



Department of
CITY PLANNING

Office of Buildings – Residential Workstream
55 Trinity Avenue, Suite 3900
Atlanta, Georgia 30303
Tel: 404.330.6906
Email: residential-oob@atlantaga.gov

Checklist for Plan Submission
ALTERATIONS / CONVERSIONS
OF ONE- OR TWO-FAMILY DUPLEX RESIDENCE
(No increase in floor area or site improvements)

GENERAL INFORMATION

1. Cover sheet to include:

- ✓ Project Name
- ✓ Project Owner
- ✓ Project Address
- ✓ Scope of Work
- ✓ Applicable Codes listed – IRC 2018 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. Barrier-Free requirements:

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

4. 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. How about this?
- ✓ Contact the Office of Buildings at 404-330-6150 for additional information concerning the proposed project.

SEWER CERTIFICATION

- ✓ Sewer capacity certification required for conversions.
- ✓ Complete form for submission – floor area and occupancy type required.

ZONING REVIEW REQUIREMENTS

1. Survey and/or Site Plan to include (if applicable):

- ✓ Location of existing house, driveway, decks, porches, pool, accessory structures, impervious surfaces, etc.
- ✓ Area of work to be marked on footprint of existing structure.
- ✓ Indicate setbacks and/or existing easements with dimensions from property lines.
- ✓ Calculations floor area ratio.
- ✓ Recent as-built survey may be required from registered Georgia Land Surveyor.

2. Variances:

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

3. UDC/Planning Approval:

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



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BUILDING PLAN REVIEW REQUIREMENTS

1. Floor Plan for all proposed structures:

- ✓ Label 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:

- ✓ Minimum of two existing & proposed elevations must show all sides affected.
- ✓ Minimum of four proposed elevations for detached additions.
- ✓ 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).
- ✓ Deck / Porch details - floor plan, columns/posts, attachment to main structure, stairs/ramps, handrail/ guardrail.
- ✓ Alterations to duplex may require 1-hour fire rated separation wall detail that is to be constructed according to the International Residential Code.