

MAYOR
Allen Brown

CITY MANAGER
Kenneth K. Howard

CITY CLERK
Sarah Lumpkin

CITY ATTORNEY
Linnie L. Darden, III



MAYOR PRO TEM
Jason Floyd

COUNCIL MEMBERS
Diana F. Reid
Vicky C. Nelson
Keith Jenkins
Karl A. Riles

George W. Smith, Jr., Director

INSPECTIONS DEPARTMENT TEMPORARY OPERATIONS

City Hall is temporarily closed to the public due to COVID-19, effective Friday, March 20, 2020. Please review this document on how to submit applications or inquiries electronically.

Permit Application forms are available online: <http://www.cityofhinesville.org/495/Permits>

If you are unable to access the forms online, please email insp_contact@cityofhinesville.org and a Permit Technician will email them to you.

Submit completed and signed applications along with supplemental documents such as drawings, plans, etc. to one of the following:

- Email: insp_contact@cityofhinesville.org. If the attachments are too big to send through email, please upload the attachments to Dropbox, Google Drive, or similar means, and send the link through email.
- Fax: (912) 876-4770
- Water Dept drop box located in the parking lot across from the Hinesville Police Dept. Please ensure your envelop is clearly marked "Inspections Dept".
- Mail to:
City of Hinesville
Inspections Dept
115 East M. L. King, Jr. Drive
Hinesville, GA 31313

Payment Options:

- To pay by credit card, email a One-Time Credit Card Authorization Form. This form is available online or a Permit Technician can email the form to you.
- To pay by check or money order:
 - Water Dept drop box located in the parking lot across from the Hinesville Police Dept. Please ensure your envelop is clearly marked "Inspections Dept".
 - Mail to:
City of Hinesville
Inspections Dept
115 East M. L. King, Jr. Drive
Hinesville, GA 31313

Once the permit is approved and paid for, a receipt and the permit will be emailed to you.

"Home for a Day or a Lifetime"

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To schedule an inspection, please email insp_contact@cityofhinesville.org or call the office at (912) 876-4147.

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Rngcug"ecm"kp"cfxcpeg"hqt"connectivity ugv-wr"cpf"other cttcpi g o gpvu0

Email permit application related questions to insp_contact@cityofhinesville.org
Email plan review questions to rholley@cityofhinesville.org
Email code enforcement complaints to ce_contact@cityofhinesville.org
Email GIS requests to wpoon@cityofhinesville.org

03/23/2020 UPDATE

Private Providers for ensuring compliance with the State Minimum Code requirements for building inspections and similar structures is hereby authorized by the Governor Brian Kemp effective 12:00 PM on March 24th, 2020 until 12:00 PM, April 6th, 2020. This order applies to plan review services as well.

For the purpose and the intent of this order, "Private Providers" shall mean; "a professional engineer who holds a certificate of registration issued under Chapter 15 of Title 43 or a professional architect who holds a certificate of registration issued under Chapter 4 of Title 43 of the Georgia Code; or an individual that holds an active certificate, in the area of construction or system required to be inspected, issued by the International Code Council (ICC) and who is not an employee of or otherwise affiliated with or have a financial interest in the person, firm, or corporation engaged in the construction project to be reviewed or inspected, will be permitted to perform all required inspections. Inspection reports will be required at the completion of each inspection.

The contractor or property owner will be required to provide the contact information and credentials of the "Private Provider" at the time of permit application. Guidance and direction for the submission of inspection reports and plan reviews will be provided to the selected "Private Provider" within 5 days of the receipt of a complete permit application.

A complete application means; "a submitted plan, application, or request for inspection that contains all of the information and supporting documentation required by the Department of Inspections for it to make the determination as to whether the construction plans, applications, or request is in compliance with all state and local requirements."

We ask for your patience and understanding during these unprecedented times that we are all experiencing.

Thank you.

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