



Department of
CITY PLANNING

PERMITTING SERVICES GUIDE



PERMITTING SERVICES GUIDE

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Department of
CITY PLANNING

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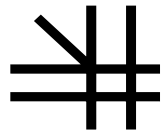
A tall building under construction with yellow cranes against a cloudy sky. The building's facade is partially covered in glass panels, while the upper floors are still under construction with visible concrete and rebar. Several yellow tower cranes are positioned around the building, with one prominently in the foreground. The sky is overcast with soft, grey clouds.

BUILDING IN ATLANTA CAN SEEM COMPLICATED - LET US GUIDE YOU

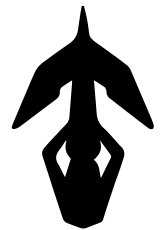
The Permitting Services Guide is a resource designed to provide information and guidance to navigate land development and construction within the City of Atlanta. Whether you are a community member, property owner or developer, this guide will help you understand key processes, regulations, and standards involved in obtaining entitlement, permits, and/or inspections from the Department of City Planning.

WHO REGULATES LAND DEVELOPMENT IN THE CITY OF ATLANTA?

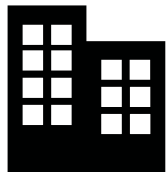
The Department of City Planning (DCP) is responsible for administering the zoning and building codes for the City of Atlanta. We do so by offering entitlement, permitting, and inspection services through three of our offices: Zoning & Development, Design, and Buildings. Throughout your project, you may interact with one or more of our offices depending on your site and scope of work.



The Office of Zoning & Development (OZD) regulates and approves compliance within established zoning districts for items related to land use (such as height, size, and placement of buildings on a lot, the density at which buildings may be constructed, and the number of parking spaces that must accompany each new building).



The Office of Design (OOD) provides design guidance rooted in the values of Atlanta City Design and is responsible for regulation and compliance within the city's historic and landmark districts.



The Office of Buildings (OOB) authorizes activities like construction, tree removal, sign placement, and technical work through the issuance of building permits. They also conduct inspections and code enforcement.

KEY PHASES OF PERMITTING SERVICES



Entitlement is determined by the current legal use of the land, including existing use, identified zoning category and the proposed scope of work. This phase is not required for every project in the City of Atlanta.

ENTITLEMENT



Once the legal use of the land is established, a resident or developer applies for permitting. The permitting process is categorized by the scope of work. Any project requiring a permit in the City of Atlanta will go through this phase.

PERMITTING

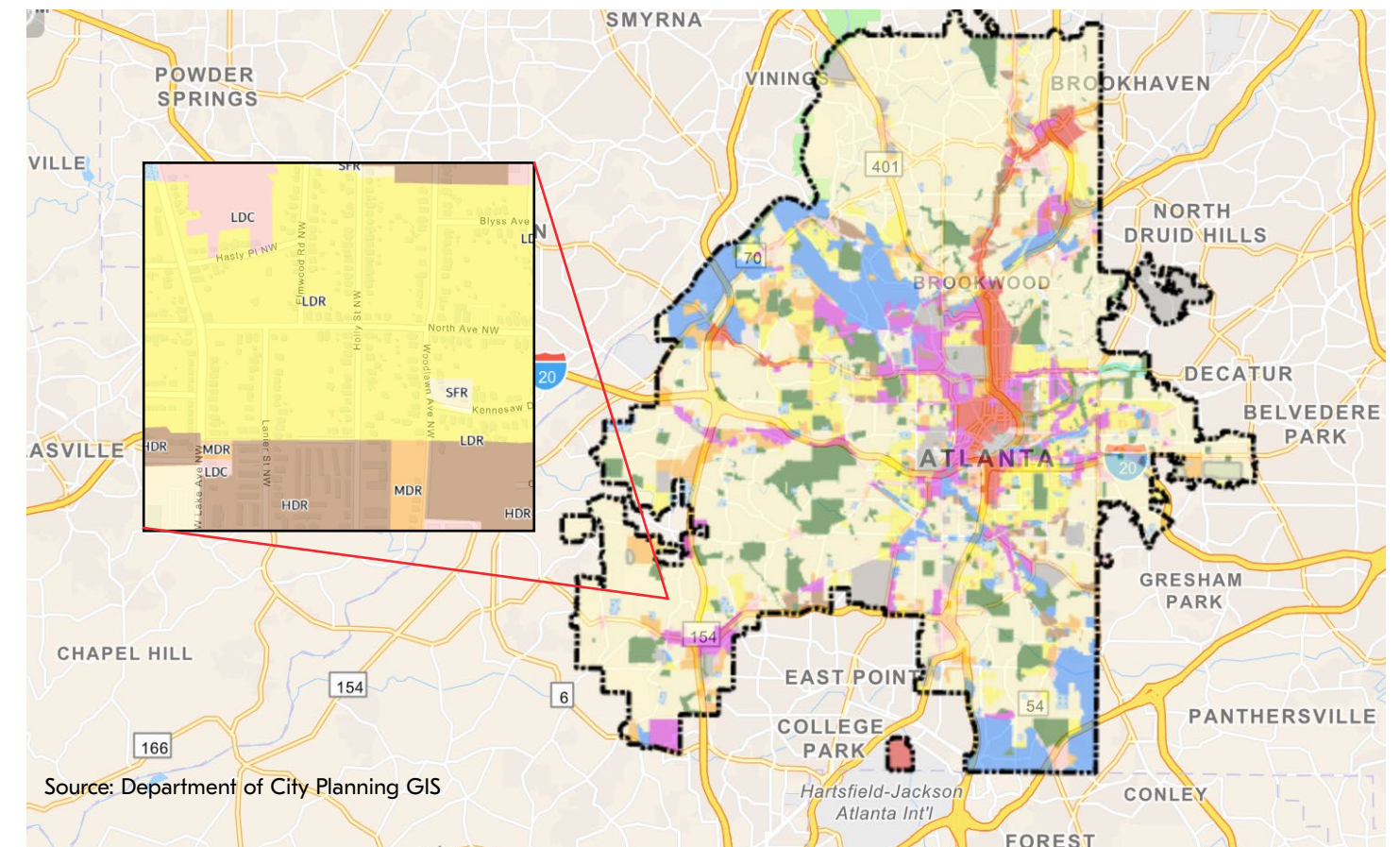


Inspections ensure that all approved plans and construction meet the requirements of applicable zoning and building codes of the City. The required inspections will be determined by the scope of work of a project.

INSPECTIONS



UNDERSTANDING PROPERTY INFORMATION

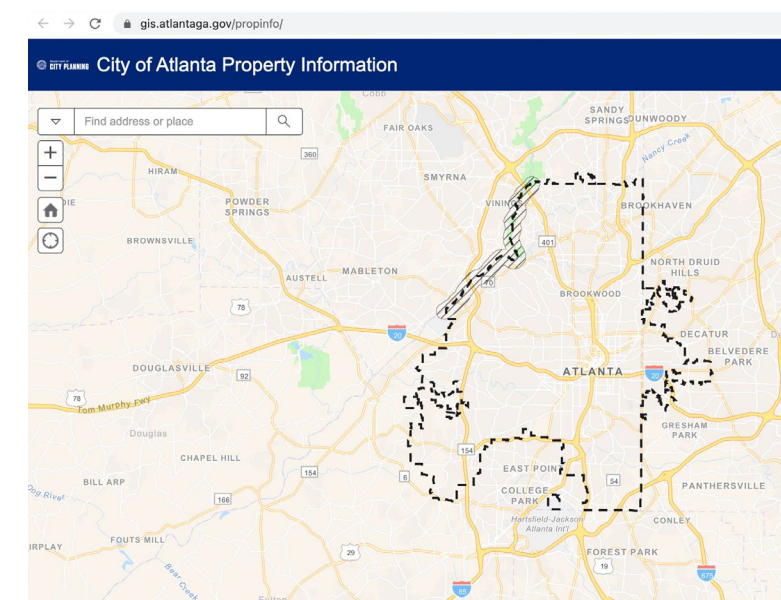


BEFORE YOU START

KNOW YOUR ZONE

The City of Atlanta is divided into zones or districts that regulate the physical development of the land and limit the uses of a property. These zoning districts also regulate features like the height, size, placement of buildings on a lot, the distance between one building to another, and the number of parking spaces required for each new building.

If the property is located in a special district, receiving a permit will require approvals from the Office of Zoning and Development, Office of Design, and/or the Office of Housing and Community Development (Inclusionary Zoning).



The first step to knowing the regulations of a property is to research the property information by using our interactive GIS website. GIS provides details for neighborhood zoning information, future land use, and any particular restrictions or incentives surrounding a specific address. The website also provides information on rezoning activity near the property or other areas of interest.

The following page provides step-by-step instructions on how to find the property information for the project.

HOW TO FIND PROPERTY INFORMATION THROUGH GIS



ATLANTA'S ZONING CODES

After identifying the property information, use the table below to determine whether a project requires Entitlement or Historic Preservation approval. This comprehensive table includes listing of zoning codes according to the district type with descriptive regulations that apply to the area of your project.

Codes that do not indicate entitlement or historic preservation approval can submit directly for permits if:

- Zoning has no conditional requirements, i.e., the district name is followed by -C (O-I-C or MRC-1-C, for example) indicating a conditional zoning with requirements elaborated in a specific ordinance passed by City Council.
- The proposed project conforms to the district use and standards as specified in the ordinances.
- The proposed project is not seeking any variances or special exception.
- The proposed project is not in any overlay district requiring additional reviews and/or requirements.

Single-Family Districts			
Code	Description	Entitlement Approval	Historic Preservation Approval
R-1	Single-Family Residential District Minimum lot size 2 acres		
R-2	Single-Family Residential District Minimum lot size 1 acre		
R-2A	Single-family Residential District Minimum lot size 0.69 acres		
R-2B	Single-Family Residential District Minimum lot size 0.64 acres		
R-3	Single-Family Residential District Minimum lot size 0.41 acres		
R-3A	Single-Family Residential District Minimum lot size 0.31 acres		
R-4	Single-Family Residential District Minimum lot size 0.21 acres		
R-4A	Single-Family Residential Minimum lot size 0.17 acres		
R-4B	Single-family Residential District Minimum lot size 0.06 acres		
FCR-3	Fulton County R-3 Single-Family Dwelling District Minimum lot size 0.41 acres		
R-5	Two-family Residential District Minimum lot size 0.17 acres		

1

To find property information visit gis.atlantaga.gov

2

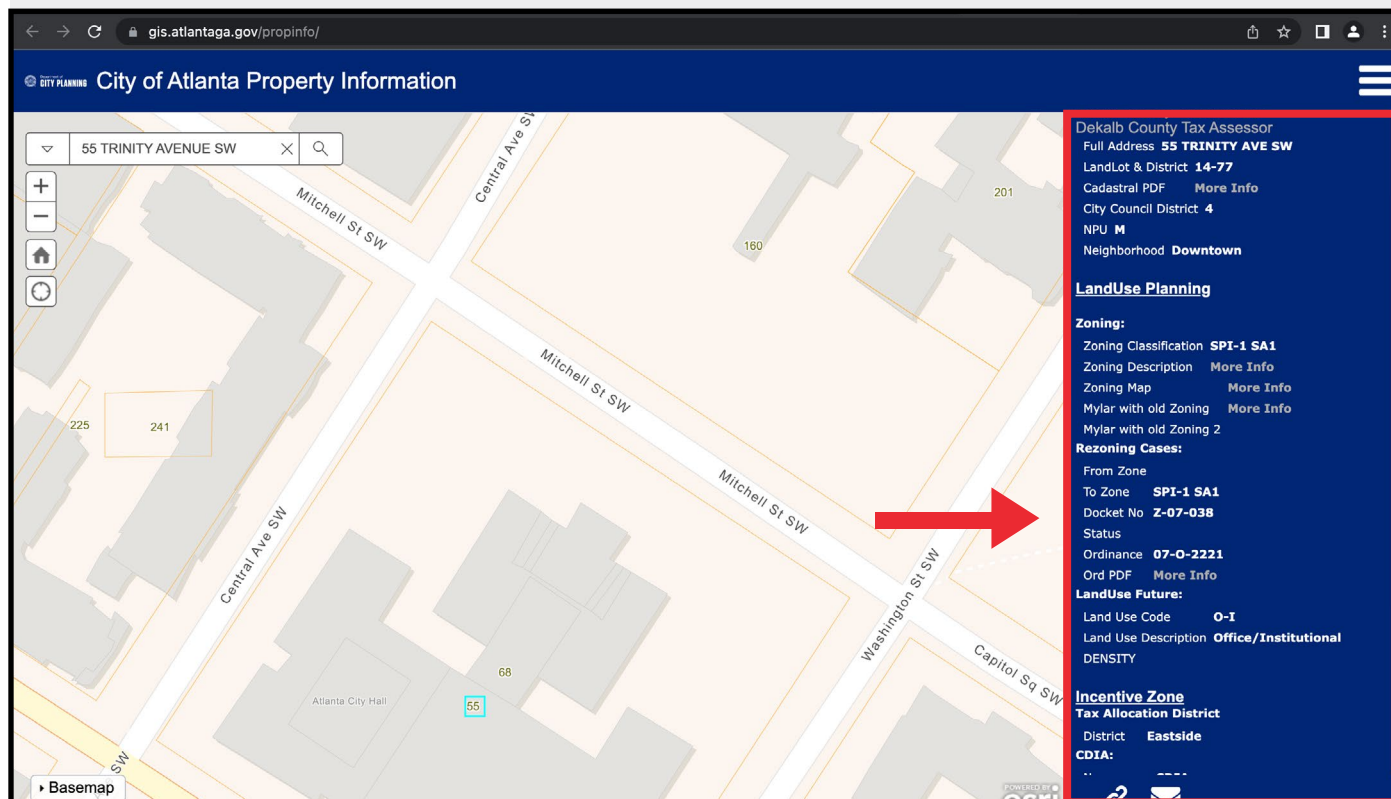
Click on property info.

This view provides quick access to parcel details, zoning, and existing land use information for properties of interest. It also allows access to tax assessor information for Fulton and DeKalb counties and cadastral maps.

3

Enter your property address into the search bar.

Once your property address has been populated, you can find information such as the zoning classification, zoning overlay, land code, historic district and more.



