

# DIGITAL PERMIT SUBMISSIONS

INFORMATION CHANGES FREQUENTLY; PLEASE CHECK [ATLANTAGA.GOV](http://ATLANTAGA.GOV) FOR UPDATES AND CURRENT ADVISORIES

## DIGITAL PERMITTING WILL CONTINUE

**Beginning June 1st, all new applications to DCP will follow the below process.** Ensure you are receiving historic or landmark district and other entitlement approvals, where applicable, prior to submitting for a building permit. **Note: public hearings are beginning to restart using virtual platforms. Visit [bit.ly/atlplanning](http://bit.ly/atlplanning) for up to date meeting information.**

## PROJECTS IN PROCESS PRIOR TO JUNE 1

**For projects in process or under review** with the Office of Zoning & Development as a QCR application, DCP staff will migrate these over on your behalf upon final approval of the QCR.

**For projects that have received approval** from the Office of Zoning & Development for a QCR application, please email the Office of Buildings using the emails listed in the following reference information. Staff will instruct you on next steps.

## DIGITAL PERMITTING PROCESS:

### 1. Applicant will create applications using the Accela Citizen Access (ACA) portal:

[https://aca-prod.accela.com/ATLANTA\\_GA](https://aca-prod.accela.com/ATLANTA_GA) ACA step-by-step instructions follow in the reference information.

- Accounts are required for submittals.
  - *Digital Submissions - Online Applications* are listed under the Building and Planning tabs and applicants can use the following reference information for guidance on which tab and permit type to select.
  - All fields will need to be entered in the online application to route to the appropriate DCP staff for intake and review.
  - All applications, plans and supporting materials should be in PDF format, to a noted scale, and using the DCP naming convention provided in the following reference materials.
  - An Accela record with prefixes PLN-online or BLD-online will be created. This does not constitute a complete application at this time.
  - Applications received after 5:00pm will be considered as the date of the next day's submission.
  - A maximum of 5 applications per applicant per day are permitted.
- ### 2. DCP staff will conduct a review of the PLN or BLD record for completeness. DCP staff will ensure all previous approvals are included (Historic/Landmark district, Zoning approval).
- If sufficient, they will accept the information uploaded and create the corresponding Accela record. This record will show up in the Applicant's list of projects within ACA for tracking, payment, and response purposes.
  - If insufficient, staff will communicate additional requirements. Items can be uploaded directly to the record using the ACA portal.
- ### 3. Where fees apply, invoices are available for payment using the ACA portal, Pay Fees option.
- ### 4. Applications are considered complete when all fees and required documents are received by DCP.
- Note: Accela QCR records have been eliminated and the Zoning review has been moved forward in the process for any Accela BB or LD permit types. Building permit applications will be considered complete when all review requirements are met, final Zoning approval is granted and any associated fees have been paid.**
- ### 5. DCP staff will assign plan review according to each office's internal protocol and begin review.
- ### 6. If required, comments will be provided directly from the plan reviewer to the applicant and saved in the Accela record.
- Revisions and responses can be uploaded directly to the record using the ACA portal.
- ### 7. Upon completion of plan review, DCP staff will digitally stamp the plans, provide final invoices (where applicable) and instruct the applicant to upload any final documentation before approvals can be released.
- ### 8. Plans and permit cards will be available digitally through the ACA portal or by email.



The following applications are available for digital submission using ACA. If your project scope is listed below, please note the tab in blue and permit type in red. These will correspond with the options in ACA.

## AVAILABLE IN THE ACA PLANNING TAB

### OFFICE OF DESIGN

[historicpreservation@atlantaga.gov](mailto:historicpreservation@atlantaga.gov)

#### Historic Preservation

All applications for review that need review by the Historic Preservation Staff or the Atlanta Urban Design Commission are being accepted at this time, including all Review and Comment applications and Certificate of Appropriateness applications

### OFFICE OF ZONING & DEVELOPMENT

[zoningreview-ozd@atlantaga.gov](mailto:zoningreview-ozd@atlantaga.gov)

#### Board of Zoning Adjustment

Appeals, Variances, Special Exceptions, Variances and Special Exceptions

#### Special Administrative Permit

Review for SPI, Belitline, IMIX, LW, MR, MRC, NC Districts and Unified Development Plans, Cell tower Colocation/Cell towers, Outdoor Events and Sales on Private Property, Farmer's Markets, Urban Gardens

#### Subdivision

Acknowledgement of property line dimensions, Consolidations, Lot of Record, Lot Splits, Plan Development, Replats, Zero Lot Lines

#### Zoning Review Board

Rezoning, Special Use Permit, Special Transfer Permit, Nomination Form (Creation & Expansions of NC District), Comprehensive Development Plan Adjustments, MRPA

## AVAILABLE IN THE ACA BUILDING TAB

### OFFICE OF BUILDINGS

#### Airport

New construction, demolition, renovations at Hartsfield Jackson

#### Arborist

Landscape Plan Review

#### Business License

Office of Buildng's verification of allowed use for new or renewed business licenses

#### Commercial

*For previously approved QCR applications, email [commercial-dcp@atlantaga.gov](mailto:commercial-dcp@atlantaga.gov)*

