



City of Atlanta

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

Checklist for Plan Submission

New Construction of One or Two Family Duplex Residence

GENERAL INFORMATION

1. **Cover sheet to include:**

- ✓ Project Name
- ✓ Project Owner
- ✓ Project Address
- ✓ Scope of Work
- ✓ Applicable Codes listed – IRC 2006 with Georgia State amendments.

2. **Plans:**

- ✓ Must be legible, to scale, double line drawings (single line not accepted), include dimensions.
- ✓ Labeled “Issued for Construction or “Released for Construction”.
- ✓ Plan Reviewers may require additional information for clarification of project.

3. **Residential Automatic Approval Certification (RAAC):**

- ✓ Plans must be prepared and sealed by a Georgia registered architect or engineer.
- ✓ Provide two copies of the RAAC form (on website), completed, stamped and signed by architect or engineer.

4. **Traffic Requirements:**

- ✓ Applicant must submit Survey and/or Site Plan along with completed Qualified Contractor’s application for review of all new or replacement aprons, sidewalks, curb cuts, and sewer taps (any work in the Right of Way).
- ✓ Separate permit will be required from the Office of Traffic in the Dept. of Public Works for all Right of Way work.
- ✓ Site plans for new and additional second driveway aprons curb cuts require zoning stamp approval.
- ✓ For additional information contact – Office of Traffic at 404-330-6501.

5. **Barrier-Free requirements:**

- ✓ New One or Two Family construction receiving City assistance must comply with Sec. 8-2182 of the City of Atlanta Housing Code.

6. **Modular Structures:**

- ✓ State of Georgia, Department of Community Affairs’ seal of approval is required.
- ✓ Foundation plan – showing footing and/or slab detail, support piers to include sizes.
- ✓ Provide the information outlined in this checklist for Zoning, Arborist, and Site Development.
- ✓ For additional information contact DCA at 404-656-3836.

7. **Scope Differences & Complexities:**

- ✓ Due to the scope and complexity of proposed projects, we recommend you carefully read the checklist to determine the requirements for plan submission.
- ✓ Contact the Office of Buildings at 404-330-6150 for additional information concerning the proposed project.

8. **Forms**

- ✓ The forms referenced on the checklist are available on the website at :
<http://www.atlantaga.gov/index.aspx?page=342>

ZONING REVIEW REQUIREMENTS

1. **Sealed survey signed by Georgia Registered Land Surveyor.**

2. **Survey and/or Site Plan must include:**

- ✓ Location of proposed house, driveway, decks, pool, accessory structures, impervious surfaces, etc.
- ✓ Location of existing structures or impervious surfaces that remain.
- ✓ Location of existing/proposed retaining walls, indicate top and bottom heights.
- ✓ Indicate setbacks and/or existing easements with dimensions from property lines.
- ✓ Contour lines in 2ft. increments.
- ✓ Finish floor elevation to be shown on footprint of proposed house.
- ✓ Calculations for lot coverage, floor area ratio.

3. **Variances/Special Exceptions:**

- ✓ Two copies of variance and/or special exception letter granted by Board of Zoning Adjustments with Office of Planning stamp, if required.

4. **UDC/Planning Approvals:**

- ✓ Two sets of proposed plans stamped by UDC and/or Office of Planning for certain Zoning and/or Beltline overlay districts.

SEWER CERTIFICATION

- ✓ Sewer capacity certification required on new construction.
- ✓ Complete form for submission – information required floor area, occupancy type, existing sewer or new connection.
- ✓ Septic tank approvals – require a copy of the Fulton or DeKalb county septic tank permit.

BUILDING PLAN REVIEW REQUIREMENTS

- 1. Floor Plan for all proposed structures include:**
 - ✓ Labels of rooms according to use.
 - ✓ Window and door sizes.
 - ✓ Thickness of walls.
 - ✓ Width of stairs, height of riser, tread depth, and height of handrail/guardrail.
- 2. Elevations for all proposed structures:**
 - ✓ All sides of proposed house and detached accessory structures.
 - ✓ Show any openings (vents, basement access, etc.) and exterior wall finishes.
- 3. Foundation Plan for all proposed structures:**
 - ✓ Footing and/or slab detail, support piers to include sizes.
- 4. Floor Framing Plans for all floor levels in the proposed structures:**
 - ✓ Indicate floor joists, girders, include sizes for all floors. If using pre-engineered components submit manufacturer specifications.
- 5. Ceiling Framing Plan for all proposed structures:**
 - ✓ Indicate ceiling joists to include sizes for all floors.
- 6. Roof Plan for all proposed structures**
- 7. Roof Framing Plan for all proposed structures:**
 - ✓ Indicate sizes of beams for ridges, valleys, hips, and rafters or any other roof components. If using pre-engineered components submit manufacturer specifications with sealed truss drawings.
- 8. Structural Plans for all proposed structures:**
 - ✓ Typical wall section from foundation through roof – specify size and type of Girders, Beams, Headers, Joists, Rafters, Trusses (TJI & LVL).
 - ✓ Exterior retaining wall details – type, height, footing and wall details. Wall greater than 4 ft. in height must be designed by an engineer.
 - ✓ Deck / Porch details - floor plan, columns/posts, attachment to main structure, stairs/ramps, handrail/ guardrail.
 - ✓ Duplex construction – detail of a typical two hour wall that is constructed according to the Standard Building Code.
- 9. Retaining Walls:**
 - ✓ Greater than 4 ft. in height, must be designed and the plan sealed by a professional engineer.
 - ✓ Less than 4 ft. in height, may be approved using engineering publications.
 - ✓ Wall details to include type, height, footing and components of the wall(s).