Residential General (Multi-Family)			
Code	Description	Entitlement Approval	Historic Preservation Approval
RG-1	Residential General District Maximum floor area ratio of 0.162		
RG-2	Residential General District Maximum floor area ratio of 0.348		
RG-3	Residential General District Maximum floor area ratio of 0.696		
RG-4	Residential General District Maximum floor area ratio of 1.49		
RG-5	Residential General District Maximum floor area ratio of 3.2		
RG-6	Residential General District Maximum floor area ratio of 6.4		
R-LC	Residential Limited Commercial District Maximum floor area ratio of 0.348		
Commercial Districts			
Code	Description	Entitlement Approval	Historic Preservation Approval
C-1	Community Business District Maximum floor area ratio 2.0 times net lot area		
C-2	Commercial Service District Maximum floor area ration 2.0 times net lot area		
C-3	Commercial Residential District Bulk limitations Section 16-13.007		
C-4	Central Area Commercial Residential District Bulk limitations 16-14.007		
C-5	Central Business Support District Bulk limitations 16-15.006		
O-I-C	Office Institutional District Bulk limitations 16-10.007		
Industrial Districts			
Code	Description	Entitlement Approval	Historic Preservation Approval
I-1	Light Industrial District Bulk limitations 16-16.007		
I-MIX	Industrial Mix Use District Bulk limitations 16-16A.008	•	
I-2	Heavy Industrial District Bulk limitations 16-17.007		

Special Public Interest District			
Code	Description	Entitlement Approval	Historic Preservation Approval
SPI-1	Downtown	•	
SPI-2	Fort McPherson	•	
SPI-3	English Avenue	•	
SPI-4	Ashview Heights and Atlana University Center	•	
SPI-5	Inman Park		•
SPI-6	Poncey-Highland		•
SPI-7	Candler Park		•
SPI-8	Home Park		
SPI-9	Buckhead Commercial Core	•	
SPI-11	Vine City and Ashby Station	•	
SPI-12	Buckhead/Lenox Station	•	
SPI-14	Berkeley Park		
SPI-15	Lindbergh Transit Station Area	•	
SPI-16	Midtown	•	
SPI-17	Piedmont Avenue	•	
SPI-18	Mechanicsville	•	
SPI-19	Vine City	•	
SPI-20	Greenbriar	•	
SPI-21	Historic West End/Adair Park	•	
SPI-22	Memorial Drive/Oakland Cemetery	•	
SPI-24	Garden Hills		
SPI-25	Tuexdo Park		

Planned Development Districts			
Code	Description	Entitlement Approval	Historic Preservation Approval
PD-H	Housing District Regulations (Single or Multi-Family)	•	
PD-MU	Mixed Use District Regulations	•	
PD-OC	Office Commercial District	•	
PD-BP	Business Park District	•	
PD-CS	Conservation Subdivision District	•	
Historic Districts			
Code	Description	Entitlement Approval	Historic Preservation Approval
HC-20G	West End		•
HC-20I	Adair Park		•
HC-20J	Whittier Mill		•
HC-20K	Grant Park		•
HC-20L	Inman Park		•
HC-20M	Oakland City		•
HC-20O	Atkins Park		•
HC-20P	Sunset Avenue		•
HC-20Q	Collier Heighs		•
HC-20U	Bonaventure-Somerst		•
HC-20V	Poncey-Highland		•
Landmark Districts			
Code	Description	Entitlement Approval	Historic Preservation Approval
HC-20A	Cabbagetown		•
HC-20B	Druid Hills		•

HC-20C	Martin Luther King Jr		•
HC-20D	Washington Park		•
HC-20E	Oakland Cemetry		•
HC-20F	Baltimore Block		•
HC-20H	Hotel Row		•
HC-20N	Castleberry Hill		•
HC-20R	Means Street		•
HC-20S	Briarcliff Plaza		•
HC-20T	Pratt-Pullman		•
Landmark/Historic Buildings and Sites			
Code	Description	Entitlement Approval	Historic Preservation Approval
HBS	Housing District Regulations (Single or Multi-Family)		•
LBS	Mixed Use District Regulations		•
Neighborhood Commerical District			
Code	Description	Entitlement Approval	Historic Preservation Approval
NC-1	Little Five Points	•	
NC-2	East Atlanta	•	
NC-3	Kirkwood	•	
NC-4	Cheshire Bridge Road North	•	
NC-5	Cheshire Bridge Road South	•	
NC-6	Cascade Heights	•	
NC-7	Existing Traditional	•	
NC-8	Dill Avenue - Sylvan Road	•	

NC-9	Dill Avenue-Metropolitan Parkway	•	
NC-10	Amsterdam	•	
NC-11	Virginia-Highland	•	
NC-12	Atkins Park	•	
NC-13	Inman Park	•	
NC-14	Cascade Avenue-Beecher Street	•	
NC-15	Westview	•	
NC-16	Bouldercrest	•	
LW	Live Work District Regulations	•	

Mixed Residential Commerical Districts

Code	Description	Entitlement Approval	Historic Preservation Approval
MRC-1	Mixed Residential Commercial District Regulations Maximum floor area ratio of 1.696	•	
MRC-2	Mixed Residential Commercial District Regulations Maximum floor area ratio of 3.196	•	
MRC-3	Mixed Residential Commercial District Regulations Maximum floor area ratio of 7.2	•	

Multi-Family District

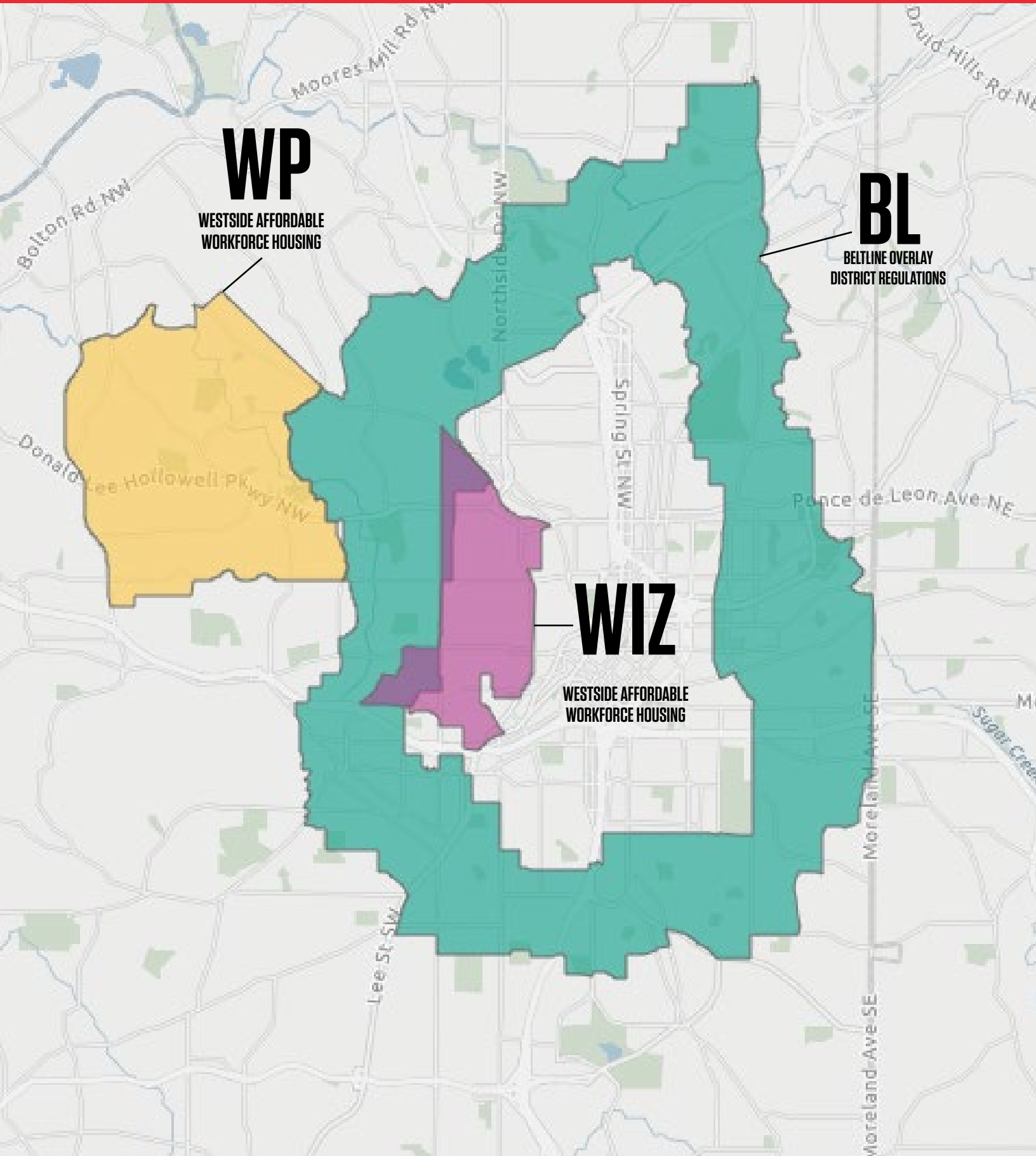
Code	Description	Entitlement Approval	Historic Preservation Approval
MR-1	Multi-family Residential District Regulations Primarily single-family dwellings; zero-lot-line allowed along one side yard	•	
MR-2	Multi-family Residential District Regulations Two to three story multi-family dwellings	•	
MR-3	Multi-family Residential District Regulations Eight story, zero-lot-line multi-family dwellings	•	
MR-4A	Multi-family Residential District Regulations Eight Story	•	
MR-4B	Multi-family Residential District Regulations Five story, zero-lot-line single-family dwellings (townhomes)	•	
MR-5A	Multi-family Residential District Regulations Fifteen story Multi-family dwellings along major corridors	•	

MR-5B	Multi-family Residential District Regulations Max. height 15 stories (or less near single-family homes)	•	
MR-6	Multi-family Residential District Regulations Twenty-two story multi-family dwellings along major corridors	•	
MR-MU	Multi-family (Multi-unit) Residential District Regulations Two to three story multi-unit buildings targeting "Missing Middle"	•	

Overlays

Code	Description
Gulch	Gulch Sign Overlay District Regulations
BL	BeltLine Overlay District Regulations (Applies to properties within 1/2 mile of BeltLine corridor)
BL IZ	BeltLine Overlay District Affordable Workforce Housing
W IZ	Westside Affordable Workforce Housing Overlay District
B	Buckhead Parking Overlay District
E	Emory Campus Parking Overlay District
M	Marietta Steet Artery Overlay District
WP	Westside Park Affordable Workforce Housing Overlay
IS	Intown South Commercial Corridor Overlay District
UPW	Upper Westside Overlay
OLY	Campbelton Road

INCLUSIONARY ZONING OVERLAY



WORKFORCE HOUSING PROGRAM REQUIREMENTS

A

The Inclusionary Zoning program applies to all new multi-family rental developments, whether standalone or mixed-used multi-unit buildings that are located within the Beltline Ordinance (17-O-1542), Westside Overlay (17-O-1556) and Westside Park (20-O-1729). The program requires developers of all residential rental developments consisting of ten (10) or more new dwelling units to set aside at least:

- 10% of their units for households at or below 60% of Area Median Income (AMI);
- 15% of their units for incomes at or below 80% of AMI;
- 5% of their units for households at or below 30% of AMI – Applicable only to Westside Park (20-O-1729);
- 10% of their for-sale units for households at 80% to 120% of AMI – Applicable only to Westside Park (20-O-1729); or
- Pay a one-time in-lieu fee

B

The Public Subsidies Ordinance (16-O-1163) requires a set-aside of affordable housing units for new multi-family rental developments with at least 10 units if the development is receiving a public subsidy. This is codified at Section 54-1 of the City of Atlanta's municipal code. Developers have the option to set aside:

- 10% of their units for households at or below 60% of AMI; or
- 15% of their units for incomes at or below 80% of AMI

This requirement typically applies to projects funded by development authorities doing business in the City of Atlanta. This includes Invest Atlanta, the Development Authority of Fulton County, and Decide DeKalb. This requirement ensures that developers receiving public dollars for residential development are providing affordable housing for low- and moderate income Atlantans.

All developments falling within any of the Workforce Housing Overlays are required to execute a Land Use Restriction Agreement (LURA) with the City of Atlanta prior to receiving their Certificate of Occupancy (CO). For more information about Inclusionary Zoning visit www.atlantaga.gov/government/departments/city-planning/office-of-housing-community-development/inclusionary-zoning-policy



WHAT IS ENTITLEMENT?



Entitlement is the legal right to use a property for a particular purpose granted by the City of Atlanta. This typically includes acquiring the rights to develop, build and use a property in accordance with the zoning code, land use, and other regulations.

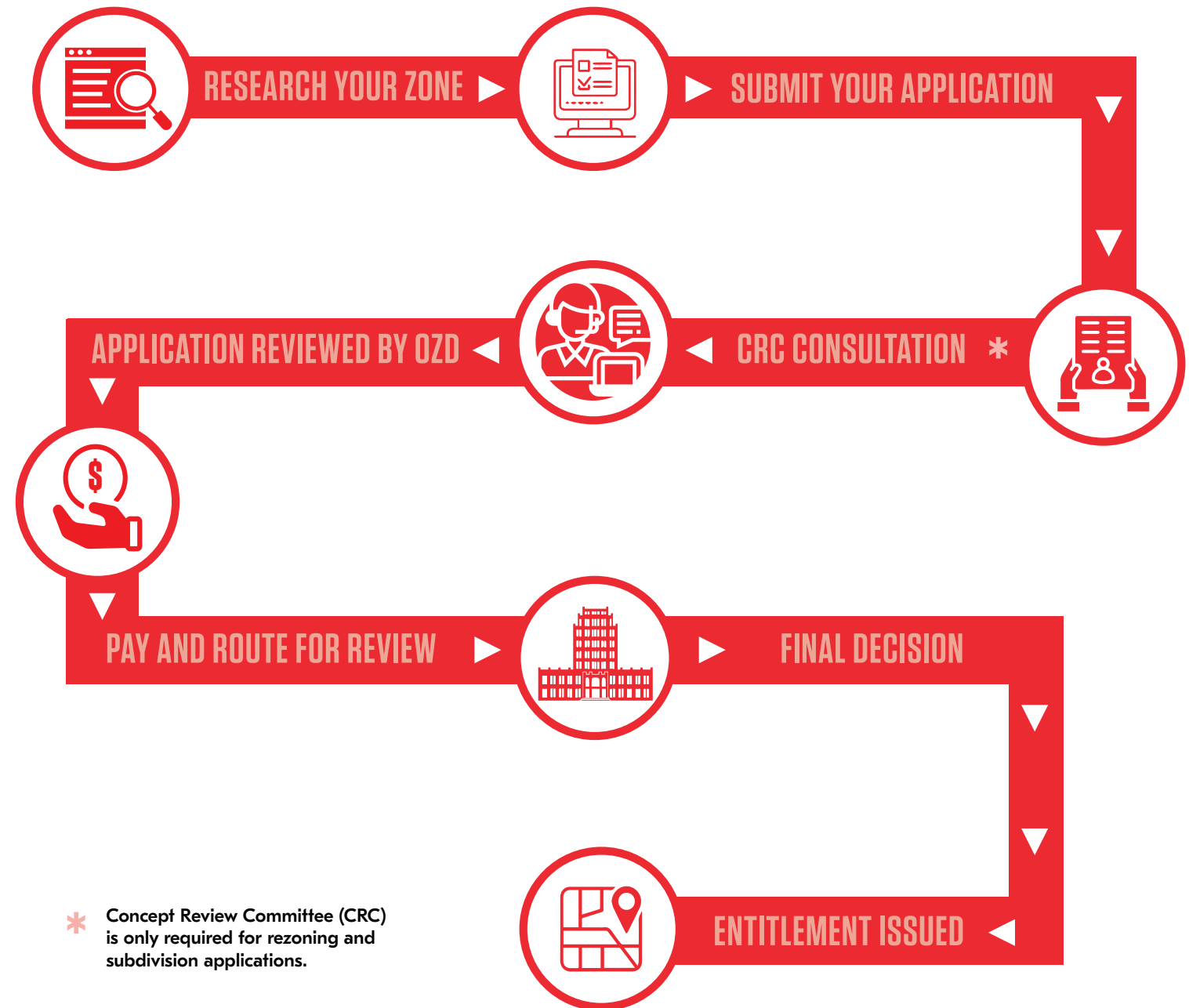
Once entitlements are granted, the property owner or developer has the right to proceed with development in accordance with the approved plans and regulations.

