



EXPRESS LANE APPLICATION SUBMISSION GUIDE

The Office of Buildings recognizes that there are projects that are small and simple in nature, thus the Express Lane was created. It allows for same day permitting while providing the same level of quality review one would normally expect. This packet includes information and forms for projects that meet the criteria for obtaining permits through the express lane. This packet is intended as a guide and will walk through the express lane process. Though it is the goal of the Office of Buildings to ensure health, safety and welfare of every citizen and every member of the public; staff **CANNOT** assist with the design of a proposed project. Please contact an engineer, architect or professional with your project design questions.

Though this Express Lane application guide is meant to assist you through the permit application process; it is intended for general information. If you have not found an answer to your questions regarding the filing of a building permit, please contact the Office of Building at 440-330-6150. We would be happy to assist you with questions regarding your Express Lane building permit application.

- **Office Location:** 55 Trinity Ave., 3rd Floor Suite 3900, Atlanta, Georgia, 30303
- **Hours:** 8:15 a.m. to 5:00 p.m. Monday through Friday
 - Applications are accepted between 8:15 a.m. to 3:00 p.m.
- **Phone:** 440-330-6907
- **Webpage:** <https://www.atlantaga.gov/government/departments/city-planning/office-of-buildings/express-permits>

Table of Contents

Express Permit Application Flow Chart.....	3
Projects Accepted in the Express Lane	4
Applicable Construction Codes.....	5
Required Submittal Documents	5
Residential	5
Commercial.....	6
Missing Required Submittal Documents	6
Express Lane Pre-Submittal Residential Checklist.....	7
Express Lane Pre-Submittal Commercial Checklist	8

Express Lane Permit Application Flow Chart

Contact the person who handled your original application if you have any questions or problems; he or she will be your guide and contact throughout the permitting process. Our goal is to minimize confusion and delay, and to resolve your application as quickly and easily as possible.

Welcome Desk:

Applicants will need to see our friendly receptionists at the welcome desk that is located immediately inside the Office of building. The receptionist will guide you to the express lane area.

Pre-Submittal Check:

This helps Applicants to avoid unexpected problems and expense by discussing their application and project with our permit technicians and plan reviewers. A permit technician will examine your permit application forms and drawings to ensure the project qualifies for the Express Lane and that the appropriate drawings are submitted. If the project is lacking any of required drawings and forms, a QCR form will be completed and given to the applicant.

Plan Review:

The project will then be reviewed by one of our knowledgeable and experienced plan reviewers for compliance with State and Local building codes. In addition to a building plan review the following reviews will be completed:

1. Zoning Review
2. Arborist Review (if applicable)
3. Dept. of Planning Review (if applicable)

Revisions:

If the plan reviewers find items that are not compliant, the applicant will receive a comment letter and they will be asked to return once the said items are corrected.

Permit Processing:

Once the plans are approved by our reviewers the permit will be processed. The applicant will pay the required fees and the permit will be issued.

PROJECTS ACCEPTED IN THE EXPRESS LANE

Over-the-counter “Express Permits” are available for the following types of permits:

