



ABOUT EXPRESS PERMITTING

The Office of Buildings currently offers an over-the-counter permit application review program for specific residential and commercial projects. A team of professionals has been assigned to this process to help ensure Express Permits can be reviewed within 30 minutes.

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 • 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.