Common Entitlement Includes:

- Rezoning (see Zoning Review Board)
- Special Use Permits (see Zoning Review Board)
- Special Administrative Permits
- Subdivisions
- Variance (see Board of Zoning Adjustment)

ENTITLEMENT

WITH THE OFFICE OF ZONING AND DEVELOPMENT



* Concept Review Committee (CRC) is only required for rezoning and subdivision applications.

CONCEPT REVIEW COMMITTEE

The Concept Review Committee (CRC) is a pre-entitlement application designed to assist customers in navigating the City's development processes. It serves as an opportunity for customers to meet with representatives from the City's plan review agencies at the forefront of the project design stage to refine plans and scope in an open and organized format.

The CRC saves time for both the applicant and the City, by highlighting challenges and clarifying processes ahead of submission to reduce the number of follow-ups and streamline the overall review process. It is intended to provide technical feedback prior to beginning the entitlement and permitting process.

WHAT IT COVERS / SCOPE OF WORK

- Requests to appear on the Concept Review Committee agenda for applicable projects



Please note:

Any projects desiring to submit for rezoning or subdivisions will need to consult with the CRC prior to submitting an application with the Department of City Planning. The applicant can be the property owner, representative/agent, or design professional.

SUBMITTAL REQUIREMENTS

1. **Completed application submitted through the online ACA portal.**
2. **Existing conditions:** A scaled site survey noting existing topographic and tree conditions. The tree survey should show species, DBH (diameter at breast height) and identify all dead, dying or hazardous trees.
3. **Conceptual plans:** A proposed concept noting proposed building footprint, roadway/site access, grading, stormwater management plan, etc. Provide as much detail as possible to aid the conversation.

FREQUENTLY ASKED QUESTIONS

Where can I find information about CRC Meetings?

The CRC meets the second and fourth Friday of each month from 9:00am-12:00pm. Agendas are anticipated to hold around 8 concept review projects with discussions lasting approximately 20 minutes. The filing deadline is noted on the schedule. For more information about the CRC, visit www.atlantaga.gov/government/departments/city-planning/concept-review-committee

NEED ASSISTANCE?

Call (404) 330-6145

SPECIAL ADMINISTRATIVE PERMITS

Special Administrative Permits (SAP) apply to certain zoning districts in Atlanta for exterior demolition, new construction (including additions to existing buildings), any construction which results in increased lot coverage, modification of the building footprint, modification of building facades that alters the configuration of openings, urban gardens, farmers markets, expansions of outdoor dining, or cell towers.

WHAT IT COVERS / SCOPE OF WORK

- **Review for:**
 - Special Public Interest (SPI)
 - BeltLine (BL)
 - Industrial Mixed Use (IMIX)
 - Live-Work (LW)
 - Multi-Family Residential (MR)
 - Mixed Residential Commercial (MRC)
 - Neighborhood Commercial Districts (NC)
 - Unified Development Plans
- **Colocation/Cell towers**
- **Outdoor Events and Sales on Private Property**
- **Farmers Markets**



FREQUENTLY ASKED QUESTIONS

What do I need to do if my house is in a special overlay?

The review must be approved by Historic Preservation Studio staff and/or the Office of Zoning & Development before a Special Administrative Permit can move forward.

Where can I find information about SAP Public Hearings?

SAP public hearings are scheduled for every second and fourth Wednesday of the month from 12 pm until 2 pm. They are held at City Hall, 55 Trinity Ave SW, Atlanta, GA 30303, in Committee Room #1 (2nd floor, room at the right out of the elevator). To learn more about SAP, visit www.atlantaga.gov/government/departments/city-planning/special-administrative-permit

NEED ASSISTANCE?

Call (404) 330-6145



SUBDIVISION

Subdivision applications are available when looking to divide land into multiple parcels, consolidate existing parcels, confirm property lines, or with any new planned development districts. The review consists of a Subdivision Review Committee meeting to hear consolidated feedback from City review agencies.

WHAT IT COVERS / SCOPE OF WORK

Consolidations

Combines two or more adjacent properties into one parcel

Lot of Records

Confirmation of lots with a legal description filed with Clerk of the Superior Court of Fulton County or DeKalb County prior to the effective date of the City of Atlanta Subdivision Ordinance

Lot Splits

Divides an existing parcel of land into two or more lots for individual ownership

Plan Development

New planned development districts where tracts are suitable in location and character for the uses and structures proposed are to be planned and developed on a unified basis

Replats

Adjustments to the current plat of at least two lots

Zero Lot Lines

Building construction that is close to or directly on the property line or boundaries

FREQUENTLY ASKED QUESTIONS

Where can I find the subdivision code?

The subdivision code is Part 15 – Land Subdivision Ordinance can be found at [library.municode.com/ga/atlanta/codes/code_of_ordinances?nodeld=PTIIICOORANDECO_PT15LASUOR](https://municode.com/ga/atlanta/codes/code_of_ordinances?nodeld=PTIIICOORANDECO_PT15LASUOR)



NEED ASSISTANCE?

Call (404) 330-6145

BOARD OF ZONING ADJUSTMENT

Board of Zoning Adjustment (BZA) is a quasi-judicial board of five appointed members that hears applications for variances and special exceptions from the zoning ordinance, as well as appeals of administrative decisions. When making a decision concerning an application, the BZA takes into consideration the recommendations of the Office of Zoning and Development staff and the Neighborhood Planning Unit (NPU) as well as testimony given at hearings.

WHAT IT COVERS / SCOPE OF WORK

Appeals

To appeal an application previously denied by BZA. Appeals must be submitted within 30 days of the initial BZA decision.

Variance

Allows minor deviations from zoning requirements that regulate how a property may be developed, but only when unique circumstances affecting that particular property are demonstrated

Special Exceptions

Land use authorization that allows for specific use of development on a property that is not typically allowed by existing zoning regulations, but may be permitted under certain conditions or criteria



FREQUENTLY ASKED QUESTIONS

Can I receive a variance to increase my floor area ratio?

No, the property must be rezoned for an increase in allowable floor area.

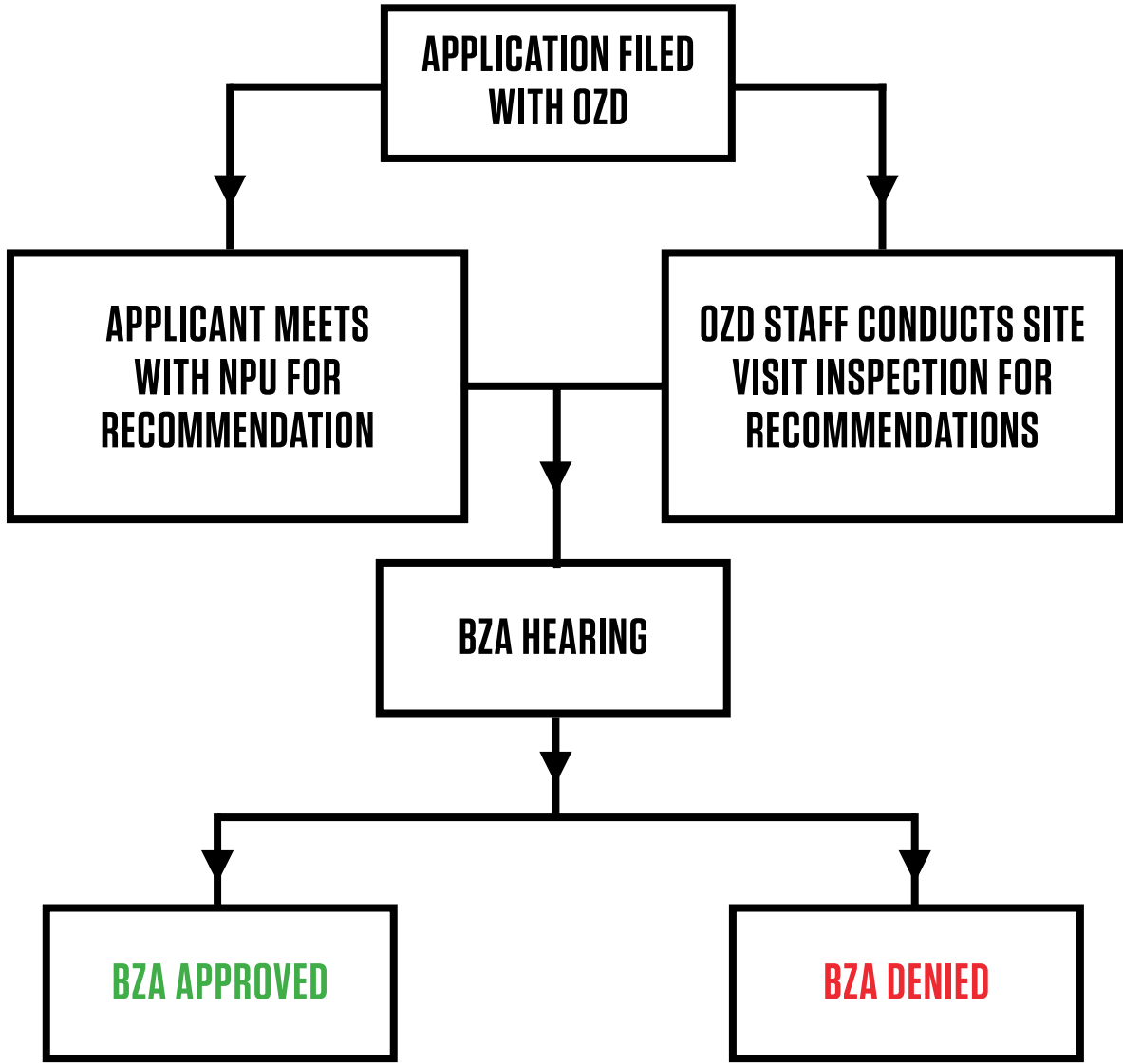
Where are BZA public hearings held?

Board of Zoning Adjustment public hearings are held in the City Council chambers on the second floor of the Atlanta City Hall annex at 55 Trinity Ave SW, beginning at 12:00 p.m. on the day indicated on the schedule. To find the current BZA Public Hearing schedule, visit atlantaga.gov/government/departments/city-planning/office-of-zoning-development/zoning/board-of-zoning-adjustment-bza

NEED ASSISTANCE?

Call (404) 330-6145

BOARD OF ZONING ADJUSTMENTS PROCESS



BZA APPEAL

Appeal within 30 Days of BZA decision



ZONING REVIEW BOARD

The Zoning Review Board consists of nine members, appointed by the Mayor and City Council, who meet twice a month to consider property rezonings and special use permits. The Zoning Review Board takes into consideration the recommendations of the relevant Neighborhood Planning Unit (NPU) and the Office of Zoning and Development staff and makes recommendations on rezonings to the Zoning Committee of City Council.

WHAT IT COVERS / SCOPE OF WORK

Rezoning

Used to assign different regulations that determine how land or a property can be used and developed.

Special Use Permit (SUP)

Permits the use of land or property that is not typically permitted by the Zoning Code

Transfer SUP (TR)

Permits the transfer of a special use permit to be authorized from one property owner to another for specific property or development

Neighborhood Commercial (NC District) Nomination

Establish neighborhood district boundaries and regulations of a geographic area intent on protecting, preserving, and promoting scale, use, character, and needs of the neighborhood.

Neighborhood Commercial (NC District) Expansion

Applications to expand existing neighborhood commercial districts.

Comprehensive Development Plan (CDP) Adjustments

Rezoning applications that require a Future Land Use change apply for an amendment to the adopted Comprehensive Development Plan (CDP)

Metropolitan River Protection Act (MRPA)

Applications for projects within the Chattahoochee Corridor whereby additional environmental requirements and procedures are required per Georgia Laws 1973, Act No. 66, the Metropolitan River Protection Act.



FREQUENTLY ASKED QUESTIONS

How do I know what uses are permitted in my zoning?

Each zoning district has a section for permitted principal uses. Use the Zoning Code table to find your project's permitted use or the GIS website for the property information.

Why do I need to have a zoning review if I am only doing interior work?

