

PERMIT REQUIREMENTS

Homeowner Requirements

- 1) ALL of the following requirements must be met.
 - a) Must own the home.
 - b) Must be Primary Residence. (Cannot live in another state and stay here temporary purposes.)
 - c) Must match address on driver's license.
 - d) Cannot **pay** anyone to do the work.
- 2) If **ALL** of these conditions are **not** met, a licensed contractor must be hired to complete work.

Permit Cancellation

- 1) Request must be submitted in writing from the contractor on job or owner of property within 12 months of permit issuance.
- 2) Copy of receipt and permit is needed.
- 3) Refund will be processed if no inspections have occurred.
- 4) When refund is processed, Richmond County's Finance Department will mail a check to the person on permit issued.
 - a) May take 10-14 days to arrive.
 - b) No credit can be given for future permits.

Footnotes / Definitions for remainder....

- ¹ RB = Residential Basic.
RL = Residential / Light Commercial
GC = General Contractor
ER = Electrical Restricted – Class I
EN = Electrical Non-Restricted – Class II
CR = Conditioned Air Restricted – Class I
CN = Conditioned Air Non-Restricted – Class II
MPR = Master Plumber Restricted – Class I
MP = Master Plumber Non-Restricted – Class II
LV = Low Voltage
LVA = Low Voltage Alarms
LVG = Low Voltage General
LVT = Low Voltage Telecommunications
LVU = Low Voltage Un-Restricted

- ² COA = Certificate of Appropriateness