



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 SHEDS, DECKS & PORCHES DRAWING CHECKLIST

Cover Sheet of the Project Plans: - *(See Sample Plan Illustrations on Main Express Webpage)*

- Project Name
- Project Owner
- Project Address
- Scope of Work
- Applicable Codes listed - *(See Standard Construction Codes on Main Express Webpage)*
- Drawing INDEX

Site Drawings Required:

- Site Plan
 - An existing survey illustrating the entire lot with all lot dimensions, the location of the house, driveway, shed, deck or porch and any other impervious surfaces with distances from shed, deck or porch to any adjacent lot lines (side and rear), and locate any trees within the vicinity of the shed, deck or porch locations. *(If an old survey is not available, you are allowed to create your own site plan with same illustrations and drawn to scale. See the main Express webpage under "Sample Plan Illustrations / Sample Site Plans" for instructions.)*

Architectural Drawings Required: *(If the existing and proposed layouts are the same then draw only one plan and label "Existing / Proposed")*

- All drawings to be drawn to ¼ inch scale and dimensioned. 1/8-inch scale is not acceptable.
- Label Each Page "Issued for Construction" or "Released for Construction"
- Existing Floor Plan – label plan with title, drawing scale and square footage
- Proposed Floor Plan – label plan with title, drawing scale and square footage
- Existing Roof Plan - label plan with title and drawing scale
- Proposed Roof Plan - label plan with title and drawing scale
- Existing Exterior Elevation, which details the scope of work, Front Left Right
Rear
- Proposed Exterior Elevation, which details the scope of work, Front Left Right
Rear

Structural Drawings Required: *(If applicable – Any additions that requires continuous footings cannot come through the Express workstream and must be resubmitted to the Residential Workstream.)*

- All drawings to be drawn to ¼ inch scale and dimensioned. 1/8-inch scale is not acceptable.
- Labeled "Issued for Construction" or "Released for Construction"
- Proposed Foundation Plan
- Proposed Floor Framing Plan
- Proposed Ceiling Framing Plan - *(If applicable)*
- Proposed Roof Framing Plan - *(If applicable)*
- Stair sections detail showing headroom, handrail, riser & tread dimensions between all floors
- Engineer's Stamp *(If applicable)* – All engineered framing including LVL's, TJI's, roof of floor trusses, etc. drawing sheets must be stamped by a Georgia licensed Engineer or Architect. An engineer's letter stamped by a Georgia licensed Engineer may also be submitted verifying all

framing.

Load/Span Tables for TJI's or LVL's

Illustrate the construction of the shed or deck including:

- Material (wood, metal, etc)
- Indicate the wood grade and species (type)-ex. *Southern Yellow Pine #2*
- Indicate all dimensions for height, width of each fence panel, and post sizes.
- Method of connection to any structure including footing width and depth

Tree Inventory Plan

- Label species of the trees – (Hardwood – “hwd” or Pine) of existing trees, indicate diameter at breast height.

Tree Impact Statement Form

- If no trees are within 30 feet of the limit of disturbance for the proposed work, provide two different photos of the site, which clearly shows no trees will be impacted and submit a complete “No Trees Impacted Statement” Form ([See main Express webpage under Forms and Applications](#)).

Required approvals:

- Zoning
- Arborist
- Building

Required Inspections:

- Footing – Building
- Site inspection – Arborist, if applicable