



Department of  
**CITY PLANNING**

**OFFICE OF BUILDINGS**  
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## **EXPRESS RESIDENTIAL BASEMENT RENOVATION CHECKLIST**

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

- Project Name
- Project Owner
- Square Footage – for each level (Existing & Proposed)
- Project Address
- Scope of Work
- Applicable Codes listed – *(See Standard Construction Codes on Main Express Webpage)*
- Drawing INDEX

### **Architectural Drawings Required:**

- 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 rooms     Basement                       1<sup>st</sup> floor     2<sup>nd</sup> floor     Attic
- Proposed Floor Plan – label rooms     Basement                       1<sup>st</sup> floor     2<sup>nd</sup> floor     Attic
- Existing Roof Plan
- Proposed Roof Plan *(If the existing and proposed layouts are the same then draw only one plan and label “Existing / Proposed”)*
- 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
- Demolition Plan, indicating the area                                       Interior     Exterior     Complete

### **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”
- Foundation Plan
- Proposed Floor Framing Plan
- Proposed Ceiling Framing Plan
- Proposed Roof Framing Plan
- Stair sections detail showing headroom, handrail, riser & tread dimensions between all floors
- Engineer’s Letter, if applicable *(Drawing sheets must be stamped by a Georgia licensed Engineer or Architect)*
- Load/Span Tables for TJI’s or LVL’s

- All projects must be accompanied with a cover sheet that contains an itemized scope of work.
- All projects are accepted at the discretion of the plan reviewer.

## 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><b><u>Homeowner is Applying:</u></b></p> <ul style="list-style-type: none"> <li>• Application</li> <li>• Applicant responsibility</li> <li>• Cost of construction</li> <li>• Exempt Affidavit</li> <li>• Homeowner’s ID</li> </ul>	<p><b><u>Contractor is Applying:</u></b></p> <ul style="list-style-type: none"> <li>• Application</li> <li>• Applicant responsibility</li> <li>• Cost of construction</li> <li>• Contractors Affidavit</li> <li>• Contractor Exception Affidavit</li> <li>• Contractor’s ID</li> <li>• Contractors State license</li> <li>• Contractors Business license</li> </ul>
<p><b><u>Agent is applying for Homeowner:</u></b></p> <ul style="list-style-type: none"> <li>• Application</li> <li>• Applicant responsibility</li> <li>• Cost of construction</li> <li>• Exempt Affidavit</li> <li>• Contractors Affidavit (Homeowner must write their address, name, and the agent’s name)</li> <li>• Homeowner IDs</li> </ul>	<p><b><u>Agent is applying for Contractor:</u></b></p> <ul style="list-style-type: none"> <li>• Application</li> <li>• Applicant responsibility</li> <li>• Cost of construction</li> <li>• Contractors Affidavit</li> <li>• Contractors Agent Affidavit</li> <li>• Agent ID and Contractor ID</li> <li>• Contractors State license</li> <li>• Contractors Business license</li> </ul>

2. **Drawings:** Please see attached Express Lane checklist.
3. Also see project specific checklists attached to this packet.

## COMMERCIAL

### 1. Applications and Forms:

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

2. **Drawings:** Please see attached Express Lane checklist.
3. Also see project specific checklists attached to this packet.

### **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, an email will be sent to the applicant requesting missing information. The applicant will upload all missing forms or drawings to Accela record number designated by permit tech.