



## City of Atlanta Bureau of Buildings

### Checklist for Submission of plans for New 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. Ten (10) *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. Plans must be released for construction
- e. All plans must be accurate, legible, with dimensions and drawn to a standard scale.

#### II. SITE PLAN

- a. Must be sealed by a Georgia Registered Land Surveyor
- b. Must show location of house, driveway and all other proposed improvements to be constructed (fence, walls, patios, accessory buildings, pools, etc.
  - 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. Finish floor elevation on footprint of house
  - vi. Indicate any existing easements and their dimensions
- c. 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.
  - iv. Show area of total site and disturbed acreage in acres.
- d. Grading Plan
  - i. Show existing and proposed ground contours
  - ii. List separately both cut and fill earth quantities in cubic yards

- e. Sanitary Sewer Connection
  - i. Locate on site plan
  - ii. Show clean-out at property line
  - iii. Show location and size of existing City of Atlanta public sanitary sewer to be tied into on site plan.
- f. Tree Ordinance Compliance
  - i. On Site Plan provide existing tree inventory, (diameter at breast height and specie), four (4) foot protection fencing, tree removals (including total inches removed) and tree 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. Where independent electrical services are installed in one and two family dwellings, such installation must comply with the National Electrical Code.  
*Note: Two hour walls properly constructed in accordance with the Standard Building Code is deemed to establish separate buildings.*
- b. New single family dwellings, duplexes, and triplexes which receive **city assistance** must comply with **Sec. 8-2182 Barrier-free requirements** of the Housing Code to provide accessibility and usability for physically disabled people.
- c. Foundation Plan
  - i. Footing and turndown slab
- d. Floor Plans
  - i. Show width of stairs, height of riser, tread depth and handrails
  - ii. Show thickness of walls
  - iii. Show window and door sizes
  - iv. Show room names (such as master bedroom, bathroom, closets, etc.)
- e. Roof Plan
- f. Elevations
  - i. All four elevations for new dwellings & detached accessory structures (necessary for average height calculation)
  - ii. Show all openings and wall finish
- g. Structural Details
  - i. Show a Typical Wall Section detail including foundation through roof.
  - ii. Show floor framing plans for each level, ceiling and roof framing plan
  - iii. Show egress components-stair(s) or ramp(s)
  - iv. Specify size and type of structural components
    - 1. Girders, Beams, Headers, Joists and Rafters
    - 2. Columns
    - 3. Trusses

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

  - v. Plan Reviewer may require additional structural detail.

- h. Modular Structures
  - i. Georgia State Department of Community Affairs (404-656-3836) seal of approval is required.
  - ii. Foundation plan and details
  - iii. Follow applicable Construction Detail steps a-c and e, as previously described
- i. 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
- j. Accessory Structures\*\*\* (detached garages; storage space; 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
- k. 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 Contractor License Affidavit form must be signed by the contractor.
  - d. Impact Fees:
    - i. \$1,544 North
    - ii. \$1,380 South or West
    - iii. 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 licensed professional from:
    - i. Electrical \*\*\*
    - ii. Plumbing \*\*\*
    - iii. HVAC \*\*\*
  - f. Plan review & site inspection fees are required by the Department of Watershed Management-Site Development please call 404-330-6249 for more info.

- g. Water Meter Permits\*\*\*are issued by the 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**