RESIDENTIAL	COMMERCIAL
<ul style="list-style-type: none"> • Fences (new or replacement), without impacting any trees. • Decks built in compliance with Georgia Prescriptive Deck Details. Decks are limited to 24' x 24' or 576 square ft. • Covered porches (structural engineer seal may be required) • Driveways that are limited to an “in kind” replacement (same size/same locations), without impacting any trees • Window replacements • Accessibility Ramp installations. • Residential interior alterations with minor structural changes • Basement or attic finish, scope may include minor structural improvements • Exterior finishing systems (ex: brick or stone veneer, siding, stucco, EIFS, etc.) • General repairs, with a minimum of two typewritten scopes of work. This is an itemized list of the work for the project. • Photovoltaic electric roof installations ≤ 25Kw • Factory built self-contained spas 	<ol style="list-style-type: none"> 1. Minor commercial interior alterations or tenant improvements for Group B, M, R-1 and R-2 occupancy types. These applications are limited to an aggregate area of 3,000 square feet for the improvements. The application may include minor mechanical, electrical and plumbing work associated with the alteration, but excludes structural improvements. <ol style="list-style-type: none"> a. The limitations of the work completed in commercial interior alterations are as follows: <ol style="list-style-type: none"> i. Building: Demolition of existing non-load bearing and non-rated partitions. Construction on non-load bearing and non-rated partitions that are incidental to the demoed partitions. No tenant buildouts. ii. Mechanical: No new mechanical systems or ductwork. Relocation of existing ductwork is permitted. Extensions of existing ductwork allowed up to 25 linear feet. iii. Electrical: A maximum of two (2) new circuits can be added accompanied with a panel schedule. iv. Plumbing: New plumbing is not to exceed three (3) new fixtures and associated plumbing. v. NO ALTERNATIVE MEANS AND METHODS that would require the approval from the Chief Building Official. 2. Interior commercial demolition projects with the construction documents clearly showing all interior partition walls and systems (MEP) to be removed and made safe. These applications are limited to an aggregate area of 3,000 square feet. 3. Re-roof without structural changes 4. Commercial change of ownership (Scope does not include alteration of any kind to business occupancies – applicant must provide a Life Safety Place to verify egress) 5. Photovoltaic electric roof installations ≤ 25Kw 6. Accessibility Ramp installations.

Please Note

- **All projects must be accompanied with a cover sheet that contains an itemized scope of work.**
- **All projects are accepted at the discretion of the plan reviewer.**

APPLICABLE CONSTRUCTION CODES

All projects shall be designed and constructed in accordance with the following codes and ordinances which the Office of Buildings has adopted and incorporated.

1. **International Building Code**, 2012 Edition, with Georgia Amendments (2014)(2015)(2017)(2018)
2. **International Residential Code**, 2012 Edition, with Georgia Amendments (2014)(2015)(2018)
3. **International Fire Code**, 2012 Edition, with Georgia Amendments (2014)
4. **International Plumbing Code**, 2012 Edition, with Georgia Amendments (2014)(2015)
5. **International Mechanical Code**, 2012 Edition, with Georgia Amendments (2015)
6. **International Fuel Gas Code**, 2012 Edition, with Georgia Amendments (2014)(2015)
7. **National Electrical Code**, 2017 Edition, with no Georgia Amendments
8. **International Energy Code**, 2009 Edition, with Georgia Supplements and Amendments (2011)(2012)
9. **2012 NFPA 101** - Life Safety Code with State Amendments (2013)
10. **International Swimming Pool and Spa Code**, 2012 Edition, with Georgia Amendments (2014)

The above applicable codes must be referenced on all construction documents submitted for building permit approval.

REQUIRED SUBMITTAL DOCUMENTS

RESIDENTIAL

1. Applications and Forms:

<p><u>Homeowner is Applying:</u></p> <ul style="list-style-type: none"> • Application • Applicant responsibility • Cost of construction • Exempt Affidavit • Homeowner's ID <p><u>Agent is applying for Homeowner:</u></p> <ul style="list-style-type: none"> • Application • Applicant responsibility • Cost of construction • Exempt Affidavit • Contractors Affidavit (Homeowner must write their address, name, and the agent's name) • Homeowner IDs 	<p><u>Contractor is Applying:</u></p> <ul style="list-style-type: none"> • Application • Applicant responsibility • Cost of construction • Contractors Affidavit • Contractor Exception Affidavit • Contractor's ID • Contractors State license • Contractors Business license <p><u>Agent is applying for Contractor:</u></p> <ul style="list-style-type: none"> • Application • Applicant responsibility • Cost of construction • Contractors Affidavit • Contractors Agent Affidavit • Agent ID and Contractor ID • Contractors State license • Contractors Business license
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2. **Drawings: Please see attached Express Lane checklist.**
3. **Also see project specific checklists attached to this packet.**

COMMERCIAL

1. Applications and Forms:

<p><u>Contractor is Applying:</u></p> <ul style="list-style-type: none">• Application• Applicant responsibility• Cost of construction• Contractors Affidavit• Contractor’s ID• Contractors State license• Contractors Business license	<p><u>Agent is applying for Contractor:</u></p> <ul style="list-style-type: none">• Application• Applicant responsibility• Cost of construction• Contractors Affidavit• Contractor Exception Affidavit• Contractors Agent Affidavit• Agent ID and Contractor ID• Contractors State license• Contractors Business license
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2. **Drawings:** Please see attached Express Lane checklist.
3. Also see project specific checklists attached to this packet.