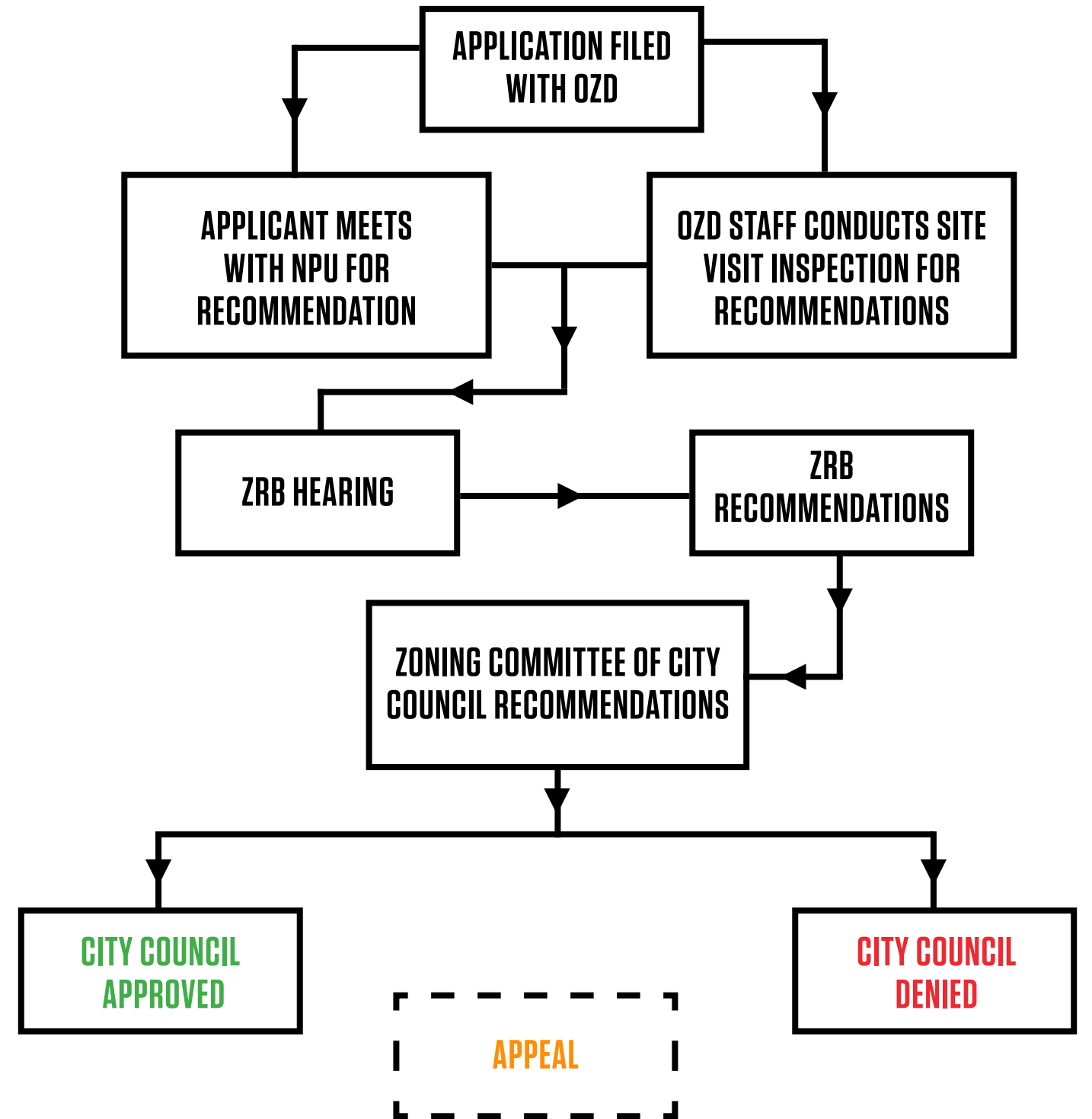
Zoning review is required to ensure that the scope of work aligns with the zoning district and regulations.

NEED ASSISTANCE?

Call (404) 330-6145



ZONING REVIEW BOARD PROCESS



*Appeal to Fulton County Superior Court within 30 Days of City Council decision

HISTORIC PRESERVATION

Historic Designation is a special zoning classification that is applied to a property or group of properties. Any work done to the exterior of a building or any site work that has this special zoning classification must be reviewed by the Office of Design before obtaining a permit.

WHAT IT COVERS / SCOPE OF WORK

- **Historic Preservation Staff Review (HP)**
Certain projects in Historic and Landmark Districts, as well as individual designations, can be reviewed by the Historic Preservation Studio staff on an expedited time line. These projects can include minor alterations to the main building, fences, walls, paving, decks, and other routine projects. Each district has a specific list of projects that can be reviewed by the Historic Preservation Studio Staff. Please review your district in the City of Atlanta Zoning Ordinance for more details (link to Zoning Code below).
- **Urban Design Commission Review (UDC)**
The Urban Design Commission (UDC) consists of 11 City of Atlanta residents and are appointed to the commission by the Mayor and the City Council. A specific, professional background is required for each member of the Commission. All work that is not eligible for a Historic Preservation Studio Staff review is reviewed by the UDC at a public hearing. These projects include new construction, additions, demolitions, and subdivisions. Requests to change the district regulations are also considered by the UDC at a public hearing. Each district has a specific list of projects that must be reviewed by the UDC in that district. Please review your district in the City of Atlanta Zoning Ordinance for more details (link to Zoning Code below).



FREQUENTLY ASKED QUESTIONS

How do I know if my property is located in a designated Historic District?

You can determine if you are located in a designated Historic District by searching the property's information through our GIS website at www.atlantaga.gov/government/departments/city-planning/maps-and-gis

How do I submit a violation of the historic preservation regulations?

Submit your concerns about historic preservation violations to the Department of City Planning's CodeBusters email inbox at codebusters@atlantaga.gov

Where can I find the Land Development Code for Historic Preservation?

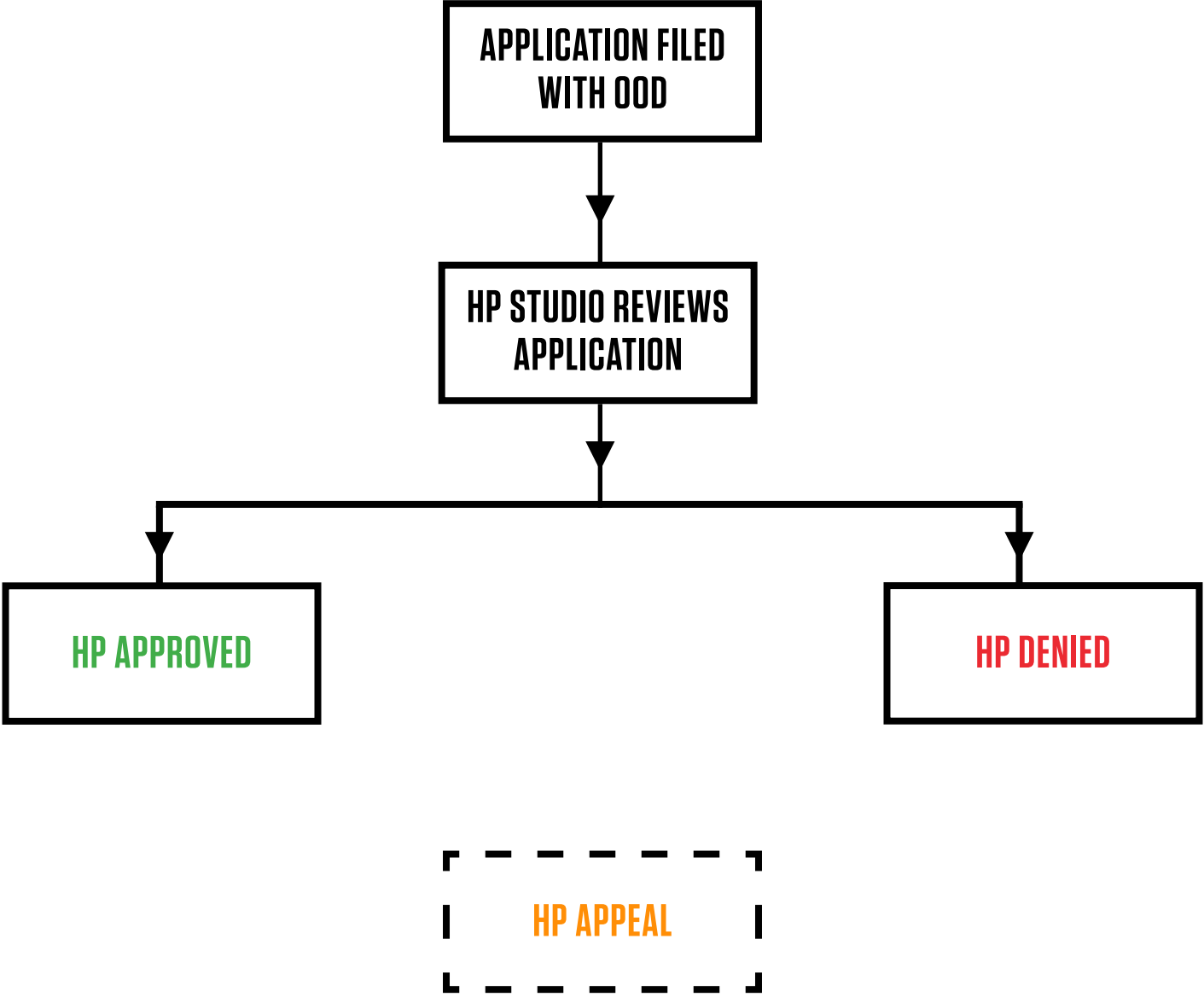
The Historic District and Landmark District regulations are found in Chapter 20 of the City of Atlanta Zoning Ordinance. To learn more about the code, visit https://library.municode.com/ga/atlanta/codes/code_of_ordinances?nodeId=PTIICCOORANDECO_PT16ZO_CH20HCHICUCODI

NEED ASSISTANCE?

Call (404) 546-0314

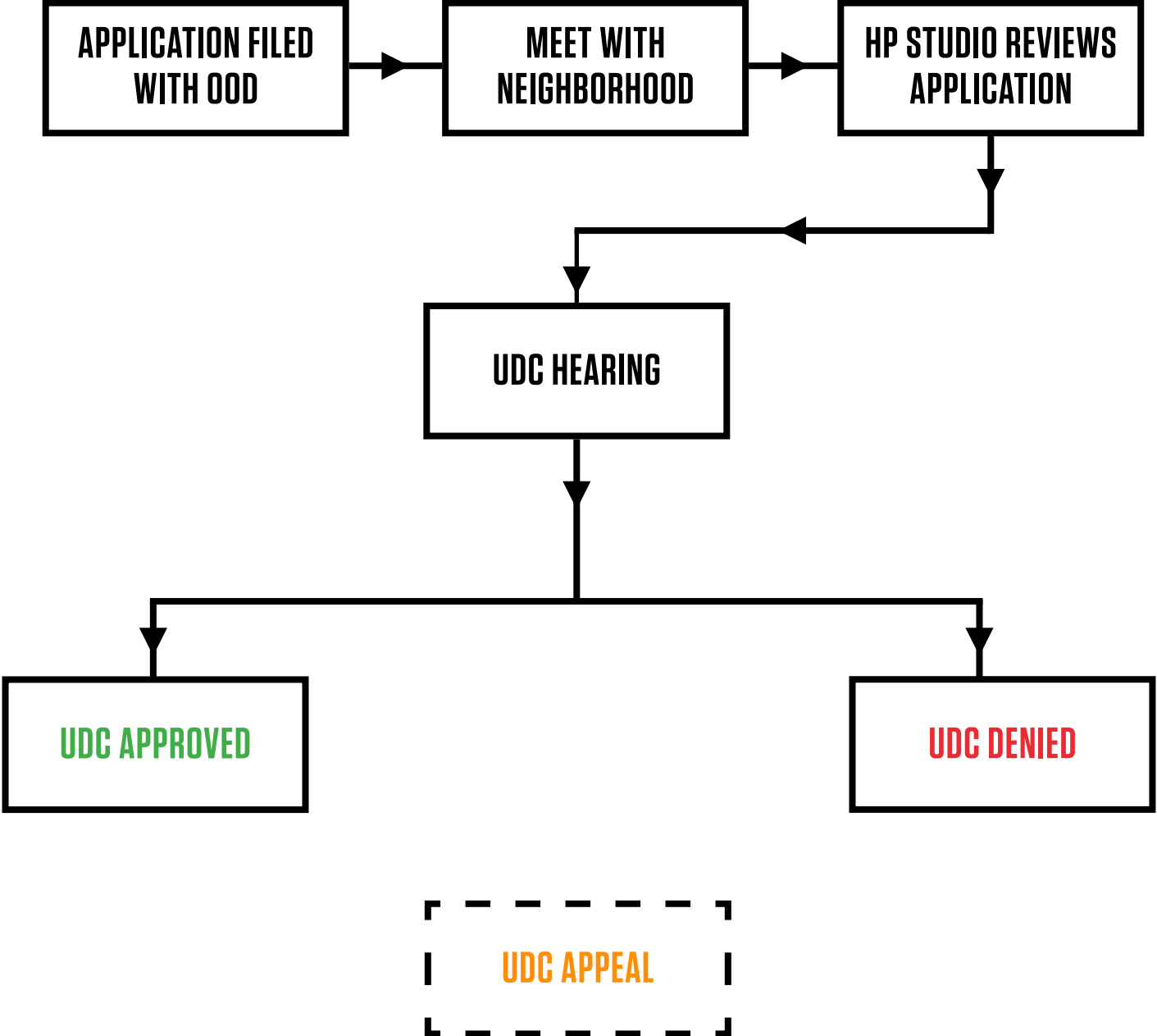


HISTORIC PRESERVATION STAFF REVIEW



*Appeal to UDC within 30 Days of Historic Preservation decision

URBAN DESIGN COMMISSION

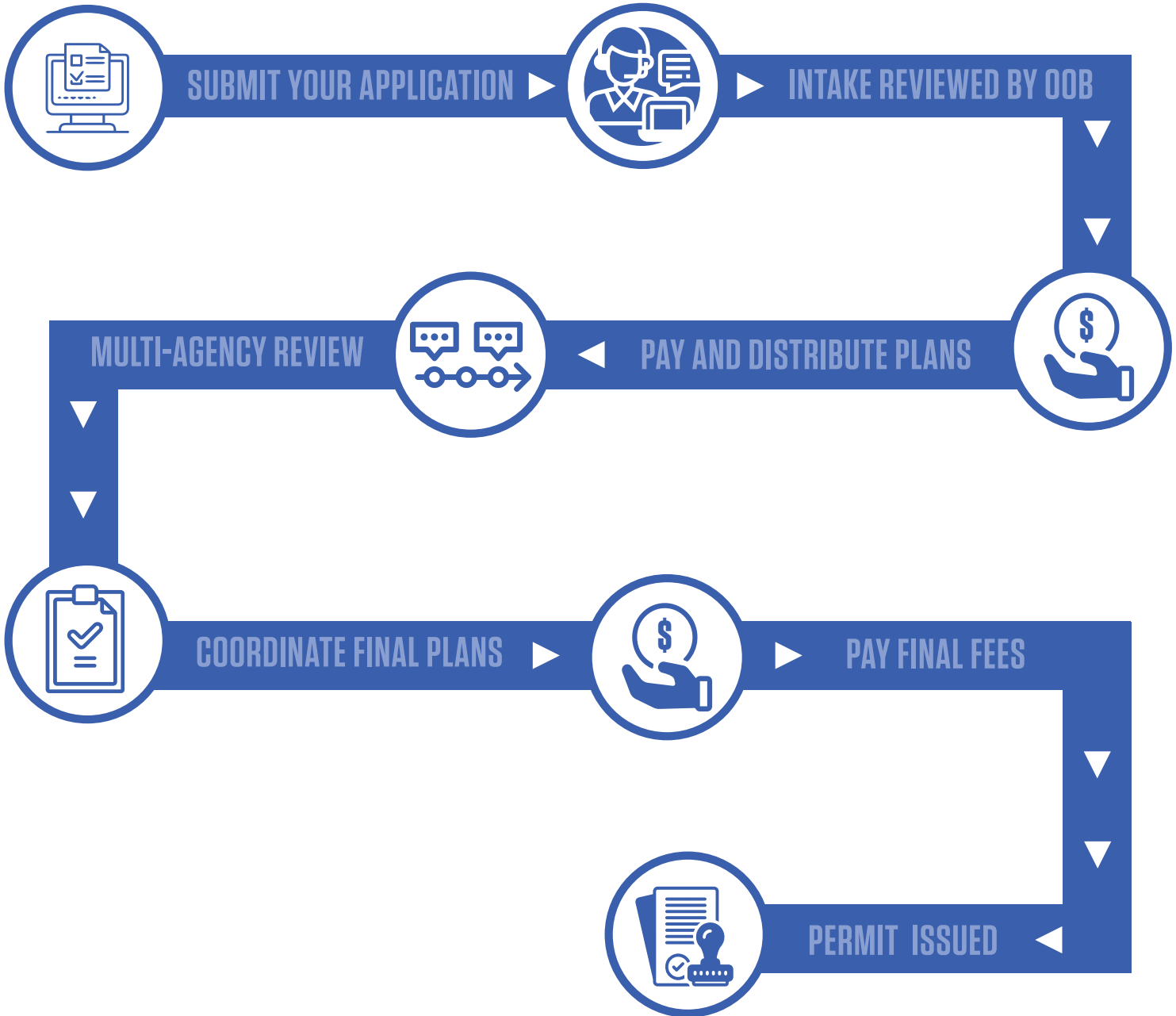


*Appeal to Fulton County Superior Court within 30 Days of UDC decision



PERMITTING

WITH THE OFFICE OF BUILDINGS



WHAT IS PERMITTING?



Permitting is the process used to obtain approval from the City of Atlanta to proceed with land development or construction. Permits are required to build new structures or add to or alter existing structures.

The permitting process involves submitting the required documents and plans that meet standards of the adopted building codes for the Office of Buildings.

Common Permitted Projects Include:

- New Construction
- Additions/Alterations
- Demolitions
- Accessory structures (Sheds and Accessory Dwelling Units)
- Fences
- Decks and Porches
- Windows, Roofs, and Solar panels
- Tree removal
- Signs
- Change in use or occupancy, tenant finishes, or white box

WORK EXEMPT FROM PERMITTING

Please be advised that any work done must meet the minimum requirements of the appropriate code. The following items are exempt from being permitted in accordance with Ordinance 17-O-1307.

GENERAL REPAIRS

No permit or permit fee is required for any repair work to a single-family, duplex, multi-family or non-residential structure with a total valuation of less than \$10,000.00 provided that such work is otherwise lawful. The following permit exemptions apply only to existing single-family, two-family or duplex residential structures or for existing accessory structures for such properties, without regard to cost.

- Non-structural re-roofing repairs excluding truss repairs or shingle replacement provided that upon replacement no more than three layers of shingles remain
- Repair or replacement of kitchen cabinets
- Repair or replacement of bath cabinets or countertops not involving relocation of electric outlets or appliances or plumbing fixtures
- Repair or replacement of interior doors
- Repair or replacement of drywall on ceilings or walls not to exceed three sheets
- Repair or replacement of floor or wall coverings such as carpet, tile, hardwood, paneling, wallpaper, etc.,
- Interior or exterior painting
- Repair or replacement of gutters
- Non-structural porch or deck repairs
- Repair or replacement of siding

HVAC/MECHANICAL

- Repair or replacement of existing air conditioner condensers
- Repair of existing furnaces and equipment
- Replacement of grills and diffusers on existing duct work

PLUMBING

- Repair or replacement of existing kitchen fixtures (sinks)
- Repair or replacement of existing bathroom fixtures (sinks, lavatories, bathtubs, showers).

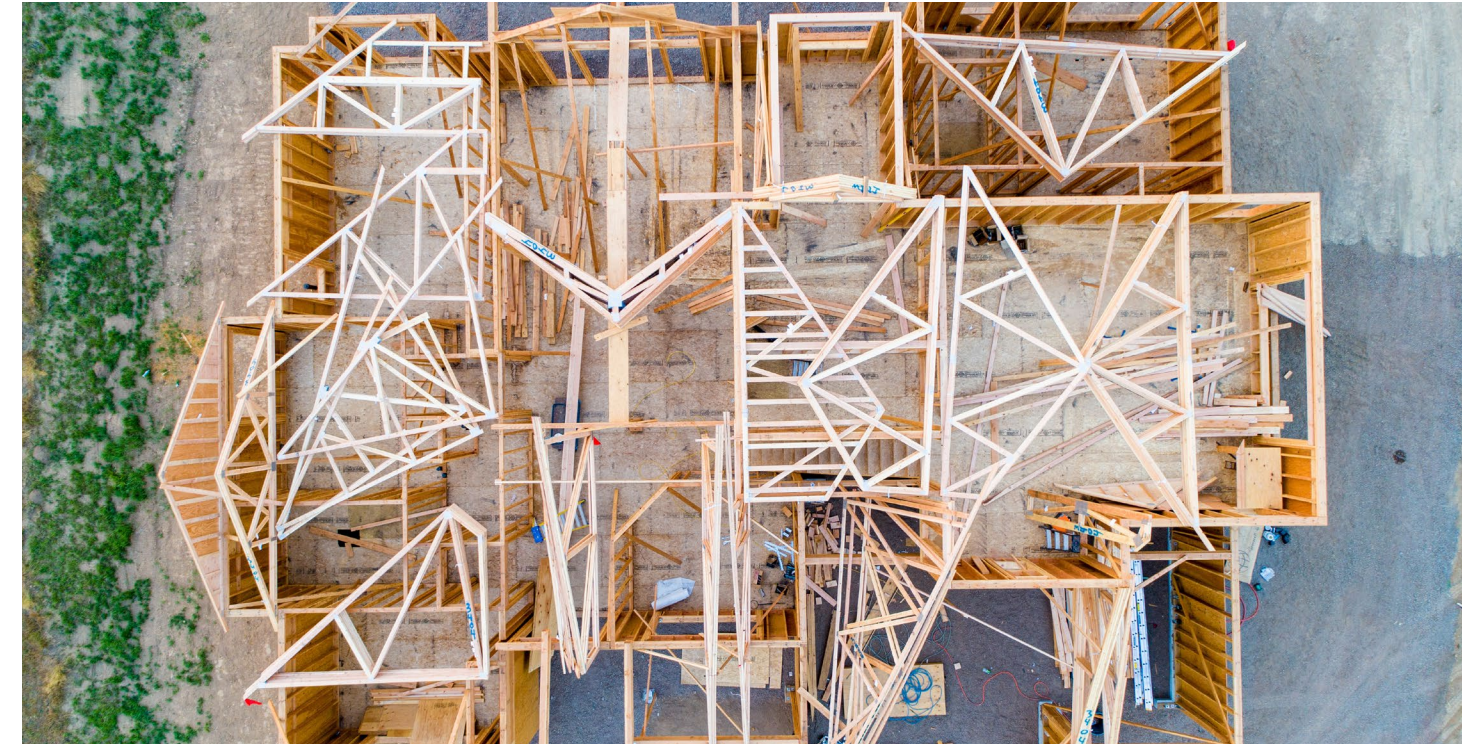
ELECTRICAL

- Repair or replacement of existing electrical outlets
- Repair or replacement of existing electrical fixtures
- Installation, repair or replacement of low voltage systems such as security alarms, garage door openers, phone and cable lines, etc.

No exemption for properties designated under Chapter 20 of the zoning ordinance:

Work to the exterior of a structure or site that is located in a landmark or a historic district (or to a landmark or historic building) is not exempt from permitting regardless of scope or cost of construction.

Additionally, no certificate of appropriateness, building permit or permit fee is required for any repair work with a total valuation of less than \$2,500.00.



ADOPTED BUILDING CODES AND OFFICE OF BUILDINGS POLICIES

Building codes are designed to ensure safe building techniques. These important standards help protect your family from safety risks and ensure the public safety, health and general welfare. The City of Atlanta issues building permits to uphold standards of structural strength and stability, means of egress, adequate light and ventilation, protection of life and property from fire and other hazards incidental to the design, construction, alteration, repair, removal or demolition of buildings or structures. **The current and applicable codes set forth by the City of Atlanta are listed below.**

- International Building Code 2018 Edition
- International Residential Code 2018 Edition
- International Plumbing Code 2018 Edition
- International Mechanical Code 2018 Edition
- International Fuel Gas Code 2018 Edition
- International Energy Conservation Code 2015 Edition
- International Fire Code 2018 Edition
- National Electrical Code 2020 Edition
- International Swimming Pool and Spa Code 2018 Edition
- NFPA-Life Safety Code 2018 Edition
- 2010 ADAAG-Georgia Accessibility Code

EXPRESS PERMITS

The Office of Buildings currently offers an over-the-counter permit application review program for specific residential and commercial projects. A team of helpful professionals has been assigned to this process to ensure Express Permits can be reviewed within 30 minutes at City Hall.

Please note:

1. If the property is in a Quality of Life District, Historic District, or has zoning conditions, the project requires review from OZD or OOD (Historic Preservation) and cannot be issued at express permitting. All projects must be accompanied with a cover sheet that contains an itemized scope of work.
2. All projects are accepted at the discretion of the plan reviewer.
3. No certificate of occupancy will be issued.

WHAT IT COVERS / SCOPE OF WORK

Residential Express Permits

- Fences (new or replacement), without impacting any trees.
- Decks built in compliance with Georgia Prescriptive Deck Details. Decks are limited to 24 feet x 24 feet, or 500 square feet.
- Covered porches
- Driveways that are limited to an "in kind" replacement (same size/same locations), without impacting any trees (no new driveways will be accepted via Express Permits)
- Window replacements
- Accessibility Ramp installations
- Residential interior alterations with minor structural changes (non-load bearing walls)
- Basement or attic finish (scope may include minor structural improvements)
- Exterior finishing systems (ex: brick or stone veneer, siding, stucco, etc.)
- Solar panel roof installations $\leq 25Kw$
- Hot tubs
- Sheds
- Cosmetic Alterations

Commercial Express Permits

- Minor commercial interior alterations or tenant improvements limited to an aggregate area of 5,000 square feet
 - Minor, non-structural Mechanical, Electrical, and Plumbing (MEP) work
- Limitations
- i. Building: Demolition of existing non-load bearing and non-rated partitions. Construction on non-load bearing and non-rated partitions that are incidental to the demoed partitions. No tenant build-outs.
 - ii. Mechanical: No new mechanical systems or ductwork. Relocation of existing ductwork is permitted. Extensions of existing ductwork allowed up to 25 linear feet.
 - iii. Electrical: A maximum of two (2) new circuits can be added accompanied with a panel schedule.
 - iv. Plumbing: New plumbing is not to exceed three (3) new fixtures and associated plumbing.
 - v. No alternative means or methods that would require the approval from the Chief Building Official.
- Interior commercial demolition projects with the construction documents (architectural plans, spec details) clearly showing all interior partition walls and systems (MEP) to be removed and made safe.
 - Re-roof without structural changes
 - Commercial change of ownership (Scope does not include alteration of any kind for business occupancies – applicant must provide a Life Safety Place to verify egress)
 - Solar Panel roof installations $\leq 25Kw$

FREQUENTLY ASKED QUESTIONS

Do I need an appointment to visit City Hall for an Express Permit?

No appointment is necessary. Walk-ins are welcome Monday - Friday, 9:30 a.m. - 2:30 p.m. at the City of Atlanta Office of Buildings.



NEED ASSISTANCE?

Call (404) 330-6907

RESIDENTIAL PERMITS

Building safe and structurally sound homes increases the quality of life for all Atlanta residents. Residential permits apply to single family detached residences and two-family/duplex residences.

WHAT IT COVERS / SCOPE OF WORK

- **Building a new residence**
- **Adding new square footage to an existing residence**
Rooms, attics, basements, etc. attached to an existing structure
- **Remodeling the interior or exterior of an existing residence (no additional)**
Interior and exterior alterations, kitchen upgrades, roof repairs, siding, interior structural changes, door or window replacement
- **Building or remodeling a non-residential accessory structure only**
Includes gazebos, sheds, greenhouses, fences, decks, patios, garages, pergolas, etc.
- **Building or remodeling an accessory dwelling unit (ADU)**
Includes guest houses, carriage houses, pool houses, etc.
- **Trade work only**
Includes installation of plumbing, electrical, mechanical, gas, boilers, sewer plugs only
- **Standalone work**
Includes tree removal, landscape plans, fences, re-roofs, driveways, sidewalks, or demolition



FREQUENTLY ASKED QUESTIONS

I don't see any status updates. What should I do?

Search for emails from auto-sender@accela.com or noreply@accela.com as these sometimes are filtered and sent to email junk boxes. You can also log in to the online portal to follow along with any project comments or statuses.

Does my project need to be processed through Residential or through Express?

If the project will contain new or replacement structural beams, roof rafters, floor or ceiling joist, retaining wall(s), miscellaneous sitework, or if there will be a change to the original building footprint, your project should be processed through Residential.

I have received a stop work order notice. What do I do?

Contact the Inspector who posted the order or the Residential Project Manager for exactly what issues need to be addressed on your project, and then apply for a building permit.

What do I need to do to remove a placard on my property?

Contact Code Enforcement at (404) 546-3800 for a "Placard Removal Letter".

NEED ASSISTANCE?

Call (404) 330-6906

MULTI-FAMILY PERMITS

Multi-family residential properties contain multiple separate living units that are designed for more than one family or household to live in. This includes apartments, condos, and townhomes.

WHAT IT COVERS / SCOPE OF WORK

- New construction of multi-family structures including apartments, condos, and townhomes
- Addition of floor area to existing structure
- Alterations to a structure with no increase in floor area or site improvements
- Conversion of space
- Demolition
- Standalone EV charging stations
- Site work
- Dumpster enclosure
- Fence/wall
- Parking decks or lots
- Public utility
- Public parks



FREQUENTLY ASKED QUESTIONS

I have a mixed-use project that includes multi-family use and commercial. What application should I use?

Depending on the scope of the project, if the majority of the use will be multi-family, you would submit for multi-family and vice versa for commercial.

NEED ASSISTANCE?

Call (404) 330-6920

COMMERCIAL PERMITS

Commercial permitting enforces code compliance of business related development which includes heavy commercial and light commercial. Commercial permits ensures the safety and stability of Atlanta's buildings and establishments.

WHAT IT COVERS / SCOPE OF WORK

COMMERCIAL

- Land development & infrastructure (LDP)
- New construction
- Commercial, mixed-use, multifamily establishments over 25,000 square feet
- Additions over 25,000 square feet
- Parking decks (above & underground)
- Foundation/concrete package
- Gas stations
- Underground fuel tank storage
- Commercial conversions over 10,000 square feet
- Interior alterations over 10,000 square feet
- White box spec suite over 10,000 square feet
- Commercial demolition (complete building removal)
- Interior demolition-over 10,000 square feet
- Modular trailers/classroom trailers
- Collocation/telecommunication cell phone towers/rooftop
- Hartsfield Jackson Internation Airport
- Public & commercial swimming pools
- Solar panels (PV) > 23kw
- Electric vehicle (EV) charging stations
- Construction site trailers
- Film production sets (structures)
- Shipping containers

LIGHT COMMERCIAL

- Up to 10,000 square feet or interior alterations (tenant improvement)
- Up to 10,000 square feet (w/ MEP Drawings)
- New Construction & additions - up to 3 stories & 25,000 square feet
- Pre-Engineered steel buildings - less than 50,000 square feet
- Townhomes (MEP Drawings not required)
- Commerical conversions up to 10,000 square feet
- White box (with MEP drawings)
- Spec suite (with MEP drawings)
- Interior demolition
- Modular trailers/classroom trailers/sales trailers
- Retaining walls/modular block walls
- Canopy/awning addition to existng building



FREQUENTLY ASKED QUESTIONS

When are impact fees assessed and required to be paid?

Impact fees are assessed with land development permits (LDP), additions, or conversion application submissions. Relative to land development project submissions, impact fees are assessed and required to be paid prior to the issuance of the LDP.

Can a land development and a new construction project be submitted at the same time?

No. The only application types that can be submitted at the same time are the land development application and the demolition projects only. When a demolition project is submitted, the drawings must reflect the following:

- Area (square footage) to be removed
- If the building is a multi-family use, provide the number of units
- If the building is a hotel use, provide the number of rooms
- Confirm if the foundation is to be removed/demolished with the building
- Confirm if the foundation is to remain in place
- Number of stories
- Use or occupancy of the building

Do I need American Disability Act (ADA) compliance for renovation?

Yes, per ADA 202.3. To learn more about ADA compliance, visit ada.georgia.gov/advocacy-and-regulations/georgia-accessibility-code

NEED ASSISTANCE?

Call (404) 546-1704 (Commercial)
Call (404) 330-6920 (Light Commercial)

STAND ALONE PERMITS

Stand-alone permits such as Mechanical, Electrical, and Plumbing (MEP) can be applied to residential, multi-family, and commercial projects. This type of work may also be referred to as “subcontractor permits” for general contractors and homeowners.

WHAT IT COVERS / SCOPE OF WORK

Mechanical

- Gas pressure testing
- HVAC
- Heating and cooling systems
- Gas piping / Gas lines
- Cooking appliances
- Grease hoods
-

Electrical

- General electric
- Low voltage
- Solar panels
- EV connections
- Public utility permit (Homeowner Permit if no power for 6 months or more)
- Temporary power
- Temporary poles
- Disconnect & Reconnect

Plumbing

- Residential plumbing
- Commercial plumbing
- General plumbing
- Backflow prevention
- Lawn sprinkler systems
- Sewer plugs
- Sewer taps
- Waterlines
- Gas
- Grease trap (reviewed by Site Development)

Other Permits

- Sign permits
- Temporary noise variance permits
- Business license review (Zoning)
- Alcohol license review (Zoning and Inspections)
- Special event permits



FREQUENTLY ASKED QUESTIONS

When do I need a Noise Variance permit?

A variance can be issued to allow for unusual circumstances, typically for a construction phase or filming production. Each variance can last up to 14 days.

How/when can I schedule an electrical public utility inspection? Inspections take place between 7:30 a.m. and 3:30 p.m., Monday through Friday. The inspection may be scheduled with our staff at the time the permit application is processed, or it may be scheduled by calling the automated phone system at (404) 658-6800. Please have the permit application number ready when calling.

NEED ASSISTANCE?

Call (404) 865-8550

FIRE & LIFE SAFETY PERMITS

Fire & Life Safety permits eliminate fire risks and manage space occupancy to ensure the safety of Atlanta residents and visitors.

WHAT IT COVERS / SCOPE OF WORK

- Land development site reviews
- Public assembly reviews (with occupant loads over 50 persons), including:
 - Spas
 - Gymnasiums
 - Swimming pools/courtyards
 - Production studios
 - Dance studios
 - Auditoriums
 - Multi-purpose rooms
- Fire sprinkler systems
- Installation of diesel generators
- Site development and/or change of occupancy
- Flammable/combustible liquids storage
- Special and tented events, including:
 - Carnivals and circuses
 - Festivals
 - Conventions and floor shows

FREQUENTLY ASKED QUESTIONS

How much does a fire sprinkler permit cost?

The base permit fee for Fire Life Safety is \$150 + a \$25 technology fee = \$175 total. This may increase depending on the scope of work. Please see Fire Sprinkler Permit Application for

Which permits does Fire Life Safety review?

Fire site, fire assembly, underground water mains for fire protection, sprinkler plans, standpipe plans, fire alarm plans, and clean agent/inert gas fire suppression.

Who can pull a fire sprinkler permit online?

Only a registered and licensed fire sprinkler contractor can pull a building plan permit

If only one fire sprinkler head is being moved (or added), am I required to obtain a fire sprinkler permit?

Yes, any changes to a fire sprinkler system require a permit. The only exception to this would be sprinkler in-kind replacements only (system maintenance).

I'm trying to get a Fire Marshall inspection. Who do I contact?

Please call Atlanta Fire & Rescue Department at (404) 546-7000.



NEED ASSISTANCE?

Call (404) 546-0183

ARBORIST PERMITS

The City of Atlanta Arborist Division in the Office of Buildings is charged with protecting the city's tree canopy on private property in accordance with the Tree Protection Ordinance (TPO). The City of Atlanta Parks Department oversees permitting and care of trees on public property and in the City right-of-way.

WHAT IT COVERS / SCOPE OF WORK

- Dead, dying, or hazardous (DDH) tree permits
- Arborist inspections for field complaints
- Construction and demolition plans
- Landscape plans

FREQUENTLY ASKED QUESTIONS

Do I need a permit to remove a tree on my own property?

Any tree with a diameter at breast height (DBH) of six inches or greater requires a permit for removal; 12 inches or greater for pines.

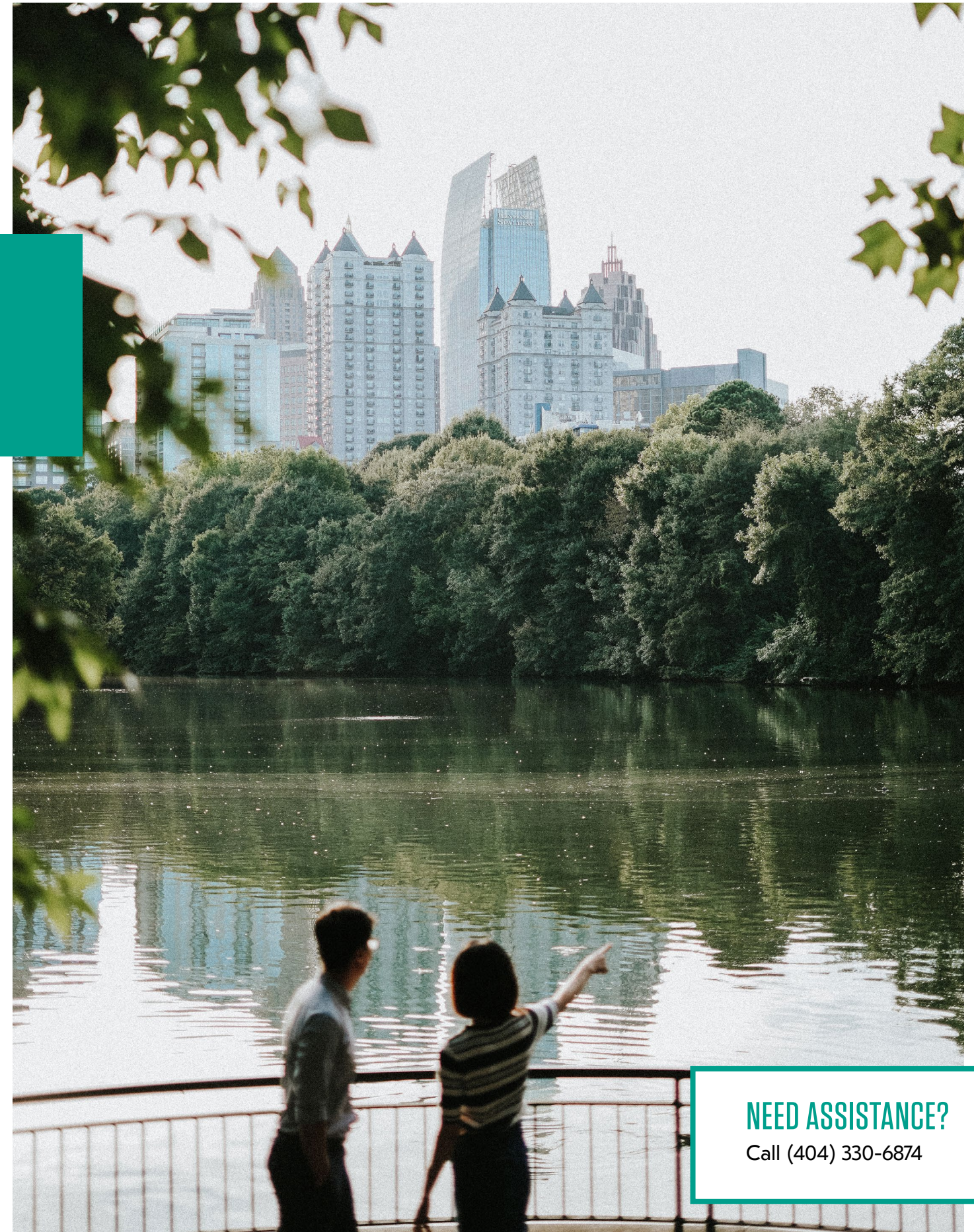
How do I submit a permit to remove a DDH tree?

Submit an inspection request online through the Accela application portal. Include pictures of tree(s) and the parts of the tree that are of concern.

How do I submit for a permit to remove a healthy tree?

A. If the removal is associated with new construction, tree protection plans must be submitted along with required drawings for other review agencies. The tree protection plan will be reviewed at the same time as other agencies.

B. If the removal is not associated with new construction, submit a landscape plan to arborist.dpcd@atlantaga.gov. The landscape plan checklist is located at atlantaga.gov/government/departments/city-planning/zoning-development-and-permitting-services/applications-forms-and-checklists.



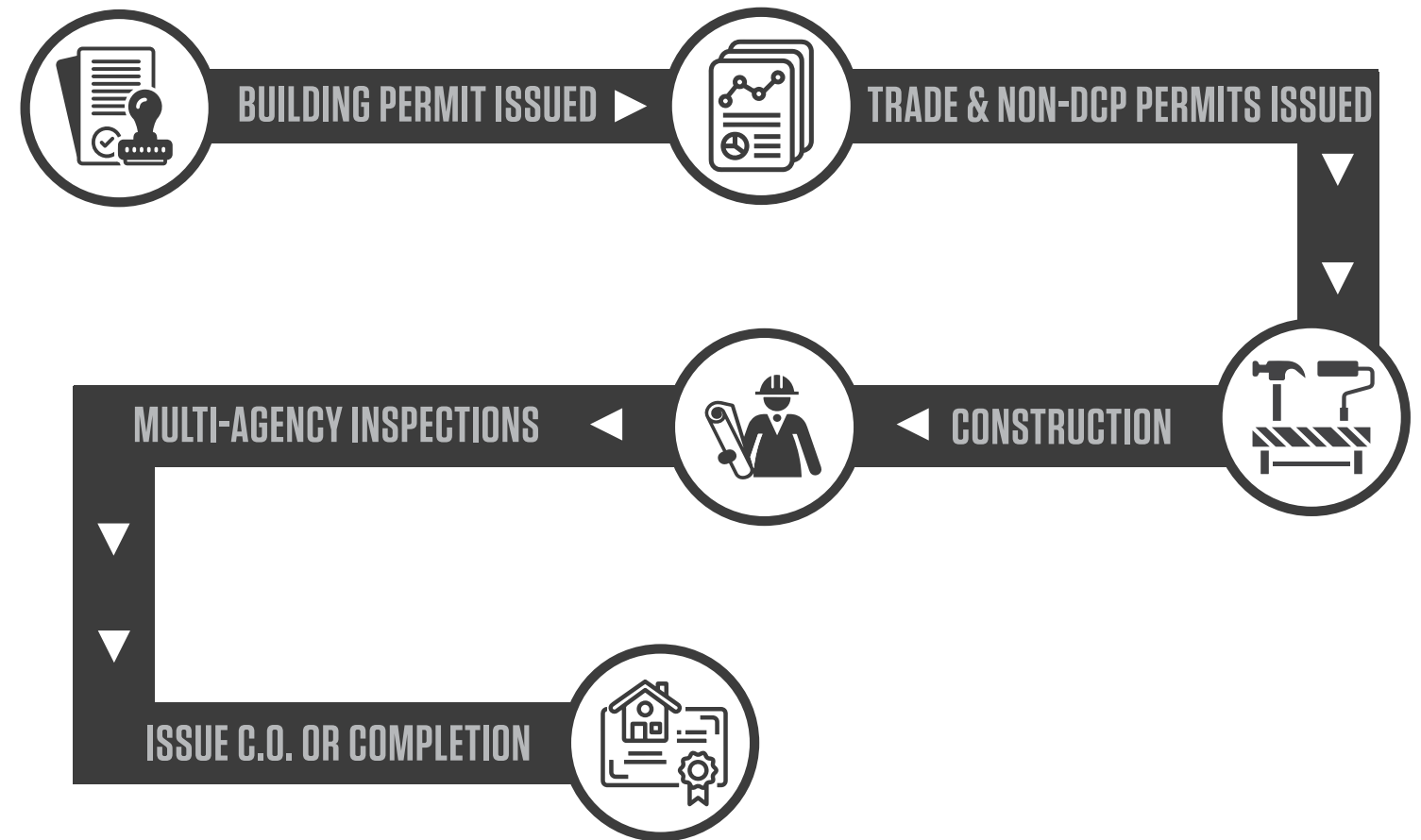
NEED ASSISTANCE?

Call (404) 330-6874



INSPECTION

WITH THE OFFICE OF BUILDINGS



WHAT IS AN INSPECTION?



An inspection is the process of evaluating and verifying that land development and building projects are in compliance with zoning codes & regulations, building codes, and other requirements set by the City of Atlanta. Inspections are used to ensure that the development and construction is safe.

Common Inspections Include:

- Pre-Construction
- Pre-Demolition
- Third-Party Inspections
- Trade
- Fire

Any permit issued by the City of Atlanta-Office of Buildings is good for 180 days with ongoing inspections. If there are no inspections relative to the master building (BB) permit, refer to the trade permits (BE, BP, BM) as they also keep a master permit active. If there are no inspections, the master permit is expired.

