



CITY OF RINCON, GEORGIA  
Building and Zoning Department  
(912) 826-5996 P / (912) 826-2083 F  
www.cityofrincon.com

Builder:

Lot: Subdivision / Project:

Address:

Date submitted to builder: Date ALL items have been corrected:

The following information / completed forms are needed before your Building Application / Plans can be approved.

\_\_\_ Building Permit Application is: Missing / Not signed / Incomplete.

\_\_\_ Contractor's List is: Missing / Not signed / Incomplete.

\_\_\_ Site Plan is missing / Has insufficient number of trees, Missing setbacks

\_\_\_ Site Plan is incomplete: No sidewalk, No trees, No driveway, Other

\_\_\_ Building Plans are incomplete

\_\_\_ Copy of Builder's Trade License

\_\_\_ Copy of Builder's Business License

\_\_\_ Electrical Permit is missing / needs to be signed.

\_\_\_ Copy of the Electrician's Trade License.

\_\_\_ Copy of the Electrician's Business License.

\_\_\_ HVAC Permit is missing / needs to be signed.

\_\_\_ Copy of the HVAC Trade License.

\_\_\_ Copy of the HVAC Business License.

\_\_\_ Plumbing Permit is missing / needs to be signed.

\_\_\_ Copy of the Plumber's Trade License.

\_\_\_ Copy of the Plumber's Business License.

\_\_\_ Other: