



## City of Atlanta Bureau of Buildings

### Checklist for Submission of plans for

### *Alterations and Repairs to One and Two Family Residences*

*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](http://www.dca.state.ga.us), click on construction codes.**

#### I. GENERAL REQUIREMENTS

- a. Two complete sets of construction plans (*plans must be on porous paper*)
- b. All plans must be accurate, released for construction, legible, with dimensions drawn to a standard scale. (*Single line drawings will not be accepted*).
- c. A site plan is not required for interior only alterations that do not increase the number of living units.
- d. For projects including site modifications, see “Checklist for Submission of plans for Additions to One and Two Family Residences, Accessory Structures and Site Improvements”.
- e. For projects involving exterior alterations (such as 2<sup>nd</sup> story additions, changing roof structure, and new cantilevers) with no site work or conversions of single-family residence to a duplex, a recent survey sealed by a Georgia Registered Land Surveyor will be required.

#### II. CONSTRUCTION DETAILS

- a. Floor Plans
  - i. Show thickness of walls
  - ii. Show window and door sizes
  - iii. Show room names (such as master bedroom, bathroom, closet, etc.)
  - iv. Show width of stairs, height of riser, tread depth and handrails \*\*\*
  - v. Show finished ceiling height for projects where new living space is being created in previously unfinished space (such as attic, basement, etc.)
- b. Structural Details are required when removing, adding or modifying building structure components.
  - i. 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
  - ii. Show egress components- stair(s) or ramp(s)\*\*\*
  - iii. Show floor framing plans for each level, ceiling and roof framing plan \*\*\*
  - iv. Show appropriate section details (may be required by Plan Reviewer) \*\*\*

*Note: If using pre-engineered building structural components, submit technical specifications from the manufacturer for verification of code compliance.*

III. 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 Contractor 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.  
*Note: Affordable Housing & Economic Development Exemptions may be available-Call Bureau of Housing at 404-330-6390 for further information.*
- e. A separate permit is required by a licensed professional from:
  - i. Electrical\*\*\*
  - ii. HVAC\*\*\*
  - iii. Plumbing\*\*\*
  - iv. Plan review & site inspection fees are required by Department of Watershed Management-Site Development please call 404-330-6249 for more info.
- f. Water Meter Permits\*\*\* are issued by the Department of Watershed Management-Bureau of Water (404-330-6091)

**\*\*\*If applicable**