INSPECTIONS

DCP offers inspections for arborist, zoning, building, and trade projects during the construction phase of development. In the majority of cases, if you are receiving a permit, you likely need an inspection from DCP or other agencies.

Please note:

Third party inspections are available for certain projects and can be scheduled by email at 3rdpartyinspection@atlantaga.gov. Review the third party inspection program on our website by visiting www.atlantaga.gov/government/departments/city-planning/inspections-code-enforcement/third-party-inspections.

WHAT IT COVERS / SCOPE OF WORK

- Pre-construction
- Pre-demolition
- Footings, foundation, and slab
- Trade inspections (like mechanical, electrical, or plumbing)
- Business or alcohol license
- Framing (floors, ceilings, or walls)
- Insulation
- Drywall
- Fire protection
- Sign
- Arborist
- Pool construction
- Overall building final
- Life safety



FREQUENTLY ASKED QUESTIONS

Is any work exempt from inspections?

If you are completing work that does not require a permit, you will likely NOT need an inspection. Please be advised that any work done must still meet the minimum requirements of the appropriate code.

How do I schedule an inspection?

On-site inspections can be scheduled through the online submission portal, by phone at **(404)-865-8400**, through the automated phone system (IVR) at **(404)-658-6800** or by email at inspections-oob@atlantaga.gov.

Private provider inspection reports are to be submitted by email at 3rdpartyinspection@atlantaga.gov.

NEED ASSISTANCE?

Call (404) 865-8400



YOU'VE RECEIVED YOUR PERMIT- NOW WHAT?

Depending on the scope of work, subsequent applications or permits may apply. Read below for more information.

Water meters: Active water service with the City of Atlanta Department of Watershed Management is required before a Certificate of Occupancy can be granted.

- Meter applications can be found at www.atlantawatershed.org/meter-purchases/
- If the City is installing the meter and the application is paid for, the customer must allow a minimum of fifteen (15) weeks for installation. For a status update of a meter installation, the customer must contact the OCCBS Installations Manager or designee at 404-546-1348.
- For questions related to meters or Fire Service Hydraulic Tests during the closure to the public, please e-mail DWMMAPPS@atlantaga.gov.

Construction or activity in the Right-of-way (ROW) requires an Atlanta Department of Transportation (ATLDOT) issued permit(s).

- Please visit the City of Atlanta Department of Transportation permit portal for additional information and permit requirements at atldot.atlantaga.gov/services-2/permits. Note that only ATLDOT permit(s) allow a contractor to work in the ROW. This includes and is not limited to sewer lines, clean-outs, new curb cuts, construction entrances, driveway apron, sidewalk, curb installation, and street and sidewalk closures, etc. Consult the ATLDOT ROW Manual for additional information and requirements about performing work in the City of Atlanta (COA) ROW by visiting atldot.atlantaga.gov/services-2/right-of-way

Pre-Demolition or Pre-Construction Inspections

- Depending on the project, pre-inspections from City Arborist, Atlanta Fire Rescue Department, Site Development, Atlanta Department of Transportation, or other agencies may apply. Refer to the approved plans and comments for more information.

Certificate of Occupancy or Completion

- Based on the project scope, and once a final inspection has been granted, a request for a Certificate of Occupancy (New Construction, Addition, Conversion, Tenant Build-Out) or Completion (Interior Alteration, Renovation, no change in Sq. Ft.) must be submitted. Requests can be emailed to DCP-OOB@atlantaga.gov with the subject line "CO Request for (enter permit number)" and the street address. The body of the email can simply state that a CO is being requested for the above stated address. Allow 24 hours for processing. Once prepared, the CO will be emailed to the email address provided at the time of the request.

Regulatory Permits, Business or Alcohol Licenses

Certain projects require a regulatory permit, business license or alcohol license. These items are managed by the Department of Finance. To better understand the requirements, visit the [Before you get started webpage](#) for more information.

Occupancy inspections and certificates

- Before certain projects can be occupied, the Atlanta Fire & Rescue Department (AFRD) may need to inspect to ensure the public's safety. Reference the inspections process managed by AFRD at atlantafirerescue.com/divisions/technical-services/office-of-the-fire-marshal/fire-inspections

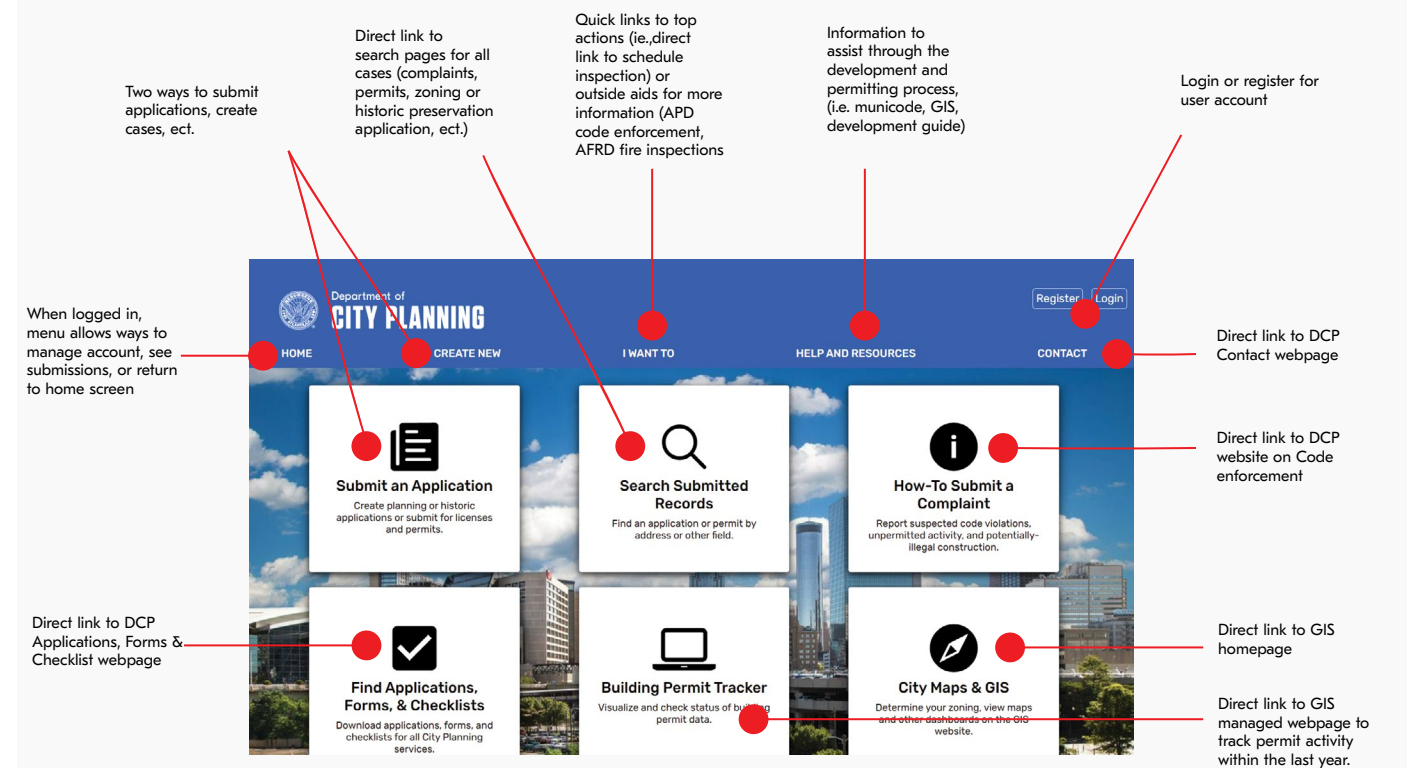
RESOURCES

HOW TO SUBMIT DIGITAL APPLICATIONS THROUGH ACCELA

1

To register for an account visit aca-prod.accela.com/ATLANTA_GA/Default.aspx

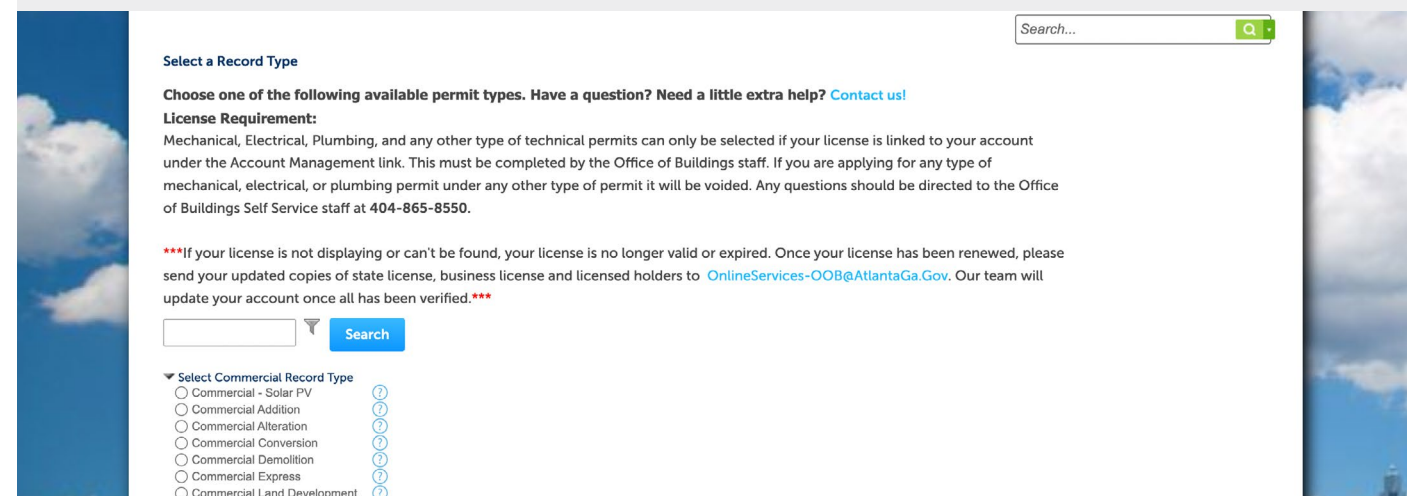
The image below is an overview how to navigate through the homepage of Accela.



2

From the 'Home' page click 'Submit an Application' option on the top banner.

Under the filter by category drop-down select the application type that applies to your project.



DIGITAL SUBMISSION APPLICATION

PLANNING OR HISTORIC PRESERVATION

1. Log into the [portal](#) or register for an account.
2. Select **Submit an Application** to navigate the applicable application type for your project scope.
3. Move through the disclaimer by accepting terms and conditions.
4. Click **Continue Application**.
5. Expand **Digital Submissions**
6. Select **Online Planning Application**
7. Click **Continue Application**
8. Step 1: Enter Information:
 1. Enter Address or Parcel Number (you do not need to enter both) and Search. The Parcel and Owner will populate based on available GIS data. If the information populated is incorrect, do not change it as the application will not move forward. Continue to submit and inform staff. If unable to find either address or parcel, contact: addressing@atlantaga.gov
 2. Enter Contact information. Choose 'Select from Account' to auto-populate user details or 'Add New'. Email address is required.
 3. Upload documents and note the document details. Multiple files can be added at a time. An application is required to continue submitting. Applications can be found on our [Applications, Forms, and Checklists webpage](#).
 4. Select your application or permit type from the dropdown menu. You'll be prompted to add in any related record numbers.
9. Click **Continue Application**
10. Step 2: Review for all entered information. If correct, click **Continue Application**
11. Step 3: Record Issuance.

A record (PLN-online-##-#####) has been created. DCP staff will be alerted to a new application for processing. They will check for completeness and inform you if the submittal can be accepted or if any additional items needed.

This record will be closed if the application is incomplete and the customer will be asked to resubmit. DCP staff will convert the record once completed and ready for processing and review. You'll see a new case number in your dashboard.

DIGITAL SUBMISSION APPLICATION

BUILDING, TRADE, OR TREE

- Log into the [portal](#) or register for an account.
1. Select **Submit an Application** to navigate the applicable application type for your project scope.
 2. Move through the disclaimer by accepting terms and conditions.
 3. Click **Continue Application**.
 4. Step 1: Enter all related Information:
 1. Enter **Address or Parcel Number** (you do not need to enter both) and Search. The Parcel and Owner will populate based on available GIS data.
 - If the information populated is incorrect, do not change it as the application will not move forward. Continue to submit and inform staff of required changes.
 - If unable to find either address or parcel, contact addressing@atlantaga.gov
 2. Enter **Contact information**. Choose 'Select from Account' to auto-populate user details or 'Add New'. Email address and mobile phone are required.
 3. Enter **Licensed Professional**, where required. This can be your Architect, Engineer, or Contractor.
 4. Enter **any required data** fields.
 - Structures, Establishments, and Occupancy Information. This information is typically found on the cover sheet of the plan.
 5. Step 2: Upload documents using DCP naming convention and the document details. Multiple files can be added at a time. An application and plans are required to continue submitting. Applications can be found on our [Applications, Forms, and Checklists webpage](#).
 6. Step 3: **Review application**.
 7. Step 4: **Confirm submission**.

A record has been created and DCP staff will be alerted to a new application for processing. They will check for completeness and inform you if the submittal can be accepted or if any additional items are needed. Once accepted, you'll receive an email confirmation with next steps.

APPLICATION TYPE OVERVIEW

AIRPORT

New construction or demolition at Hartsfield Jackson International Airport

Sub-Category	Sub Description
Airport Permit	New construction, demolition, or renovations at Hartsfield Jackson

COMMERCIAL

New construction, additions, alterations, demolitions, and conversions of commercial (non-residential) projects. Project scope can include:

- Standalone parking decks (above & underground)
- Foundation/concrete package
- Fuel dispensing station with canopy
- Underground fuel tank storage
- Collocation/telecommunication cell tower/rooftop
- Modular trailers/classroom trailers/sales trailers
- Paint booth
- Retaining walls/modular block walls
- Canopy/awning addition to existing building, etc.

Sub-Category	Sub Description
Solar PV	Installation of solar panels and photovoltaic systems
Addition	Addition of floor area to existing structure
Alteration	Interior alterations (tenant improvements), White-box, Spec suites
Conversion	Conversion of space from one use to another
Demolition	Partial or full demolition of structures
Express	Commercial change of ownership, Re-roof without structural changes, Interior commercial demos limited to an aggregate 3,000sqft., Minor commercial interior alterations or tenant improvements for Group B, M, R-1 and R-2 occupancy types limited to an aggregate 3,000sqft.
Land Development	Site work & Infrastructure installation for commercial projects

COMMERCIAL (CONTINUED)

Miscellaneous	Collocation/telecommunication cell tower/rooftop, standalone EV charging stations, site work, dumpster enclosure, communication towers, commercial site work, fence/wall, industrial equipment, parking decks or lots, public utility, public parks
New	New construction of commercial projects
Pool	Public & commercial swimming pools

COMMERCIAL TRADE

Standalone applications for trade work to include mechanical, electrical, and plumbing for new construction or existing alteration and repair on commercial and multi-family developments.

