-	318.89	4.24	39.12	1,112.02	2.92	1,477.19	44.32	1,521.51	per	employee	

CAMDEN COUNTY IMPACT FEE SCHEDULE											
Land Use Category	Net Impact Fee								Effective July 1, 2016		
	Library	Parks & Recreation	Fire	EMS	Sheriff's Office	Roads	EMA	Subtotal	Adminis- tration (3%)	TOTAL IMPACT FEE	Unit of Measure*
<i>Medical</i>											
Hospital	-	-	\$ 1.04	\$ 0.01	\$ 0.13	\$ 0.34	\$ 0.01	\$ 1.53	\$ 0.05	\$ 1.57	per square foot
Nursing Home	-	-	206.53	2.75	25.34	51.57	1.89	288.07	8.64	296.72	per bed
Clinic	-	-	318.89	0.00	39.12	157.21	2.92	518.15	15.54	533.69	per employee
<i>Office</i>											
General Office Building	-	-	\$ 1.06	\$ 0.01	\$ 0.13	\$ 0.27	\$ 0.01	\$ 1.48	\$ 0.04	\$ 1.52	per square foot
Corporate Headquarters Building	-	-	1.08	0.01	0.13	0.19	0.01	1.43	0.04	1.47	per square foot
Single-Tenant Office Building	-	-	1.02	0.01	0.13	0.28	0.01	1.45	0.04	1.49	per square foot
Medical-Dental Office Building	-	-	1.29	0.02	0.16	0.73	0.01	2.21	0.07	2.28	per square foot
Research and Development Center	-	-	0.93	0.01	0.11	0.20	0.01	1.27	0.04	1.30	per square foot
<i>Retail</i>											
Building Materials and Lumber Store	-	-	\$ 0.47	\$ 0.01	\$ 0.06	\$ 0.85	\$ 0.00	\$ 1.38	\$ 0.04	\$ 1.43	per square foot
Free-Standing Discount Superstore	-	-	0.31	0.00	0.04	0.93	0.00	1.28	0.04	1.32	per square foot
Specialty Retail Center	-	-	0.58	0.01	0.07	0.53	0.01	1.19	0.04	1.22	per square foot
Free-Standing Discount Store	-	-	0.63	0.01	0.08	0.91	0.01	1.63	0.05	1.68	per square foot
Hardware/Paint Store	-	-	0.31	0.00	0.04	0.54	0.00	0.89	0.03	0.92	per square foot
Nursery (Garden Center)	-	-	0.52	0.01	0.06	0.77	0.00	1.37	0.04	1.41	per square foot
Nursery (Wholesale)	-	-	0.53	0.01	0.07	0.83	0.00	1.44	0.04	1.48	per square foot
Shopping Center	-	-	0.53	0.01	0.07	0.36	0.00	0.97	0.03	1.00	per square foot
Factory Outlet Center	-	-	0.53	0.01	0.07	0.57	0.00	1.18	0.04	1.21	per square foot
Quality Restaurant	-	-	2.38	0.03	0.29	1.94	0.02	4.67	0.14	4.81	per square foot
High-Turnover (Sit-Down) Restaurant	-	-	2.38	0.03	0.29	2.71	0.02	5.44	0.16	5.60	per square foot
Fast-Food Restaurant	-	-	3.48	0.05	0.43	7.06	0.03	11.04	0.33	11.37	per square foot
Quick Lubrication Vehicle Shop	-	-	669.67	8.91	82.16	874.65	6.13	1,641.52	49.25	1,690.76	per service bay
Auto-Care Center	-	-	0.46	0.01	0.06	0.05	0.00	0.58	0.02	0.59	per square foot
New Car Sales	-	-	0.57	0.01	0.07	0.78	0.01	1.43	0.04	1.47	per square foot
Auto Parts Store	-	-	0.31	0.00	0.04	1.35	0.00	1.70	0.05	1.76	per square foot
Self-Service Car Wash	-	-	63.78	0.85	7.82	1,138.10	0.58	1,211.13	36.33	1,247.47	per stall
Tire Store	-	-	0.41	0.01	0.05	0.54	0.00	1.01	0.03	1.04	per square foot
Wholesale Tire Store	-	-	0.41	0.01	0.05	0.45	0.00	0.91	0.03	0.94	per square foot
Supermarket	-	-	0.40	0.01	0.05	1.85	0.00	2.31	0.07	2.38	per square foot
Convenience Market (Open 24 Hours)	-	-	0.57	0.01	0.07	7.78	0.01	8.43	0.25	8.69	per square foot
Convenience Market (Open 15-16 Hours)	-	-	0.56	0.01	0.07	6.68	0.01	7.32	0.22	7.54	per square foot
Convenience Market with Gasoline Pumps	-	-	0.57	0.01	0.07	8.91	0.01	9.57	0.29	9.86	per square foot
Wholesale Market	-	-	0.26	0.00	0.03	0.11	0.00	0.41	0.01	0.42	per square foot
Discount Club	-	-	0.41	0.01	0.05	0.67	0.00	1.15	0.03	1.18	per square foot
Home Improvement Superstore	-	-	0.31	0.00	0.04	0.69	0.00	1.04	0.03	1.07	per square foot
Electronics Superstore	-	-	0.31	0.00	0.04	0.96	0.00	1.31	0.04	1.35	per square foot
Apparel Store	-	-	0.53	0.01	0.07	0.86	0.00	1.47	0.04	1.51	per square foot
Pharmacy/Drugstore	-	-	0.53	0.01	0.07	1.14	0.00	1.75	0.05	1.80	per square foot
Furniture Store	-	-	0.13	0.00	0.02	0.11	0.00	0.26	0.01	0.27	per square foot
<i>Services</i>											
Drive-in Bank	-	-	\$ 1.16	\$ 0.02	\$ 0.14	\$ 4.26	\$ 0.01	\$ 5.59	\$ 0.17	\$ 5.76	per square foot
<i>Impact Fees reflect credit given for forecasted SPLOST and general fund contributions.</i>											
<i>*"square feet" means square feet of gross building floor area.</i>											