



Department of
CITY PLANNING

OFFICE OF BUILDINGS

55 Trinity Avenue, Suite 3900

Atlanta, Georgia 30303

Tel: 404.330.6907

Email: express-oob@atlantaga.gov

EXPRESS COMMERCIAL RENOVATION CHECKLIST

Cover Sheet of the Project Plans:

<input type="checkbox"/> Project Name	<input type="checkbox"/> Plans	<input type="checkbox"/> No Plans	<input type="checkbox"/> Documents	<input type="checkbox"/> No Documents
<input type="checkbox"/> Project Owner	<input type="checkbox"/> Sprinklered	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Square Footage – for each level	<input type="checkbox"/> Existing	<input type="checkbox"/> Proposed		
<input type="checkbox"/> Project Address	<input type="checkbox"/> Occupant Load	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Scope of Work	<input type="checkbox"/> Occupancy Type	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<input type="checkbox"/> Drawing INDEX				
<input type="checkbox"/> Applicable Codes listed - (<i>See Standard Construction Codes on Main Express Webpage</i>)				

Architectural Drawings Required

- Existing / demolition floor plans, if applicable
- Proposed floor plans
- Proposed wall – assembly details
- Proposed Stair section details - (*If Applicable*)
- Proposed Fixtures / furniture layout plan - (*If Applicable*)
- Compliance with plumbing fixture requirements as per the International Plumbing Code (IPC) - (*If Applicable*)
- Compliance with interior finish requirements as per NFPA 101- (Manufacturer’s certification of flame spread, smoke developed from fabric & vinyl interior finishes and awning fabric coverings are required, if applicable)
- Compliance with plumbing fixture installation clearance illustration as per Georgia Accessibility Code (120-3-20: figures 27-30)
- Life Safety / exit plans – showing paths of travel, calculated occupancy loads and exit widths
- Compliance with accessibility requirements as per Georgia Accessibility Code (120-3-20)

The following Commercial permits are available for issuance through the Express Services Division:

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.
The limitations of the work completed in commercial interior alterations are as follows:
 - o Building: Demolition of existing non-load bearing and non-rated partitions. Construction on no-load bearing and non-rated partitions that are incidental to the demoed partitions. No tenant buildouts.
 - o Mechanical: No new mechanical systems or ductwork. Relocation of existing ductwork is permitted. Extensions of existing ductwork allowed up to 25 linear feet.
 - o Electrical: A maximum of two (2) new circuits can be added accompanied with a panel schedule.
 - o Plumbing: New plumbing is not to exceed three (3) new fixtures and associated plumbing.
 - o 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.