



City of Tybee Island

www.cityoftybee.org

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

COMMUNITY DEVELOPMENT
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 Planning & Zoning Manager
Ext. 114 Building Official
Ext. 123 Better Hometown Coordinator
Ext. 136 Zoning Specialist

City of Tybee Island
Community Development Department
P.O. Box 2749
Tybee Island, GA 31328

DO YOU NEED A PERMIT?

Your Guide to Permitting and Other Services of the Community Development Department



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 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 Community Development 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:	0.4 or lower
Window Protection:	1/2-inch minimum plywood plus mounting hardware

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 114, 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 and in the Community Development 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 bonds 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.

BUSINESS LICENSE

The Community Development Department is also your source for business licenses. Every business located within the City of Tybee Island is required to have a business license.

CONTRACTOR REGISTRATION

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

WEBSITE

The City of Tybee Island website is located at www.cityoftybee.org. Permit, Zoning Action, Business License, 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. We look forward to serving you.