



Department of
CITY PLANNING

OFFICE OF BUILDINGS

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EXPRESS COMMERCIAL RE-ROOF 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

- Roof Plan of Building
- Number of layers of roofing existing on the roof at the time of permit. If there are multiple layers the contractor cannot remove a layer and then add the new roofing product.
- Core sampling results of the roofing layers and insulation.
- Provide the specifications for the type of roofing that's going back.
- Copy of the roofing product's installation standards.
- A detail must illustrate whether the slope of the roof part of the decking or the insulation.
- The roofing product must be rated for 90 mph or better wind speeds.
- Is there any mechanical equipment going to be removed from the roof to install the roofing product?
- If yes, then provide a detailed layout of the location of the equipment and provide the mechanical and electrical permits for the reinstallation of the equipment by GA licensed appropriate trade contractors.

Zoning Information Required - If the project is in an overlay zoning district, the Office of Planning or UDC review is required, provide photos.

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.