



BUILDING PERMIT APPLICATION
(Express Workstream Only)

Date				Application Number <i>(FOR OFFICE USE ONLY)</i>					
JOB DESCRIPTION									
Project Address									
Cost of Construction	\$			Total Square Feet of Floor Area					
Number of Buildings			Number of Stories			Number of Residential Units			
DETAIL DESCRIPTION OF WORK BEING COMPLETED									
PROPERTY OWNER									
Name									
Street Address									
City				State			Zip Code		
Contact Number				Email Address					
CONTRACTOR / BUILDER <input type="checkbox"/> To be Determined									
Contact Name				Company Name					
Street Address									
City				State			Zip Code		
Contact Number				Email Address					
Business License Number			Exp. Date			State Contractor's License Number		Exp. Date	
ARCHITECT / ARCHITECTURAL COMPANY <input type="checkbox"/> Not Applicable									
Contact Name				Company Name					
Street Address									
City				State			Zip Code		
Contact Number				Email Address					
Georgia License Number									
ENGINEER / ENGINEERING COMPANY <input type="checkbox"/> Not Applicable									
Contact Name				Company Name					
Street Address									
City				State			Zip Code		
Contact Number				Email Address					
Georgia License Number									
APPLICANT <input type="checkbox"/> Property Owner <input type="checkbox"/> Property Owner's Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Contractor's Agent									
Name				Company Name					
Street Address									
City				State			Zip Code		
Contact Number				Email Address					
FOR OFFICE USE ONLY									
Workstream	<input type="checkbox"/> Express	<input type="checkbox"/> Residential	<input type="checkbox"/> Light Commercial	<input type="checkbox"/> Commercial					
Related Record's Permit Number									
Parcel Identification Number				Zoning					



APPLICANT RESPONSIBILITY FORM

PROJECT ADDRESS		PERMIT NUMBER <i>(FOR OFFICE USE ONLY)</i>	
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APPLICANT RESPONSIBILITY

To insure that your application will be processed ALL applicable information MUST be provided. The City of Atlanta Bureau of Buildings is not responsible for any incorrect information provided on this application.

Termination of application due to inaccuracies in application information will result in forfeiture of any fees paid. By accepting the Terms of Use below you affirm to the following:

I affirm to the best of my knowledge that the projected cost of construction entered on this application is based on contractor's or design professional's estimate. I understand this value will be compared to Building Plan Reviewer's estimate. Building Plan Reviewer's estimate is generated using the current Building Standard cost of construction as adopted in the City of Atlanta Code of Ordinance. I understand that the cost of permit will be generated based on the largest value of the proposed cost of construction.

Applicant's Name	Applicant's Signature	Date
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Contractor Licensing - City of Atlanta - Office of Buildings

I affirm that this permit shall be issued and work done 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 I affirm that the 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 shall be met or that the Contractor is duly registered with the State Licensing Board for Residential and General Contractors, 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 is permitted, to lawfully undertake pursuant to the above referenced license.

I have read and accept the above terms.

Applicant Name	Applicant Signature	Date
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PROJECTED COST OF CONSTRUCTION FORM

APPLICATION NUMBER <i>(FOR OFFICE USE ONLY)</i>	
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PROJECT ADDRESS				
Street				
City	State	Georgia	Zip Code	

Project Name (if applicable)	
Projected Cost of	
Methodology Used	<input type="checkbox"/> Bid <input type="checkbox"/> Estimate <input type="checkbox"/> Other:

This form must be completed by the:		<input type="checkbox"/> Owner,	<input type="checkbox"/> Contractor,	<input type="checkbox"/> Architect, or	<input type="checkbox"/>
Name					
Company					
Address					
Phone		Email			

Signature	Date

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

Notary Public seal and signature



CONTRACTOR LICENSE AFFIDAVIT

Office of Buildings Permit Number <i>(FOR OFFICE USE ONLY)</i>	
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 seal and signature



AFFIDAVIT CONCERNING EXCEPTION TO CONTRACTOR LICENSING REQUIREMENTS

(NOTE: USE THIS PAGE FOR HOMEOWNERS (MUST CURRENTLY OCCUPY HOME WHERE WORK IS BEING DONE) THAT ARE ALLOWED TO APPLY FOR THIER OWN PERMITS AND FOR CONSTRUCTION BUSINESSES WITH SPECIALTY LICENSES (WITHOUT A GA STATE LICENSE BUT REGISTERED IN GA AND HAVE CURRENT TAX ID #'s)

Office of Buildings Permit Number <i>(FOR OFFICE USE ONLY)</i>	
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 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 seal and signature



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.

Building Permit Number: <i>(FOR OFFICE USE ONLY)</i>	
Street Address of permitted work	
State Contractor License Number	
General Contractor License	
License Holder/Business	

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 seal and signature



APPLICABLE CONSTRUCTION CODES

All projects shall be designed and constructed in accordance with the following codes and ordinances which the Office of Buildings has adopted and incorporated.

