



PRE-SCREEN APPLICATION
CITY OF ATLANTA - OFFICE OF BUILDINGS

55 Trinity Avenue, Suite 3900, Atlanta, Georgia 30303 - (404) 330-6150

Date

Application Number

***REQUIRED SECTION - APPLICATION WILL NOT BE PROCESSED UNLESS REQUIRED SECTIONS ARE COMPLETE**

PROJECT ADDRESS

ZONING

PROJECT NAME:

RELATED CAP

DETAIL WORK DESCRIPTION:

*Ttl Cost of Constr.: \$

No. of Buildings:

Total Sq. Ft. of Floor Area:

No. of Stories:

No. of Residential Units:

***PROPERTY OWNER:**

Applicant

*Name:

*Street Address

*City

*State

*Zip Code

*Phone Number

*Email Address

***CONTRACTOR / BUILDER:**

Property Owner

Applicant

To Be Determined

*Name:

Company Name

*Street Address

*City

*State

*Zip Code

*Phone Number

*Email Address

*City County License #

*Expiration Date

*State Contractor's \ License #

*Expiration Date

ARCHITECT / ARCHITECTURAL COMPANY:

N/A

ENGINEER / ENGINEERING COMPANY:

N/A

Name / Company Name

Name / Company Name

Street Address

Street Address

City

State

Zip Code

City

State

Zip Code

Phone Number

Georgia License #

Phone Number

Georgia License #

Email Address:

Email Address:

***THE ATTACHED APPLICANT RESPONSIBILITY STATEMENT MUST BE SIGNED BY THE APPLICANT.**

***APPLICANT:**

Property Owner

Property Owner's Agent

Contractor

Contractor's Agent

*Name:

Company Name

*Street Address

*City

*State

*Zip Code

*Phone Number

*Email Address

Impact Fee Payor (Please Print)

Name: _____ Phone #: _____ SSN: _____

Address: _____ Fed. Tax ID #: _____

FOR OFFICE USE ONLY

Pre-Screen Reviewer: _____ **Date:** _____

Building Plan Review Deposit Required: Yes No **Site Development Review Deposit Required:** Yes No

***CONSTRUCTION TYPE:**

- COMMERCIAL
- RESIDENTIAL
- MULTI-FAMILY

***SUBTYPE:**

- Addition Demolition_____ Misc. Struct.
- Alteration Land Development New _____
- Conversion Misc. Non Struct. Pool

- OTHER Airport Outdoor Event Subdivision

Plan Distribution

	Arch.	Civ.
<input type="checkbox"/> Arborist		
<input type="checkbox"/> Building		
<input type="checkbox"/> Electrical		
<input type="checkbox"/> Fire Assembly		
<input type="checkbox"/> Fire Site		
<input type="checkbox"/> Grease Trap		
<input type="checkbox"/> Mechanical		
<input type="checkbox"/> Parks Design		
<input type="checkbox"/> Planning		
<input type="checkbox"/> Plumbing		
<input type="checkbox"/> Sanitation		
<input type="checkbox"/> Sewer Capacity (Form)		
<input type="checkbox"/> Site Development		
<input type="checkbox"/> Traffic		
<input type="checkbox"/> UDC		
<input type="checkbox"/> Water		
<input type="checkbox"/> Zoning		
<input type="checkbox"/>		
<input type="checkbox"/>		

- County Solid Waste
- Health Kitchen
- State Fire Marshall

Number of Plan Sets Submitted:

- _____ Architectural / Structural
- _____ Civil
- _____ County Solid Waste
- _____ Electrical
- _____ Fire Assembly (Floor Plan / Seating Plan or Format)
- _____ Fire Site (Utility / Grading)
- _____ Hydro
- _____ Grease Trap
- _____ Health Kitchen
- _____ Mechanical
- _____ Plumbing
- _____ Project Specialization
- _____ State Fire Marshall
- _____ Water (Utility / Grading)
- _____
- _____

Comments:



City of Atlanta
 55 Trinity Avenue, Suite 3900
 Atlanta, Georgia 30303
 Phone: 404-330-6150

PROJECTED COST OF CONSTRUCTION FORM

Application Number: _____

Project Address _____

City _____

State _____

Zip Code _____

Project Name (if applicable): _____

Projected Cost of Construction: _____

Methodology Used: _____

The form must be completed by the Owner, Contractor, Architect, or Engineer (check one).

Name: _____

Company: _____

Address: _____

Phone: _____ Email: _____

(Signature) _____

Date _____

Sworn to and subscribed before me this _____ day of _____, 20_____

 Notary Public seal and signature



**City of Atlanta
Office of Buildings**

CONTRACTOR LICENSE AFFIDAVIT

Office of Buildings Permit Number _____

Address where work is being performed _____

Pursuant to O.C.G.A. § 43-41-14, any person or business organization seeking to perform any contracting activity or work which must be undertaken by a licensed residential contractor or general contractor is required to furnish to the Director of the Bureau of Buildings, a sworn written document containing his or her residential contractor or general contractor license number or in the case of a business organization, the identity of the qualifying agent obtaining the permit and whose technical and personal qualifications have been determined by investigation and examination as provided in Chapter 41 of Title 43 of the Georgia Code except as exempted therein. This requirement may include a scope of work requiring licensure under Chapter 14 of Title 43 of the Georgia Code but does not authorize any such work for which some other type of license is required by Chapter 14.

