Board of County Commissioners

Office of Planning & Development
135 Gross Rd • Kingsland, GA 31548
Ph: (912)729.5603 • Fax: (912)729.5543 • www.camdencountyga.gov

Online Portal:
https://app.govwell.com/camden-county

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**.
- Property Owner's Authorization form if you are not the homeowner applying for the permit.
- ***You can apply at our online portal (https://app.govwell.com/camden-county)*** of if you apply in person at the office, you will need to have one original set of building plans that meet or exceed the **120 mph/3 second** wind load gust. All plans must meet IRC 2024, ICC 600, IPC 2024, IMC 2024,IEC 2015, NEC 2023 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 drawn by a registered design professional, 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)* – Cassie Turpin (912)510-5706
  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)510-5706

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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.

- Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance or after commencement of work if more than 180 days pass between inspections. The building official is authorized to grant one or more extensions of time for periods not more than 180 days each. The extension shall be requested in writing and justifiable cause demonstrated. Such extension, if granted, shall be in writing and signed by the building official who grants the approval.

- **The Building Inspector and all concerned departments will review plans each Wednesday. 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 on-line 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 re-inspection 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 **on-line portal: https://app.govwell.com/camden-county** by Thursday, 5:00 p.m. for review on Wednesday of the following week.

- ***PURSUANT TO O.C.G.A. §48-5-264.1 THE CAMDEN COUNTY BOARD OF ASSESSORS MUST NOTIFY PROPERTY OWNERS PRIOR TO INSPECTION OF PROPERTY. NOTICE IS HEREBY GIVEN THAT A REPRESENTATIVE OF THE APPRAISAL STAFF WILL REVIEW ALL PROPERTIES WHERE A BUILDING PERMIT HAS BEEN ISSUED. SUCH REPRESENTATIVE WILL HAVE IDENTIFICATION READILY AVAILABLE AND "CAMDEN COUNTY PROPERTY APPRAISER" WILL BE CLEARLY DISPAYED ON ALL VEHICLES.***

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

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BUILDING PERMIT APPLICATION (NEW CONSTRUCTION/ADDITIONS)

IMPROVEMENT TYPE: ☐ **SINGLE-FAMILY** ☐ **DUPLEX** ☐ **MULTI-FAMILY** ☐ **COMMERCIAL**

APPLICANT NAME: _____ DATE: _____

ADDRESS: _____ PHONE: _____

Email: _____

PROPERTY OWNER: _____ PHONE: _____

PROPERTY ADDRESS: _____

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

NUMBER OF STORIES: _____ BEDROOMS: _____ BATHROOMS: _____

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

TOTAL VALUATION: _____ ELECTRIC COST: _____ PLUMBING COST: _____ HVAC COST: _____ GAS COST: _____

GEORGIA POWER ☐ OREMC ☐ FIREPLACE: ☐ Yes ☐ No ELEVATOR: ☐ Yes ☐ No

TRUSSES ☐ STICK BUILT ☐ STEMWALL ☐ MONOLITHIC ☐ CRAWLSPACE ☐

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

ESTIMATED DISTURBED ACRES: _____ FLOOD ELEVATION CERTIFICATE ATTACHED: ☐ 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.*

Who will be responsible for calling inspections?
☐ Owner ☐ Builder/General Contractor ☐ Subcontractors
Contact Name: _____ Telephone No: _____

_____ _____
Signature Date

An on-site inspection will be conducted by a member of the Camden County Tax Assessors Office for all permits issued.
Please call 912-576-3241 with any questions.

APPENDIX RD

MANDATORY COMPLIANCE CERTIFICATE

2020 Georgia Resi al Energy Code Compliance Cer cate

This certificate shall be posted on or near the electrical distribution panel or air handler

Permit # _____

House Address or Community/Lot# _____

Jurisdiction Logo and/or Contact Information Here

Building Summary

Builder Company Name	Signature	Contact (email/phone)	Date

Compliance Pathway (check one)	Building Envelope (when mul ple values per component, list value covering largest area)			
☐ Prescriptive: R401-404	Ceiling/Roof R-value		Above-grade mass wall R-value	
☐ UA Trade-off: R402.1.5	Sloped/vaulted ceiling R-value		Cantilevered floors R-value	
☐ REScheck: Keyed to 2015 IECC	Exterior wall R-value		Window/Glass Door SHGC	
☐ Simulated Performance: R405	Kneewall (cavity and/or continuous) R-value		Window/Glass Door U-factor	
☐ 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

Heating System Type	Efficiency (AFUE, HSPF, COP or other)	Cooling System Type	Efficiency (SEER, EER or other)	Water Heating Type	Efficiency (EF or other)
☐ Gas		☐ Air conditioner		☐ Gas	
☐ Heat pump		☐ Heat p p		☐ Electric	
☐ Other		☐ ther:		☐ Other:	

☐ Yes ☐ No | Manual J, S, D or equivalent completed?