New construction, additions, and alterations of commercial and mixed-use projects over 25,000sqft, Land development & Infrastructure projects, Parking decks (above & underground), Foundation/concrete package, Fuel dispensing station w/ canopy, Underground fuel tank storage, Commercial conversions, Interior demolition, Interior alterations (tenant improvements), White-box, Spec suite over 10,000sqft, Demolition (complete building removal), Collocation/telecommunication cell tower/rooftop, Public & commercial swimming pools

#### Express

**Residential:** Fences and in-kind driveway replacements without impact to trees, Decks limited to 24' x 24' or 576sqft, Covered porches, Window replacements, Accessibility Ramps, Interior alterations, basement, or attic finishes with minor structural changes, Exterior finishing systems (ex: brick or stone veneer, siding, stucco, EIFS, etc.), General repairs, Photovoltaic electric roof installations ≤ 25Kw, Factory built self-contained spas

**Commercial** • Commercial change of ownership, Re-roof without structural changes, Interior commercial demos limited to an aggregate 3,000sqft., Minor commercial interior alterations or tenant improvements for Group B, M, R-1 and R-2 occupancy types limited to an aggregate 3,000sqft.

#### Light Commercial

*For previously approved QCR applications, email [commercial-dcp@atlantaga.gov](mailto:commercial-dcp@atlantaga.gov)*

New construction, additions, and alterations of commercial and mixed-use less than 25,000sqft, Pre-engineered steel buildings less than 50,000 sqft, Commercial conversions, Interior demolition, Interior alterations (tenant improvements), White-box, Spec suite (w/mep drawings) up to or under 10,000sqft, Modular trailers/classroom trailers/sales trailers, Paint booth, Retaining walls/modular block walls, Canopy/awning addition to existing building

#### Multi-Family

*For previously approved QCR applications for townhome projects, email [lightcommercial-oob@atlantaga.gov](mailto:lightcommercial-oob@atlantaga.gov)*

*For previously approved QCR applications for all other, email [commercial-dcp@atlantaga.gov](mailto:commercial-dcp@atlantaga.gov)*

New construction, additions, demolitions and alterations of multi-family projects.

#### Residential

*For previously approved QCR applications, email [residential-dcp@atlantaga.gov](mailto:residential-dcp@atlantaga.gov)*

New construction, additions, alterations, and demolitions of single- and two-family dwellings, Swimming Pools, Retaining walls

#### Revisions to Issued Permits

Field or scope changes requiring plan reiew after a permit has been issued. Requires entry of issued permit record number.

#### Sign

New installment of or modifications to existing signs

## FILE STANDARDS

- All files to be in **PDF format**, unlocked for comment markup
- Drawings should be **drawn to scale** and scale noted clearly on each page
- Separate your drawing set by discipline or review type and **upload individually**
- Any emailed documents must be **less than 25mb**

## NAMING CONVENTION

**Note: Separate ACA applications are required for projects with multiple buildings, tenants, lots, floors, phases, etc. of the same address. Please use the naming convention below when uploading drawings for each application.**

**Format for saving files: PLAN REVIEW TYPE\_ADDRESS\_VERSION\_DESCRIPTOR (IF APPLICABLE)**

*Example 1: BPR\_19IPEACHTREEST\_VI\_FLOOR8*

*Example 2: BPR\_19IPEACHTREESTNE\_PHASE3*

*Example 3: TPR\_19IPEACHTREEST\_TENANT2*

### Plan Review type

Arborist = APR	Grease Trap = GTPR	Solid Waste FC = SWFC
Building = BPR	Health Kitchen FC = HKFC	Structural Plan = SPR
Building Application = APP	Historic Preservation = HPR	Traffic = TPR
Electrical = EPR	Mechanical = MPR	Water = WPR
Fire Assembly = FAPR	Plumbing = PPR	Zoning = ZPR
Fire Site Plan = FSPR	Sanitation = SANPR	
Gas = GPR	Site Development = SDR	

## ACA PORTAL INSTRUCTIONS

1. Applicant logs into portal: [https://aca-prod.accela.com/ATLANTA\\_GA](https://aca-prod.accela.com/ATLANTA_GA)
2. Navigate to desired submittal tab (Building or Planning)
3. Select **Create Application**
4. Move through disclaimer by accepting terms and conditions
5. Expand **Digital Submissions**
6. Select **Online Application**
7. Click **Continue Application**
8. Step 1- Enter Information
  - a. Enter **Address or Parcel Number (not both)** and Search: Parcel and Owner will populate based on GIS data. Do not change populated information as it will not allow you to move forward with submitting. If incorrect, continue to submit and inform staff. If unable to find either address or parcel, contact [addressing@atlantaga.gov](mailto:addressing@atlantaga.gov)
  - b. Enter **Contact information**. Options to 'Select from Account' to auto-populate Accela user details or 'Add New'. Email address is required.
  - c. **Upload documents** using DCP naming convention. Multiple files can be added at a time. Application required.
  - d. **Enter document details**
  - e. Select **Permit type** from dropdown menu (noted in red on previous page)
  - f. Option to add in other permit numbers.
9. Click **Continue Application**
10. Step 2 - Review for all entered information.
11. If correct, click **Continue Application**
12. Step 3 - Record Issuance. An Accela record (PLN-online-##-##### or BLD-online-##-#####) has been created. This does not constitute a complete submittal and DCP staff will be alerted to a new application to process.

## VIDEO TUTORIALS

[Click here](#) for video on Planning tab submissions.

[Click here](#) for video on Building tab submissions.