1. **International Building Code**, 2018 Edition, with Georgia Amendments (2020)
2. **International Residential Code**, 2018 Edition, with Georgia Amendments (2020)
3. **International Fire Code**, 2018 Edition, with Georgia Amendments (2020)
4. **International Plumbing Code**, 2018 Edition, with Georgia Amendments (2020)
5. **International Mechanical Code**, 2018 Edition, with Georgia Amendments (2020)
6. **International Fuel Gas Code**, 2018 Edition, with Georgia Amendments (2020)
7. **National Electrical Code**, 2017 Edition, with no Georgia Amendments
8. **International Energy Code**, 2015 Edition, with Georgia Supplements and Amendments (2020)
9. **2018 NFPA 101** - Life Safety Code with State Amendments (2020)
10. **International Swimming Pool and Spa Code**, 2018 Edition, with Georgia Amendments (2020)

The above applicable codes must be referenced on all construction documents submitted for building permit approval.

REQUIRED SUBMITTAL DOCUMENTS

RESIDENTIAL

1. Applications and Forms:

<p><u>Homeowner is Applying:</u></p> <ul style="list-style-type: none"> • Application • Applicant responsibility • Cost of construction • Affidavit Concerning Exception To Contractor Licensing Requirements • Homeowner Photo ID & Proof of Ownership <p><u>Agent is applying for Homeowner:</u></p> <ul style="list-style-type: none"> • Application • Applicant responsibility • Cost of construction • Affidavit Concerning Exception To Contractor Licensing Requirements • Contractors Affidavit (Homeowner must write their address, name, and the agent's name) • Homeowner Photo ID & Proof of Ownership 	<p><u>Contractor is Applying:</u></p> <ul style="list-style-type: none"> • Application • Applicant responsibility • Cost of construction • Contractors Affidavit • Contractor Exception Affidavit • Contractor's ID • Contractors State license • Contractors Business license <p><u>Agent is applying for Contractor:</u></p> <ul style="list-style-type: none"> • Application • Applicant responsibility • Cost of construction • Contractors Affidavit • Contractors Agent Affidavit • Agent ID and Contractor ID • Contractors State license • Contractors Business license
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COMMERCIAL

1. Applications and Forms:

<p><u>Contractor is Applying:</u></p> <ul style="list-style-type: none">• Application• Applicant responsibility• Cost of construction• Contractors Affidavit• Contractor's ID• Contractors State license• Contractors Business license	<p><u>Agent is applying for Contractor:</u></p> <ul style="list-style-type: none">• Application• Applicant responsibility• Cost of construction• Contractors Affidavit• Contractor Exception Affidavit• Contractors Agent Affidavit• Agent ID and Contractor ID• Contractors State license• Contractors Business license
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MISSING REQUIRED SUBMITTAL DOCUMENTS

A permit technician will examine your permit application forms and drawings to ensure the project qualifies and for completeness of all documents and drawings being submitted. If the project is lacking any of required drawings and forms, a QRC form will be completed and given to the applicant. The applicant will return once the missing forms or drawings are procured and returned.



TREE IMPACT STATEMENT

***CURRENT PHOTOS ARE REQUIRED:** At minimum, two (2) photographs should be taken from two different viewpoints. The photographs should show at least 50 feet beyond the proposed limit of disturbance.

***FORM IS VOID IF INCOMPLETE OR MISSING PHOTOGRAPHS**

Date:			
Permit Address:			<input type="checkbox"/> NE <input type="checkbox"/> NW <input type="checkbox"/> SE <input type="checkbox"/> SW
Permit Number:			

I, _____, certify that NO trees (including, but not limited to; the trunk, canopy, structural root plate or critical root zone) will be impacted in any way during the construction process at the location referenced in the above building permit. I further understand the terms, Critical Root Zone and Root Save Area, as defined in the Atlanta Tree Ordinance (Atlanta Code of Ordinances, §158-26 through §158-110).

I understand providing false, incomplete and/or incorrect information on this form is a violation of the Atlanta Tree Protection Ordinances and is subject to fines, penalties and payments set forth therein.

Print Name

Signature

Date

Relationship to property: Property Owner Architect Contractor Engineer Landscape Architect
 Surveyor

If other, please contact the Arborist Division to determine eligibility for signature.

NOTE: Authorized Agents may not sign Tree Impact Statements.



PHOTOVOLTAIC TREE STATEMENT

Date: _____

Property Owner(s): _____

Project Address: _____

The undersigned acknowledges the Arborist Requirements for photovoltaic installation

- ✓ **I certify that no trees will be removed for the installation of photovoltaic systems.**
- ✓ I understand that tree pruning, if required, is regulated by the COA Tree Ordinance:
 - Pruning is limited to 20% (twenty percent) of the live canopy.
 - Pruning must not make the canopy lopsided or unbalanced.
 - Pruning cuts must be made in accordance to ANSI standards
- ✓ If there are any questions or concerns about completing this document or impacts to trees due to the installation of photovoltaic cells, please contact the Arborist Division at arborist-oob@atlantaga.gov or 404-330-6874.

NOTE: The City of Atlanta Ordinance Section 158-26, which regulates trees, requires a permit for the removal of hardwood trees 6" (six inches) DBH and/or pines 12" (twelve inches) and larger. The tree ordinance prohibits injury to a protected tree. To find out more about the City of Atlanta tree ordinance go to: <http://www.atlantaga.gov/index.aspx?page=339>, or call the Arborist Division at (404) 330-6874.

I understand that if I provide false or misleading information in this form, I will be in violation of the Atlanta Tree Protection Ordinance and will be subject to the payments and penalties set forth therein.

Signature: _____

Print your name: _____

Relationship to project (Check One): () Property Owner () Contractor () Architect