MISSING REQUIRED SUBMITTAL DOCUMENTS

A permit technician will examine your permit application forms and drawings to ensure the project qualifies and for completeness of all documents and drawings being submitted. If the project is lacking any of required drawings and forms, a QRC form will be completed and given to the applicant. The applicant will return once the missing forms or drawings are procured and returned.



EXPRESS LANE PRE-SUBMITTAL RESIDENTIAL CHECKLIST

Minimum requirements for <u>RESIDENTIAL</u> plan review submittal as requested by the City of Atlanta.	
Date:	
Project Address:	
Project Name:	
Scope of Work:	
Applicant Name:	

Cover Sheet of the Project Plans: - RESIDENTIAL & COMMERCIAL

- | | | | | |
|--|---|-----------------------------------|--|---------------------------------------|
| <input type="checkbox"/> Project Name | <input type="checkbox"/> Plans | <input type="checkbox"/> No Plans | <input type="checkbox"/> Documents | <input type="checkbox"/> No Documents |
| <input type="checkbox"/> Project Owner | <input type="checkbox"/> Sprinklered | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| <input type="checkbox"/> Square Footage – for each level | <input type="checkbox"/> Existing | <input type="checkbox"/> Proposed | | |
| <input type="checkbox"/> Project Address | <input type="checkbox"/> Occupant Load | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| <input type="checkbox"/> Scope of Work | <input type="checkbox"/> Occupancy Type | <input type="checkbox"/> YES | <input type="checkbox"/> NO | |
| <input checked="" type="checkbox"/> Applicable Codes listed - 2012 IRC with Georgia State Amendments | | | <input type="checkbox"/> Drawing INDEX | |

Architectural Drawings Required:

- All drawings to be drawn to ¼ inch architectural scale and dimensioned on no smaller than 11"x17" pages. 1/8-inch scale is not acceptable.
- Labeled "Issued for Construction" or "Released for Construction"
- Existing Floor Plan – label rooms Basement 1st floor 2nd floor Attic
- Proposed Floor Plan – label rooms Basement 1st floor 2nd floor Attic
- Existing Roof Plan
- Proposed Roof Plan
- Existing Exterior Elevation, which details the scope of work, Front Left Right Rear
- Proposed Exterior Elevation, which details the scope of work, Front Left Right Rear
- Demolition Plan, indicating the area Interior Exterior Complete

Structural Drawings Required:

- All drawings to be drawn to ¼ inch scale and dimensioned on no smaller than 11"x17" pages. 1/8-inch scale is not acceptable.
- Labeled "Issued for Construction" or "Released for Construction"
- Foundation Plan
- Proposed Floor Framing Plan 1st floor 2nd floor Attic
- Proposed Ceiling Framing Plan Basement 1st floor 2nd floor Attic
- Proposed Roof Framing Plan Framing Sizes
- Load/Span Tables for TJI Basement 1st floor 2nd floor Attic Engineer Stamp
- Load/Span Tables for LVL Basement 1st floor 2nd floor Attic Engineer Stamp
- Stamped drawings for Trusses 1st floor 2nd floor Roof
- Wall sections detail at ¾" = 1-0 feet or greater from the foundation to roof for areas in scope of work.
- Stair sections detail showing headroom, handrail, riser & tread dimensions between all floors
- Deck framing details Footing Framing Railing Stairs Connection to House
- Retaining wall details – Engineered if greater than 4 feet.
- Exterior Stair Detail Rise & Run Railing
- Engineer’s Letter, if applicable Drawing sheets stamped by professional YES NO

EXPRESS LANE PRE-SUBMITTAL COMMERCIAL CHECKLIST

Minimum requirements for **COMMERCIAL** plan review submittal as requested by the City of Atlanta.