In order to comply with O.C.G.A. § 43-41-14, the Bureau of Buildings will not issue a building permit unless each person or business organization seeking to obtain a building permit submits a signed and notarized copy of either a Contractor License Affidavit or an Affidavit Concerning Exception to Contractor Licensing Requirements before any building permit will be issued. The Affidavit Concerning Exception to Contractor Licensing Requirements is allowed because exemptions and exceptions are set forth in O.C.G.A. § 43-41-17 and may be allowed by other applicable state law. Such document may be submitted contemporaneously or previously submitted and maintained by the Director of the Bureau of Buildings but one of these documents must be on file with the Director before any person or business entity is entitled to the issuance of a permit.

In order to comply with O.C.G.A. § 43-41-14, each person or business organization seeking to obtain a permit for a project which by state law must be undertaken by a licensed residential contractor or general contractor shall be required to submit a signed and notarized copy of this document before the permit will be issued.

Residential Contractor / General Contractor / Qualifying Agent / Company Number

Residential Contractor or General Contractor Number _____

Company Number (for Qualifying Agents only) _____

Name of License Holder _____

I, the undersigned, being the contractor as either an individual or a qualifying agent or as an authorized agent for contractor or qualifying agent duly registered with the State Licensing Board for Residential and General Contractors, do hereby affirm and swear that, based on my examination of plans and other relevant documents, and having made such other and further diligent inquiries concerning the project which is the subject of above referenced building permit application, including without limitation, a review of all applicable state and local laws, ordinances, building codes and zoning codes, as are necessary to confirm that the scope of the work for this project is work that I am permitted, to lawfully undertake pursuant to the above referenced license.

(Signature)

Sworn to and subscribed
before me, this _____ day
of _____, 20____

Notary Public.
My commission expires:



**City of Atlanta
Office of Buildings**

**AFFIDAVIT CONCERNING EXCEPTION TO
CONTRACTOR LICENSING REQUIREMENTS**

Office of Buildings Permit Number _____

Address where work is being performed _____

Pursuant to O.C.G.A. § 43-41-14, any person or business organization seeking to perform any contracting activity or work which must be undertaken by a licensed residential contractor or general contractor is required to furnish to the Director of the Bureau of Buildings, a sworn written document containing his or her residential contractor or general contractor license number or in the case of a business organization, the identity of the qualifying agent obtaining the permit and whose technical and personal qualifications have been determined by investigation and examination as provided in Chapter 41 of Title 43 of the Georgia Code except as exempted therein. This requirement may include a scope of work requiring licensure under Chapter 14 of Title 43 of the Georgia Code but does not authorize any such work for which some other type of license is required by Chapter 14.

In order to comply with O.C.G.A. § 43-41-14, each person or business organization seeking to obtain a permit shall be required to submit a signed and notarized copy of either a Contractor License Affidavit or an Affidavit Concerning Exception to Contractor Licensing Requirements before any building permit will be issued. The Affidavit Concerning Exception to Contractor Licensing Requirements is allowed because exemptions and exceptions are set forth in O.C.G.A. § 43-41-17 and may be allowed by other applicable state law. The Bureau of Buildings will not issue a building permit unless there is on file with each application, either a Contractor License Affidavit or an Affidavit Concerning Exception to Contractor Licensing Requirements stating that the project meets one of the applicable exceptions. Such document may be submitted contemporaneously or previously submitted and maintained by the Director of the Bureau of Buildings but must be before be on file with the Director before any person or business entity is entitled to the issuance of a permit for work which requires licensure.

You are given notice that you may, in the future, face civil liability and/or criminal penalties for your failure to meet the contractor licensing requirements of Chapter 41 of Title 43 of the Georgia Code despite the fact that you have represented to the Bureau of Buildings that you are eligible for an exception. In addition there may be other penalties which apply to knowingly or deliberately making a false statement to a governmental agency. The Bureau of Buildings by accepting this Affidavit Concerning Exception to Contractor Licensing Requirements does not investigate the facts to which you have sworn or confirm that your statement is sufficient to meet the requirements of state law. You are hereby advised that you must consult your own legal counsel if you have any question about whether you are eligible for an exception to the contractor licensing requirements of Chapter 41 of Title 43 of the Georgia Code, the consequences of executing this Affidavit or any other matter related to your application.

I, the undersigned, do hereby affirm and swear that based on my examination of plans and other relevant documents, and having made such other and further diligent inquiries concerning the project which is the subject of above referenced building permit application, including without limitation, a review of all applicable state and local laws, ordinances, building codes and zoning codes, as are necessary to confirm that the scope of the work for this project, is the type of work that I am permitted, to lawfully undertake without having obtained a residential contractor or general contractor because of an exception provided by state law.

(Signature)

Sworn to and subscribed
before me, this _____ day
of _____, 20____

Notary Public.
My commission expires:



City of Atlanta
Office of Buildings

CONTRACTOR AGENT AFFIDAVIT AUTHORIZATION

In order to comply with O.C.G.A. § 43-41-14, the Office of Buildings, is prohibited from and will not issue a permit unless and until each person, whether an individual or a business organization acting through a qualifying agent, intending to perform work as a residential or general contractor, upon making permit application, furnishes to the Office of Buildings, personally **or through his or her authorized agent specifically designated to act on his or her behalf** in a sworn written document submitted contemporaneously or previously submitted and maintained by the Office of Buildings, his or her residential contractor or general contractor license number and the identity of any business organization for which such applicant is serving as qualifying agent that is undertaking or contracting as a residential contractor or a general contractor to construct or manage the construction.

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Building Permit No: _____.

Street Address of permitted work: _____.

State Contractor License Number _____ or

General Contractor License Number: _____.

License Holder/Business Organization: _____.

=====

I, _____, the license holder or qualify agent of business organization listed above, authorize _____, as my authorized agent, to act on my behalf for the above-referenced building permit.

Signature

Sworn to and subscribed
Before me, this ___ day
Of _____, 20___.

Notary Public
My Commission expires: