



## City of Tybee Island

[www.cityoftybee.org](http://www.cityoftybee.org)

403 Butler Ave.  
P.O. Box 2749  
Tybee Island, GA 31328

PLANNING & ZONING  
DEPARTMENT

OFFICE HOURS  
Monday – Friday  
8:00 am to 5:00 pm

BUILDING OFFICIAL HOURS  
Monday & Friday: 8:00 am to noon  
Wednesday: noon – 4:00 pm

Phone (912) 786-4573  
Fax (912) 786-9539

Ext. 107 Administrative Assistant  
Ext. 114 Building Official  
Ext. 136 Planning & Zoning Manager

City of Tybee Island  
Planning & Zoning Department  
P.O. Box 2749  
Tybee Island, GA 31328

# DO YOU NEED A PERMIT?

## Your Guide to Permitting and Other Services of the Planning & Zoning Department



[www.cityoftybee.org](http://www.cityoftybee.org)

## **LAND DEVELOPMENT CODE**

The purpose of the City of Tybee Island's land development regulations is to promote the public health, safety, morals, general welfare, convenience, and prosperity of its citizens.

## **PERMITS**

Listed below are the types of projects that require a permit. Permits are required for new work as well as renovation/repair work, demolition work, and tree removal. If you are unsure if your project requires a permit, call the office at (912) 786-4573, extension 114, before beginning work.

- Accessory Structure or Shed or Carport
- Deck or Patio
- Demolition
- Dock
- Driveway
- Electrical
- Fence
- Fire Alarm or Fire Sprinkler
- Infrastructure
- Irrigation
- Land Disturbing Activity or Buffer Activity
- Mechanical / Heating and Air Conditioning
- New Construction
- Plumbing
- Relocation of Structure
- Renovation or Repair of a Structure
- Roof Repair or Replacement
- Sewer Stub
- Shallow Well
- Sign
- Swimming Pool
- Tree Removal or Relocation
- Water Tap
- Window Repair or Replacement

## **ZONING ACTIONS**

The following actions may be required prior to the issuance of a permit:

- Site Plan Approval
- Special Review
- Subdivision or Recombination of Property
- Map Amendment
- Text Amendment
- Zoning Variance

## **FEES**

Fees are based on the type of project or the cost to construct. A schedule of fees is available in the Planning and Zoning Department. Fees are subject to change by the Mayor and City Council.

## **INSPECTIONS**

Depending on the type of permit, inspections at various phases are required. If you have questions about the inspections that are required for your project call (912) 786-4573, extension 114. Inspections must be scheduled by the person that performed the work. If a permit was approved based upon drawings, it is required that the stamped and approved set of plans be on the job site at all times. To schedule an inspection call (912) 786-4573, extension 114, by 4:00 pm the day before you want the inspection.

## **WINDOW REQUIREMENTS**

- Negative Design Pressure: DP 45 or higher
- Solar Heat Gain Coefficient: 0.30 or lower
- Window Protection: 1/2-inch minimum plywood plus mounting hardware or approved alternate method

## **NOISE ORDINANCE**

Construction equipment may be operated Monday through Friday between the hours of 7:00 am and 8:00 pm, and Saturday and Sunday between the hours of 10:00 am and 8:00 pm.

## **WATER METER**

If a building permit includes the purchase of a water meter, call the office at (912) 786-4573, extension 136, for further information about water meter installation.

## **TECHNICAL SPECIFICATIONS**

All work shall conform to the City of Savannah Technical Specifications except as stated in the City of Tybee Island Special Conditions. The Special Conditions and the Technical Specifications are available for review at [www.cityoftybee.org](http://www.cityoftybee.org) and in the Planning and Zoning Department.

## **ROAD WARRANTY (STREET CUT)**

The Road Warranty Ordinance (*Municipal Code Section 54.6*) requires the contractor to warrant the performance, quality, workmanship, and the quality of all materials on any road project (including street cuts) for a period of two years after final acceptance by the City of Tybee Island. Under the ordinance, the City may require letters of credit or cash in order to secure the obligation.

## **CERTIFICATE OF OCCUPANCY**

No building or structure shall be used or occupied until a Certificate of Occupancy has been issued. A Certificate of Occupancy will not be issued by the City of Tybee Island until after a final building inspection and a FEMA inspection have been passed, the drainage and water/sewer installations at the site have been approved, and any required tree mitigation has been accomplished. It is the policy of the City of Tybee Island that a temporary Certificate of Occupancy will not be issued.

## **CONTRACTOR REGISTRATION**

A contractor whose business is based elsewhere but performs work within the City of Tybee Island is required to annually register its local business license and state license, if applicable, with the City of Tybee Island.

## **ELEVATION CERTIFICATES**

Please contact us if you would like us to check our file for an Elevation Certificate or to add your Certificate to our collection for safekeeping.

## **WEBSITE**

The City of Tybee Island website is located at [www.cityoftybee.org](http://www.cityoftybee.org). Permit, Zoning Action, and Contractor Registration forms are available at the website as well as the text of the Land Development Code, a City Calendar and other useful information.

## **QUESTIONS**

If you have any questions please call us at (912) 786-4573, extension 107, 114, or 136. We look forward to serving you.