

Revised 06/10/09



City of Atlanta Bureau of Buildings

Checklist for Submission of plans for **Commercial and Multi Family Development- New Construction and Additions**

- *Applicable Codes:**
- International Building Code, 2006 Edition with Georgia State amendments
 - Rules and Regulations of the Safety Fire Commissioner for the State Minimum Fire Safety Standards, Chapter 120-3-3 January 5, 2007 (Georgia Safety Fire Law)
 - National Fire Protection Association (NFPA) 101 Life Safety Code, 2000 Edition with Georgia State Amendments
 - International Fuel Gas Code, 2006 Edition with Georgia State Amendments
 - International Mechanical Code, 2006 Edition with Georgia State Amendments
 - International Plumbing Code, 2006 Edition with Georgia State Amendments
 - National Electrical Code, 2005 Edition with Georgia State Amendments
 - Georgia State Handicapped Accessibility Law 120-3-20
 - International Energy Conservation Code, 2006 Edition with Georgia State Amendments
 - International Fire 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.

Three (3) options are available to submit for a building permit in the City of Atlanta involving new construction or additions to commercial, industrial or multi-family residential buildings: Full, Site or Foundation. (*The City of Atlanta issues building permits and not "so called" "land disturbance permits".*) Please be advised that partial site or foundation submissions may ultimately delay review of the project.

All plans submitted for issuance of a building permit must be accurate, legible, include dimensions, be drawn to a standard scale, and meet minimum industry-wide acceptable architectural and engineering standards. The City reserves the right to require additional information for plan review analysis. Please note that an **accurate project description**, as specified under the general requirements for architectural/structural plans, will make both the intake process and plan review ***much faster and easier!***

Note: Plans marked "Not Released for Construction", "preliminary"; "permit only" and the like shall not be accepted for review, except as noted for site and foundation permits.

All projects must have fire department approval (404-330-6150) for site access, hydrant protection and places of assembly, when applicable.

All projects in Fulton County (404-730-1301) must have Fulton County Health Department approval for solid waste facilities (dumpsters, trash compactors). Fulton (404-730-1301) or DeKalb (404-508-7900) County Health Department approval is necessary for facilities with food or bar service. These approvals must be presented to this Bureau before a building permit can be issued.

Georgia Child Care Licensing Agency approval is necessary for projects involving Daycare occupancy. Please call 404-657-5562 for detailed submittal information. Two original stamped & signed copies of the applicable plans must be presented to this Bureau before a building permit can be issued.

All projects must undergo sewer capacity verification as a prerequisite for issuance of a building permit. Accurate data regarding floor areas and occupancy types, existing and new, must be provided to the Department of Watershed Management. Any discrepancies found between the final sewer certification and the plans reviewed by the Bureau of Buildings must be corrected ***before the building permit is issued!***

FULL PERMIT SUBMISSION REQUIREMENTS:

1. All plans must be released for construction, signed and sealed by a Georgia registered architect or engineer on all pages (as appropriate).
2. All buildings described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.
3. Eleven (11) separate sets of civil and landscape plans including:
 - a. Tree removal, protection and replacement information
 - b. All parking, including parking decks.
4. Two (2) copies of hydrology study
5. Two (2) copies of any pertinent ordinances (rezoning), special use permits, special administrative permits, variances or other documents relating to zoning approval, if applicable.
6. Three (3) separate copies of plans showing water service with backflow prevention @ meter
7. Three (3) separate copies of plans showing general site plan, grading plan & utilities plan showing fire hydrants
8. Five (5) separate sets of architectural and structural plans
9. Three (3) separate sets of mechanical/HVAC plans
10. Three (3) separate sets of electrical plans
11. Three (3) separate sets of plumbing plans
12. One (1) copy of specifications
13. For buildings which include assembly occupancy also provide:
 - a. One additional full set of architectural plans
 - b. Two additional copies of seating layout (or floor plan if there is no seating)
 - c. One additional copy of electrical plans
14. For Multifamily projects a completed Bureau of Buildings form listing the specific street address and/or other designation for each building must be submitted. For living units that will be for sale the form must also include specific street address and/or other designation and accurate area for every unit. Such building & unit identification must also be shown on the civil & architectural plans.

SITE (PARTIAL) PERMIT SUBMISSION REQUIREMENTS:

1. All civil plans must be released for construction, signed and sealed by a Georgia registered architect or engineer on all pages (as appropriate).
2. All building described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.
3. Eleven (11) separate sets of civil and landscape plans including:
 - a. Tree removal, protection and replacement information
 - b. All parking, including parking decks.
4. Two (2) copies of hydrology study
5. Two (2) copies of any pertinent ordinances (rezoning), special use permits, special administrative permits, variances or other documents relating to zoning approval, if applicable.
6. Three (3) separate copies of plans showing water service with backflow prevention @ meter
7. Three (3) separate copies of plans showing general site plan, grading plan & utilities plan showing fire hydrants
8. Five (5) separate sets of either final architectural plans or preliminary architectural plans.
Preliminary architectural plans are required for information only to evaluate zoning conditions, impact fees and other matters and do not have to be sealed. Such preliminary plans must include, at a minimum, complete floor plans with dimensions, elevations, building occupancy, construction type, height, & appropriate means of egress.
9. For Multifamily projects a completed Bureau of Buildings form listing the specific street address and/or other designation for each building must be submitted. For living units that will be for sale the form must also include specific street address and/or other designation and accurate area for every unit. Such building & unit identification must also be shown on the civil & architectural plans.

