



City of Atlanta Bureau of Buildings

Checklist for Submission of plans for Additions to One and Two Family Residences

Accessory Buildings and Site Improvements

The City of Atlanta is enforcing the International Residential Code 2006 edition with Georgia State amendments.

*For additional information contact the Department of Community Affairs (DCA) or view the State of Georgia website, www.dca.state.ga.us, click on construction codes.

I. GENERAL REQUIREMENTS

- a. Eleven (11) *separate* Site Plans including tree inventory/removal/replacement plan.
- b. Four (4) complete sets of Architectural/Structural plans (*plans must be on porous paper*)
- c. Residential Automatic Approval Certification (**RAAC**) is available for plans prepared & sealed by a Georgia registered architect or engineer. A copy of **RAAC** may be obtained from a Customer Service representative at our Information desk or on the Bureau of Buildings website.
- d. If trees are being removed all site plans should include a tree inventory/removal/replacement plan; three additional, *separate* site plans are required.
- e. All plans must be accurate, released for construction, legible, with dimensions drawn to a standard scale. (*Single line drawings will not be accepted*).

II. SITE PLAN

- a. Must show and clearly identify the location of house, driveway and all other proposed improvements to be constructed (fence, walls, patios, accessory buildings, pools, etc.)
- b. A recent survey may be required for additions, accessory buildings, driveways and site improvements. (A survey sealed by a Georgia Registered Land Surveyor may be required)
- c. All additions and other proposed site improvements must be identified.
 - i. Indicate lot coverage*
 - ii. Indicate floor area ratio**
 - iii. Show parking
 - iv. Show dimensions of all setbacks (such as 7' from the property line to the house)
 - v. Indicate any existing 100-year flood plan limits, elevations, any "water of the state" limits, any drainage course or swales, any wetlands, etc.
 - vi. Indicate any existing easements and their dimensions

- d. Must show erosion and sedimentation control devices:
 - i. Silt fence
 - ii. Construction exit
 - iii. Provide an appropriate soil and erosion control plan showing all required best management practices.
- e. Grading Plan
 - i. Show existing and proposed ground contours
 - ii. List separately both cut and fill earth quantities in cubic yards
- f. Tree Ordinance Compliance
 - i. On Site Plan provide existing tree inventory, (diameter at breast height and specie) four (4) foot protection fencing, removals (including total inches removed) and replacement (2 ½" caliper minimum shade trees)
 - ii. If trees are removed, property must be posted with at least 15 days waiting period before plans can be approved. *Call City Arborist at 404-330-6874 for further information.*
 - iii. If no trees are to be disturbed provide two (2) *different* photos of the site.

III. CONSTRUCTION DETAILS

- a. Floor Plans
 - i. For additions show at least the floor plan of the addition and the floor plan of the part of the house to which it is attached as well as:
 - ii. Show window and door sizes
 - iii. Show thickness of walls
 - iv. Show room names (such as master bedroom, bathroom, closet, etc.)
 - v. Show width of stairs, height of riser, tread depth and handrails ***
 - vi. Show finished ceiling height
- b. Structural Details
 - i. Show a Typical Wall Section detail including foundation through roof.
Note: The following may be required based on the size and complexity of the proposed construction.
 - ii. Specify size and type of new structural components
 - 1. Girders, Beams, Headers, Joists and Rafters
 - 2. Columns
 - 3. Trusses (vendor specifications required)
 - 4. Interior Footing and Foundations
 - iii. Show egress components-stair(s) or ramp(s)***
 - iv. Show floor framing plans for each level, ceiling and roof framing plan***
 - v. Plan Reviewer may require additional structural detail
Note: If using pre-engineered building structural components, submit technical specifications from the manufacturer for verification of code compliance.
- c. Elevations
 - i. Show two elevations, minimum for additions
 - ii. Show all openings and wall finish
- d. Foundation Plan
 - i. Footing and turndown slab

- e. Roof Plan
- f. Deck Detail***
 - i. Floor Plan
 - ii. Size and type of structural components: Girders; Beams; Columns/Posts
 - iii. Column/Post foundation
 - iv. Column/Post structural connections with footing and beam/girders
 - v. Deck attachment detail to main structure
 - vi. Stairs or ramps
 - vii. Handrail/guardrail detail with attachment to floor
- g. Accessory Structures*** (detached garages; storage building; pool house, etc)
 - i. Follow applicable Construction Detail steps as previously described.
 - ii. Accessory structures may not exceed:
 - 1. 20 feet in height
 - 2. 30% of the total floor area of the main structure
 - 3. more than 1/3 of the rear yard
 - iii. Show four elevations for large accessory buildings (garage, guest house, etc.)
- h. Earth Supporting Structures
 - i. Retaining Wall(s) less than 10 feet in height may be approved utilizing designs from recognized engineering publications.
 - ii. *Retaining Wall(s) greater than 10 feet in height must be designed by a Professional Engineer.*

IV. PERMIT FEES

- a. Building Permit Fee is \$5.00 per \$1,000 of total cost/valuation of work plus a \$25.00 technology fee (\$100.00 minimum fee)
- b. A notarized Bureau of Buildings form stating projected cost of construction and the method for determining such cost is required; the letter must be signed by the owner, architect, engineer or contractor and stamped by a notary public.
- c. A notarized State of Georgia License Affidavit form must be signed by the contractor.
- d. Impact fees are only applicable for a change in number of living units.
 - i. Redevelopment and/or Change of Use adjustments may apply.
- e. A separate permit is required by a licensed professional from:
 - i. Electrical***
 - ii. HVAC***
 - iii. Plumbing***
- b. Plan review & site inspection fees are required by Department of Watershed Management-Site Development please call 404-330-6249 for more info.
- c. Water Meter Permits*** are issued by Department of Watershed Management-Bureau of Water (404-330-6091)

Miscellaneous Information

***Lot Coverage**: A percentage factor which, when multiplied by the total area of any lot with the R-1 through R-5 districts, established the total area of impervious surface which shall include the footprint of the main structure, driveways, turnarounds, parking spaces and all structures including patios, decks, tennis courts, swimming pools and similar structures. (Maximums R-1/25%, R-2&2A/35%, R-3/40%, R-3A/45%, R-4&4A/50%, R-4B/n/a, R-5/50%) *For more information contact Zoning Enforcement at 404-330-6175.*

****Floor area ratio**: A number which, when multiplied by the total area of any lot within the R-1 through R-5 districts, establishes the total amount of gross heated floor space which may be built on that lot, excluding basement space, attic space (whether finished or unfinished), garage space and space contained within any accessory structure. [Maximums R-1/.25, R-2/.30, R-2A/.35, R-3A/.45, R-4/.50, R-4A&4B/n/a, R-5/See section 16-07.007(5)] *For more information contact Zoning Enforcement at 404-330-6175.*

*****If applicable**