SAMPLE

Required Mechanical Ven l on

Type (check one)	Design Rate (check one)	
☐ Exhaust	☐ Continuous	Design Ventilation Rate (CFM)
☐ Supply	☐ Intermittent	
☐ Balanced	If intermittent, list runtime in min. per hour	

Duct and Envelope Tightness Tes g Summary

DET Verifier	Contact (email/phone)	DET Verifier ID

Envelope Tightne ng (< 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)

If multifamily unit and conducting sampling, this unit is not required to be tested. Mark N/A.

Duct Tightne ng (< 6 CFM ^{2}) **(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)			

Version 1.0

Land Use	Library Services	Parks and Recreation	Fire Protection	Public Safety	Road Improvements	Administrative Fee	Total Impact Fee	For Each
Residential								
Single-Family Detached Housing	$ 28.5079	$ 277.6644	$ 344.9662	$ 207.2163	$ 163.6096	$ 30.6589	**$ 1,052.6234**	dwelling
Duplex orTownhouse 1-3 stories	$ 28.5079	$ 277.6644	$ 344.9662	$ 207.2163	$ 124.9193	$ 29.4982	**$ 1,012.7724**	dwelling
Multi-Family Low Rise 2-3 stories	$ 28.5079	$ 277.6644	$ 344.9662	$ 207.2163	$ 116.9384	$ 29.2588	**$ 1,004.5520**	dwelling
Mid-Rise Multi-Family 4-10 stories	$ 28.5079	$ 277.6644	$ 344.9662	$ 207.2163	$ 78.7686	$ 28.1137	**$ 965.2371**	dwelling
Industrial								
General Light Industrial	$ -	$ -	$ 0.2186	$ 0.1317	$ 0.0833	$ 0.0130	**$ 0.4466**	square foot
Manufacturing	$ -	$ -	$ 0.2672	$ 0.1610	$ 0.0824	$ 0.0153	**$ 0.5259**	square foot
Warehousing	$ -	$ -	$ 0.0478	$ 0.0288	$ 0.0297	$ 0.0032	**$ 0.1095**	square foot
High-Cube Warehouse, fulfillment center	$ -	$ -	$ 0.0478	$ 0.0288	$ 0.0252	$ 0.0030	**$ 0.1048**	square foot
Mini-Warehouse (Self Storage)	$ -	$ -	$ 0.0924	$ 0.0557	$ 0.0243	$ 0.0051	**$ 0.1774**	square foot
High-Cube Warehouse, short term	$ -	$ -	$ 0.0923	$ 0.0556	$ 0.0314	$ 0.0054	**$ 0.1846**	square foot
High-Cube Hub Warehouse	$ -	$ -	$ 0.0966	$ 0.0582	$ 0.0803	$ 0.0070	**$ 0.2421**	square foot
Specialty Trade Contractor	$ -	$ -	$ 0.3819	$ 0.2301	$ 0.1704	$ 0.0235	**$ 0.8059**	square foot
Lodging								
Hotel	$ -	$ -	$ 78.6648	$ 47.3993	$ 138.6258	$ 7.9407	**$ 272.6306**	room
All Suites Hotel	$ -	$ -	$ 130.5055	$ 78.6358	$ 76.3396	$ 8.5644	**$ 294.0453**	room
Motel	$ -	$ -	$ 18.7908	$ 11.3223	$ 58.1222	$ 2.6470	**$ 90.8823**	room
Recreational								
Campground/Recreation Vehicle Park	$ -	$ -	$ 149.6542	$ 90.1738	$ 18.3909	$ 7.7465	**$ 265.9654**	acre
Movie Theater	$ -	$ -	$ 0.2000	$ 0.1205	$ 1.3549	$ 0.0502	**$ 1.7256**	square foot
Racquet/Tennis Club	$ -	$ -	$ 0.0671	$ 0.0404	$ 0.3767	$ 0.0145	**$ 0.4986**	square foot
Recreational Community Center	$ -	$ -	$ 0.1493	$ 0.0900	$ 0.5000	$ 0.0222	**$ 0.7615**	square foot
Institutional								
Private Elementary School	$ -	$ -	$ 0.0968	$ 0.0583	$ 0.2677	$ 0.0127	**$ 0.4355**	square foot
Private Middle School (Junior High)	$ -	$ -	$ 0.1132	$ 0.0682	$ 0.3499	$ 0.0159	**$ 0.5473**	square foot