Sub-Category	Sub Description
Disconnect & Reconnect	Application to disconnect and reconnect electrical service on site
Gas Line Pressure Test	Applications to test existing gas lines where no work is involved
General Electric	New installations, alterations, or repair to electrical systems
General Plumbing	New installations, alterations, or repairs to plumbing systems. Scopes to include, but not limited to, backflow prevention, dishwashers, grease trap, floor drains, lawn sprinkler systems, roof drain, sewer plugs, showers, restroom facilities, washing machines, water heater, gray water or rainwater systems, etc.
HVAC	New or alterations to mechanical systems. Scopes to include, but not limited to, heating and cooling systems, gas piping, cooking appliances, bath fans, dryer vents, grease hoods, public safety inspections, and duct alterations
Low Voltage	Applications for low voltage installation, alteration, or repair
Public Utility	Applications for service and inspections referred by utility company or on behalf of utility company
Special Events	Applications for trade permits for special events, i.e., generators on site
Temporary Pole	Applications for temporary power poles on site
Temporary Power	Applications for temporary power on site

CONCEPT REVIEW COMMITTEE

Requests to appear on the CRC agenda for applicable projects

Sub-Category	Sub Description
Agenda Application	Requests to appear on the CRC agenda for applicable projects.

FIRE AND LIFE SAFETY

Applications for standalone fire prevention and suppression.

Sub-Category	Sub Description
Commercial Sprinkler	New construction, demolition, or renovations at Hartsfield Jackson
Residential Sprinkler	Applications for sprinkler heads, backflow preventors, and fire sprinkler lines.
Fire Alarm	Application for fire alarm installation, alteration, or repair.
Fire Underground	Installation or repair of underground fire service lines.

HISTORIC PRESERVATION

All applications for review by the Historic Preservation Staff or the Atlanta Urban Design Commission.

Sub-Category	Sub Description
Staff and UDC Review	All applications for review that need review by the Historic Preservation Staff or the Atlanta Urban Design Commission. Please select Historic Preservation in the drop down.

MIXED-USE PROJECT

Applications for new construction or site work for projects where there are a mix of uses on site. Examples include high rises with commercial storefronts and living above, retail and office spaces with adjacent living opportunities, etc.

Sub-Category	Sub Description
New Construction - Commercial	New construction where majority of the use will be office. Other uses can be included, but will be ancillary. This will be for core & shell permits. Additional permits to complete and occupy the individual spaces will be required.

MIXED-USE PROJECT (CONTINUED)

Land Development - Commercial	Site work and Infrastructure installation for projects where majority of the use will be commercial. Other uses can be included, but will be ancillary.
Land Development - Multi-family	Site work and Infrastructure installation for projects where majority of the use will be multi-family. Other uses can be included, but will be ancillary.
New Construction - Multi-family	New construction where majority of the use will be multi-family. Other uses can be included, but will be ancillary. This will be for core & shell permits. Additional permits to complete and occupy the individual spaces will be required.

MULTI-FAMILY

New construction, additions, alterations, demolitions, and conversions of multi-family projects. Project scope can include apartments, condos, and townhomes.

Sub-Category	Sub Description
Addition	Addition of floor area to existing structure
Alteration	Modifications to a structure with no increase in floor area or site improvements.
Conversion	Conversion of space
Demolition	New construction where majority of the use will be multi-family. Other uses can be included, but will be ancillary. This will be for core & shell permits. Additional permits to complete and occupy the individual spaces will be required.
Express	Commercial change of ownership, Re-roof without structural changes, Interior commercial demos limited to an aggregate of 3,000sqft., Minor commercial interior alterations or tenant improvements for Group B, M, R-1 and R-2 occupancy types limited to an aggregate of 3,000sqft
Land Development	Site work & Infrastructure installation for multi-family development projects
Miscellaneous	Standalone EV charging stations, site work, dumpster enclosure, fence/wall, parking decks or lots, public utility, public parks
New	New construction of multi-family structures including apartments, condos, and townhomes

NOISE VARIANCE

Applications to work outside of typical construction hours and produce noise.

Sub-Category	Sub Description
Temporary Noise Variance Permit	Applications to work outside of typical construction hours and produce noise

OPEN RECORDS REQUEST

Requests for official records related to building permits and plans.

Sub-Category	Sub Description
Building Record Request	Requests for official records related to building permits and plans

PLANNING APPLICATION

Applications for a Special Administrative Permit, Subdivision, to the Board of Zoning Adjustment or to the Zoning Review Board.

Sub-Category	Sub Description
Online Application	<p>Board of Zoning Adjustment - More info here Appeals, Variances, Special Exceptions, Variances and Special Exceptions</p> <p>Special Administrative Permit - More info here Review for SPI, BeltLine, IMIX, LW, MR, MRC, NC Districts and Unified Development Plans, Cell tower Colocation/Cell towers, Outdoor Events and Sales on Private Property, Farmer's Markets, Urban Gardens</p> <p>Subdivision Acknowledgment of property line dimensions, Consolidations, Lot of Record, Lot Splits, Plan Development, Replats, Zero Lot Lines</p> <p>Zoning Review Board - More info here Rezoning, Special Use Permit, Special Transfer Permit, Nomination Form (Creation & Expansions of NC District), Comprehensive Development Plan Adjustments, MRPA</p>

RESIDENTIAL TRADE

Standalone applications for trade work to include mechanical, electrical, and plumbing for new construction or existing alteration and repair at single and two-family locations.

Sub-Category	Sub Description
Disconnect & Reconnect	Application to disconnect and reconnect electrical service on site
Gas Line Pressure Test	Applications to test existing gas lines where no work is involved
General Electric	New installations, alterations, or repair to electrical systems
General Plumbing	New installations, alterations, or repair to plumbing systems. Scopes to include, but not limited to, backflow prevention, dishwashers, grease trap, floor drains, lawn sprinkler systems, roof drain, sewer plugs, showers, restroom facilities, washing machines, gray water or rainwater systems, etc.
HVAC	New or alterations to mechanical systems. Scopes to include, but not limited to, heating and cooling systems, gas piping, cooking appliances, bath fans, dryer vents, grease hoods, public safety inspections, and duct alterations.
Low Voltage	Applications for low voltage installation, alteration, or repair
Public Utility	Applications for service and inspections referred by utility company or on behalf of utility company
Temporary Pole	Applications for temporary power poles on site
Temporary Power	Applications for temporary power on site
Water Heater	Applications for water heater installation or repair.

SIGNS

New installment of or modifications to existing signs.

Sub-Category	Sub Description
New License	Applications for short term rental licenses.

SINGLE AND TWO-FAMILY

New construction, additions, alterations, and demolitions of single- and two-family dwellings, Accessory structures, Swimming Pools, Retaining walls, etc.

Sub-Category	Sub Description
Land Subdivision	Site work and infrastructure installation for single family subdivision development
Solar PV	Installation of solar panels and photovoltaic systems
Addition	Addition of floor area to existing structure
Alteration	Modifications to a structure with no increase in floor area or site improvements.
Conversion	Conversion of space
Demolition	Full or partial demolition
Express	Fences and in-kind driveway replacements without impact to trees, decks limited to 24' x 24' or 576 sqft., covered porches, window replacements, accessibility ramps, interior alterations, basement, or attic finishes with minor structural changes, exterior finishing systems (ex: brick or stone veneer, siding, stucco, EIFS, etc.), general repairs, photovoltaic electric roof installations 25Kw, factory built self-contained spas
Miscellaneous Non-Structural	Site and utility work
Miscellaneous Structural	Accessory structures, fence/walls, driveways, decks/porches over 576 sqft.
New	New construction of single or two-family structures
Pool	New residential pool

TREES ON PRIVATE PROPERTY

Submit complaints or requests for dead, dying, or hazardous permits for trees on private property.

Sub-Category	Sub Description
Complaint	Submit complaints of illegal tree cutting or pruning
Dead, Dying, or Hazardous Permit	Requests for a dead, dying, or hazardous inspection and tree permit for removal

ZONING VERIFICATION

Requests for official documentation of the zoning on a subject parcel. For more information on the process, visit our webpage [here](#).

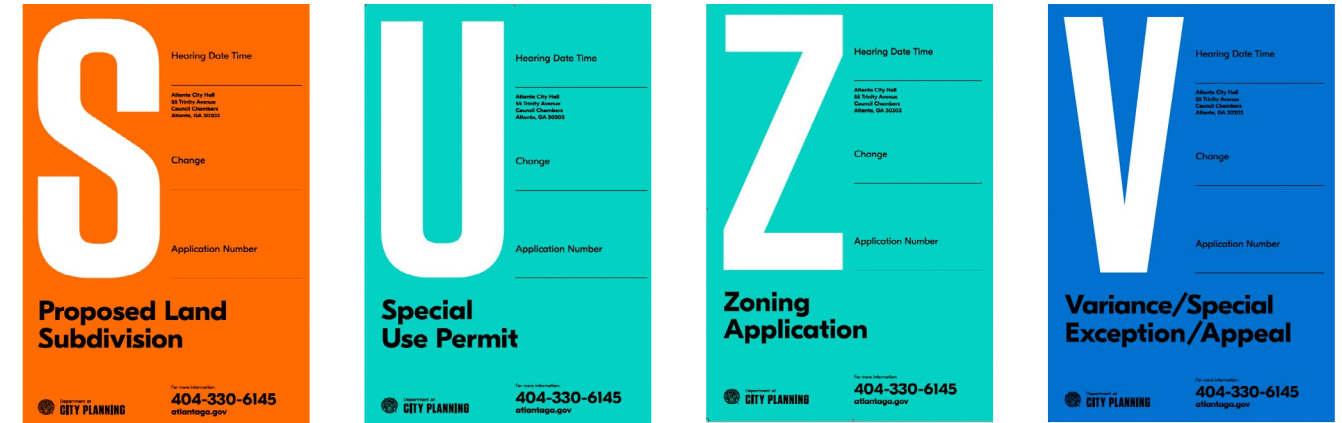
Sub-Category	Sub Description
Zoning Verification	A Zoning Verification Letter is official documentation of a property's current zoning classification issued by the City of Atlanta's Department of City Planning - Office of Zoning & Development.
Non-Conforming Zoning Verification	A Non-Conforming Zoning Verification Letter is official documentation verifying a non-conforming use or other related information regarding nonconforming use for a subject property.

PUBLIC NOTICE SIGNS



Public Notice signs are used during the application process to notify Atlantans of development happening throughout the city. Applicants are provided with specific signage that relates to the project's scope of work and includes details such as the application number, hearing dates and locations, appeal deadlines, and proposed changes to the land and/or property.

PUBLIC NOTICE SIGNS PROVIDED BY OZD



PUBLIC NOTICE SIGNS PROVIDED BY OOD



PUBLIC NOTICE SIGNS PROVIDED BY OOB



DCP GLOSSARY

A

Accessory Dwelling Unit (ADU)

A carriage house, guest house, pool house, or similar that shares a lot with a single-family residence.

B

Building Permit (BB)

C

Comprehensive Development Plan (CDP)

A comprehensive development plan shows the important relationships between land use, transportation, housing, economic development, nature, historic preservation, and other aspects to city building.

Certificate of Occupancy (CO)

A document issued by a local government agency or building department certifying a building's compliance with applicable building codes and other laws, and indicating it to be in a condition suitable for occupancy.

D

Diameter at Breast Height (DBH)

A forestry measurement taken at 4.5 feet from the soilgrade. Diameter can be determined by measuring the circumference of the tree and dividing by 3.14.

Dead, Dying or Hazardous (DDH)

A dead, dying, or hazardous tree.

E

EV

Electric Vehicle

H

HVAC

Heating, ventilation, and air conditioning.

I

Impact fees

A one-time fee on a new or proposed development project to cover the costs of providing public services to that new development.

L

Land Disturbance Permit (LDP)

Land Use Restrictive Agreement (LURA)

A legal document in which the property owner gives up some of their rights of the land use in exchange for the promise of future tax credits, tenant income restrictions, unit set asides to be rented to lower income tenants, and other affordability restrictions.

M

MEP

Mechanical, electrical, and plumbing work

S

SAP

Special Administrative Permit

SPI

Special Public Interest

T

Tree Protection Ordinance (TPO)

The City of Atlanta's policy that states there shall be no net loss of trees within the boundaries of the city.

W

White box

A partially finished commercial space before the tenant begins finishing/remodeling the interior.

HAVE A QUESTION? CONTACT US!

Our zoning, development, and permitting staff are here to answer your questions and find what you need. Browse below for points of contact for each Office and project type. To learn more about DCP's zoning, development, and permitting services, visit our [Getting Started webpage](#).

Department of City Planning

Office of Buildings

Email: dcp-oob@atlantaga.gov

Phone: (404) 330-6150

Office of Zoning & Development

Email: dcpozd@atlantaga.gov

Phone: (404) 330-6145

Office of Design - Historic Preservation Studio

Email: historicpreservation@atlantaga.gov

Phone: (404) 546-0134

Inclusionary Zoning

Email: DCPIZ@atlantaga.gov

Phone: (404)-865-8989

Arborist Division

Email: arborist.dpcd@atlantaga.gov

Phone: (404)-330-6813

Fire & Life Safety

Email: firelifesafety-oob@atlantaga.gov

Phone: (404) 546-0183

Trade Permits

For assistance: onlineservices-oob@atlantaga.gov

For trade permits: permitissuance@atlantaga.gov

For noise variance communications: noisevariance-oob@atlantaga.gov

Inspections

Email: inspections-oob@atlantaga.gov

Phone: (404)-865-8400

Non-DCP Review Agencies

Department of Watershed Management

- Site Development
Phone: (404) 546-1305
- Backflow Prevention
Email: atlbackflowoffice@atlantaga.gov
Phone: (404) 546-3316
- Sewer Capacity
Phone: (404) 546-3342
- Water Services Review
Phone: (404) 546-3249

Atlanta Department of Transportation

Phone: (404) 330-6501

atldot.atlantaga.gov/services-2/permits

Atlanta Fire and Rescue - Office of the Fire Marshal

Fire Protection Engineer

Phone: (404) 546-7000

www.atlantafirerescue.com/how-do-i/plan-reviews-for-building-permits

County Environmental Health

- Fulton County
Phone: (404) 613-1463 or (404) 613-3325
dph.georgia.gov/environmental-health/food-service
- DeKalb County Health Department
Phone: (404) 294-3700

State Fire Marshal

Phone: (404) 656-2070

oci.georgia.gov/inspections-permits-plans

Department of Agriculture - Food Safety

Phone: (404) 656-3627

agr.georgia.gov

Department of Parks & Recreation

Phone: (404) 546-6813





Department of

CITY PLANNING