REQUIRED ARCHITECTURAL PLANS /DRAWINGS – Showing all dimensions drawn to current architectural/engineering standards:

- Compliance with interior finish requirements as per NFPA 101- (Manufacturer’s certification of flame spread, smoke developed from fabric & vinyl interior finishes and awning fabric coverings are required, if applicable)
- Compliance with plumbing fixture installation clearance illustration as per Georgia Accessibility Code (120-3-20: figures 27-30)
- Life Safety / exit plans – showing paths of travel, calculated occupancy loads and exit widths
- Compliance with accessibility requirements as per Georgia Accessibility Code (120-3-20)
- Existing / demolition floor plans, if applicable
- Proposed floor plans
- Exterior elevations
- Compliance with plumbing fixture requirements as per the International Plumbing Code (IPC)
- Proposed wall – assembly details
- Stair section details
- Fixtures / furniture layout plan

REQUIRED STRUCTURAL PLANS – Where applicable:

<input checked="" type="checkbox"/> Foundation plan. <input type="checkbox"/> Floor framing plan(s) <input checked="" type="checkbox"/> Ceiling framing plan(s) <input type="checkbox"/> Roof framing plan(s)	<input type="checkbox"/> Homeowner: <input type="checkbox"/> Application <input type="checkbox"/> Applicant responsibility <input type="checkbox"/> Cost of construction <input type="checkbox"/> Exempt Affidavit <input type="checkbox"/> Contractors Affidavit address, name, agent’ name <input type="checkbox"/> Homeowner IDs	FORMS	<input type="checkbox"/> Contractor: <input type="checkbox"/> Application <input type="checkbox"/> Applicant responsibility <input type="checkbox"/> Cost of construction <input type="checkbox"/> Contractors Affidavit <input type="checkbox"/> Contractors Agent Affidavit <input type="checkbox"/> Agent ID and Contractor ID <input type="checkbox"/> Contractors State license <input type="checkbox"/> Contractors Business license
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ZONING CHECKLIST

Zoning Districts:

- A signed sealed survey from a Georgia licensed registered land surveyor is required, showing all structures, paved areas, and decks, impervious surfaces, property lines, topological lines (if in flood area), stream buffers and trees
- Existing site plan showing areas of work, house footprint, driveway, walkways, patio, decks porches, accessory structures, and other related structures, including fences and retaining walls in relationship to property lines (required yard setbacks must be shown on the proposed site plan per the Zoning District regulations)
- Proposed site plan showing areas of work, house footprint, driveway, walkways, patio, decks porches, accessory structures, and other related structures, including fences and retaining walls in relationship to property lines (required yard setbacks must be shown on the proposed site plan per the Zoning District regulations)
- Lot coverage calculations (total net lot, required front and rear yard coverage when applicable).
- Finish Floor Elevation (FFE) information for new house and duplex (per Residential Scale Ordinance #Z-07-44) must be included on the survey.
- Floor Area Ratio (FAR) to net lot area calculations must be included on survey/site plans.
- Two (2) copies of proposed plans stamped by UDC and / or Office of Planning for historic, conservation, SPI, MRC, NC, LW, and /or Beltline overlay districts.
- Two (2) copies of variance or special exception letter granted by Board of Zoning Adjustment (BZA) through the Office of Planning. Must be stamped by Office of Planning if conditional approved.
- Retaining Walls (show top & bottom of wall height, which must be on the site plan survey)
- Fences – show location and height on site plan survey.

- **Arborist:** A comprehensive checklist is available at
 - <https://www.atlantaga.gov/government/departments/city-planning/office-of-buildings/arborist-division>
- **Site Development:** A comprehensive checklist is available at:
 - <http://www.atlantawatershed.org/customer-service/forms/>

Please refer to City of Atlanta’s Office of Buildings for additional information on the permitting and submittal process: <https://www.atlantaga.gov/government/departments/city-planning/office-of-buildings>