ARBORIST REVIEW REQUIREMENTS

1. Site Plan to include:

- ✓ Location of proposed house, driveway, decks, pool, accessory structures, impervious surfaces, etc.
- ✓ Location of existing structures or impervious surfaces that remain.
- ✓ Location of existing/proposed retaining walls, indicate top and bottom elevations.
- ✓ Survey of all trees on property whose critical root zone is impacted by limits of land disturbance.
- ✓ Show the critical root zone (CRZ) of trees which extend into the limit of disturbance. Calculate the % of impact to CRZ.
- ✓ Tree inventory plan – label species (hardwood or pine) of existing trees, indicate diameter at breast height.
- ✓ Place an X on the tree symbol for each tree to be destroyed.
- ✓ Tree Replacement Plan – minimum 2.5” caliper, shown and labeled as to species (from COA recommended tree list). Overstory and mid-canopy trees are required until tree density requirements, per zoning district are met. Spacing requirements are measured from existing and proposed trees and to be spaced as follows: Overstory-35ft., Mid Canopy-25ft., Ornamental, Understory, and Screening trees - 15ft.
- ✓ Show and label 4 ft. orange tree protection fences which must be located at the edge of critical root zone or work limits.
- ✓ Existing topography at 2ft contour intervals
- ✓ Proposed topography (cut and fill) at 2ft contour intervals
- ✓ Existing and Proposed underground utilities, i.e. water, gas, electric, sewerage, etc., must be shown from the main line connecting to the proposed house.
- ✓ Show and label construction material staging area
- ✓ Limit of land disturbance
- ✓ If lot is greater than one acre, wetlands, flood plains, streams, mature stands of trees, and other significant aspects of the natural environment to be shown on plan.
- ✓ If no trees are in or around the area of the proposed work provide two different photos of the site which clearly shows no trees will be impacted and “No Trees Impacted Statement”.
- ✓ If trees in the public right of way are impacted or destroyed, then approval from the Office of Parks Arborist is required. The approved plans should be submitted to the Office of Buildings, Arborist division. For additional information contact the Office of Parks at 404-5456-6813.
- ✓ Go to Department of Planning and Community Development’s Arborist Division for the complete checklist of requirements.
<http://www.atlantaga.gov/index.aspx?page=339>

SITE DEVELOPMENT REVIEW REQUIREMENTS

1. Survey:

- ✓ Recent boundary and topological survey sealed and signed by Georgia Registered Land Surveyor.
- ✓ Copy of final plat, if lot is located within a subdivision.

2. Grading/Site Plan to include:

- ✓ Location of proposed house, driveway, decks, pool, accessory structures, impervious surfaces, etc.
- ✓ Location of existing/proposed retaining walls, indicate top and bottom heights, include structural wall details if greater than 3 ft. in height.
- ✓ Demolition plan showing location of existing structures or impervious surfaces that remain.
- ✓ Finished floor elevations for existing and proposed structures.
- ✓ Disposition of excavated materials.
- ✓ Construction entrance.
- ✓ Disposition of excavated materials.
- ✓ Finished floor elevations for existing and proposed structures.
- ✓ Demolition plan showing location of existing structures or impervious surfaces that remain.
- ✓ Grading plan must be signed and sealed by Georgia Registered Land Surveyor, architect, landscape architect or other qualified professional.
- ✓ Grading plan to include the following statement: "No graded slope shall exceed 2h: 1v".
- ✓ Show existing & proposed ground contours and elevations for cut and fill operations.
- ✓ Dirt Statement to include gross quantities of cut, fills, demolition debris, and hauls volumes in cubic yards.
- ✓ If disturbed area within or near a stream buffer, floodplain, or wetland must include the certification of the GSWCC Level II Design Professional (name, number & expiration date of certificate) who prepared the erosion, sedimentation & pollution control (ES&PC) plan.
- ✓ Show existing & proposed ground contours and elevations for cut and fill operations.
- ✓ Show existing and proposed easements (drainage, sewer, etc.)
- ✓ Location and top elevations of sanitary, storm sewers and structures.
- ✓ Location and size of existing public sanitary sewer within details, if connection required. See checklist for additional information.
- ✓ Stormwater Management requirements. See checklist for additional information.
- ✓ Soil & erosion control plan showing all required best management practices with required notes.
- ✓ Delineate the limits of the 100-year flood and 100-year base flood elevation(s).
- ✓ Delineate all state waters and wetlands that are within 200 ft. of proposed project limits and applicable buffers.
- ✓ Comprehensive checklist for the Department of Watershed Management is available at: <http://www.atlantawatershed.org/customer-service/forms/>