



City of Atlanta
Office of Buildings
55 Trinity Avenue, Suite 3800, Atlanta, GA 30303
Phone: (404)865-8550

Why would I need a *Plumbing Permit*?

Building codes are designed to ensure safe building techniques. These important standards help protect your family from safety risks, such as structural failures, fire hazards caused by electrical and heating systems, and electrical shock. They also help eliminate costly repairs for shoddy work and save money in the long run. Permits are required for all new construction as well as for specific alterations to existing homes, including structural, plumbing, mechanical, and electrical changes

When do I need a *Plumbing Permit*?

A Plumbing permit is required when you:

- Replace water heaters and underground piping; alter piping inside a wall or ceiling, or beneath a floor, and for plumbing in all new installations.
- Emergency repair, alteration, or replacement of freeze-damaged or leaking concealed piping, if new piping exceeds 5 feet.
- Remodel or add on to your one- or two-family dwelling when existing plumbing is to be relocated. This includes installation of building sewers, water service, and exterior rain drains.

How do I obtain my *Plumbing Permit*?

1. Go to:
 - a. **Online Permitting:** <http://www.atlantaga.gov/index.aspx?page=337>
 - b. **Atlanta City Hall:** Office of Buildings' Permit Issuance Department, 55 Trinity Avenue, Atlanta, GA 30303, Suite 3800.
2. Complete Permit Application:
 - a. **Online:** https://aca.accela.com/Atlanta_Ga
 - ❖ Permit applications submitted online will be processed with 1 to 2 business days
 - b. **PDF:** <http://www.atlantaga.gov/modules/showdocument.aspx?documentid=6330>
 - ❖ The application can be submitted:
 1. In office (Suite 3800)
 - a. Permit applications submitted in office will be processed at the time of submission.
 2. Via fax: (404) 739-4147 along with Credit Card payment form:
<http://www.atlantaga.gov/modules/showdocument.aspx?documentid=6337>
 - a. Permit applications submitted via faxed will be processed with 1 to 2 business days.

How to pay for your permit?

1. Acceptable forms of payment are cash, Visa, MasterCard, American Express, certified bank check or money order. For a detailed fee schedule, click here.
 - a. Online after you have completed the online permitting process
 - b. First floor of City Hall at the Cashier's window.

Applicable Documents needed?

<ul style="list-style-type: none"> ✓ Plumbing Permit Application 	<p>This form is to be completed by a Licensed Georgia Plumbing Contractor or legal owner of the property in which the specified work is being completed. The form includes a fee schedule that list items that are to be installed and/or replaced. Quantity is required.</p>	<p>Application: http://www.atlantaga.gov/modules/showdocument.aspx?documentid=6330</p>
<ul style="list-style-type: none"> ✓ Homeowner's Affidavit 	<p>This form is required only if the legal owner of the property of the address is completing specified work. By signing the affidavit they are deposing that he/she will personally complete the Mechanical work on the Mechanical Permit.</p>	<p>Affidavit: http://www.atlantaga.gov/modules/showdocument.aspx?documentid=6338</p>
<ul style="list-style-type: none"> ✓ Credit Card Payment 	<p>This form is to be completed if you are faxing in permit application for processing. A photocopy of a Picture I.D. & Credit Card must be included.</p>	<p>Form: http://www.atlantaga.gov/modules/showdocument.aspx?documentid=6337</p>

When do I need an inspection?

- If you are having the work done by a plumbing contractor, the contractor is required to request an inspection when the work is ready to be inspected. If the homeowner is completing the work, they will need to request a plumbing inspection for the specified work that was done. When you call, you will need the permit number, project address, type of inspection needed, and the date on which inspection is desired. Be prepared to furnish detailed directions to the job. Unless all of the work is outside and accessible, an adult needs to be at the site to provide access for the inspector, the only exception would be if a lock-box code provided.

How do I get an inspection?

- ✓ *Using a Touch-Tone Phone, dial (404) 658-6800*
- ✓ *Its available 24 hours a day, 7 days a week!*
- ✓ *You will need site-specific Permit Number*
- ✓ For your convenience, Inspection Codes are listed on the back of this form

➤ Requesting an Inspection – Press 1

- 1) You will need to know the Permit Type:
 - a. BP – **Plumbing** (Press 3)
- 2) Enter your 9 digit numeric Permit Number.
- 3) Inspection code – Press *
 - a. **Plumbing** (Press 3)
- 4) Choose the date you wish to have the inspection.

➤ Canceling or Rescheduling an Inspection– Press 2

- 1) You will need to know the Permit Type:
 - a. BP – **Plumbing** (Press 3)
- 2) Enter your 9 digit numeric Permit Number.
- 3) Inspection code – Press *
 - a. **Plumbing** (Press 3)
- 4) For Reschedules - Choose the date you wish to have the inspection.

➤ Get Inspection Results– Press 3

- 1) You will need to know the Permit Type:
 - a. BP – **Plumbing** (Press 3)

- 2) Enter your 9 digit numeric Permit Number.
- 3) Inspection code – Press *
 - a. **Plumbing** (Press 3)

PLEASE NOTE:

**Receiving a confirmation number lets you know the request was accepted by the system.
It does not guarantee a next day inspection.**