FOUNDATION (PARTIAL) PERMIT SUBMISSION REQUIREMENTS:

1. Items 1-8 as described in the Site submission requirements above *and*
2. Four (4) separate sets signed and sealed structural foundation plans
3. For Multifamily projects a completed Bureau of Buildings form listing the specific street address and/or other designation for each building must be submitted. For living units that will be for sale the form must also include specific street address and/or other designation and accurate area for every unit. Such building & unit identification must also be shown on the civil & architectural plans.

GENERAL REQUIREMENTS FOR CIVIL, ARCHITECTURAL & STRUCTURAL PLANS

1. CIVIL AND SITE PLANS (see also attached Site Development checklist)
 - a. Site Plan
 - i. Must include a property survey by a Georgia registered Land Surveyor.
 - ii. Must provide complete grading and civil engineering plans and all appropriate details.
 - iii. Must show complete boundaries and topography
 - iv. Must show location of buildings (s), driveway (s) and all other proposed improvements to be constructed (fences, walls, accessory buildings, etc.)
 - v. Indicate zoning district
 - vi. Must provide complete land use intensity calculations for multifamily residential uses
 - vii. Indicate lot coverage
 - viii. Indicate floor area ratio
 - ix. Show parking- required & provided
 - x. Show dimensions of all property clearances (such as 7' clearance from the property line to the building)
 - xi. Indicate any existing 100-year flood plan limits and elevations, any "waters of the state" limits, any drainage courses or swales, any wetlands, etc.
 - xii. Indicate any existing easements and their dimensions.
 - b. Show erosion and sedimentation control devices
 - i. Silt Fence
 - ii. Construction Exit
 - iii. Provide a complete soil and erosion control plan showing all required best management practices and details
 - iv. Show area of total site and disturbed acreage in acres
 - v. Show existing and proposed ground contours
 - vi. List separately both cut and fill earth quantities in cubic yards
 - c. 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
 - d. Tree Ordinance
 - i. On site plan provide existing tree inventory, (diameter at breast height and specie), four foot protection fencing, removals (including total inches removed) and replacement (2 ½" caliper minimum shade trees).

(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.

2. ARCHITECTURAL/ENGINEERING PLANS

- a. The following minimum code & project information is required on the plans:
 - i. Indicate name, address and phone number of project designer of record (engineer and/or architect)
 - ii. Indicate street address (as issued by the Bureau of Buildings) for all buildings or structures of project in title block of each drawing including cover sheet.
 - iii. List applicable codes used
 - iv. Provide drawing index
 - v. **A brief project description**
 - vi. Occupancy classification as per NFPA 101
 - vii. Type of construction, Table 500 IBC
 - viii. Sprinklered/Non Sprinklered
 - ix. Building Area in square feet per IBC
 - x. Building Height in feet per IBC
 - xi. Number of stories
 - xii. Basis of structural design per IBC Chapter 16
 - xiii. Statement of special inspections per IBC Chapter 17
- b. The project plans should also include drawings & documentation detailing:
 - i. Compliance with Means of Egress Requirements per NFPA 101
 - ii. Compliance with Handicap Accessibility requirements per Georgia Handicapped Accessibility Law
 - iii. Compliance with International Energy Conservation Code
 - iv. All fire protection assemblies
 - v. Finish grade at all building exterior elevations
 - vi. A Life Safety/Exit plan with calculated occupancy loads, paths of travel, and exit widths per NFPA 101
 - vii. Compliance with interior finish requirements per NFPA Chapter 10
- c. 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 are deemed to establish separate buildings.

3. 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. Calculated by gross building area and use for non-residential uses, number of living units for single family & multi-family, & number of rooms for lodging (hotel/motel, dormitory, etc)
 - ii. Redevelopment and/or Change of Use adjustments may apply.
 - iii. Impact Fees are required to be paid at the issuance of the first permit (Site, Foundation or Full permit)
- e. A separate permit is required by a licensed professional from:
 - i. Electrical
 - ii. Plumbing
 - iii. Heating Ventilation and Air Conditioning
- f. Plan review & site inspection fees are required by 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)

- h. Certificate of Occupancy/Temporary Certificate of Occupancy vary in cost and are issued by the Building Permit Issuance Division (404-865-8550)