

DOCUMENTS REQUIRED FOR PERMIT ISSUANCE			
CONTRACTOR	SPECIALTY LICENSE	AGENT FOR CONTRACTOR/	HOMEOWNER/AGENT FOR
	HOLDER	SPECIALTY LICENSE HOLDER	HOMEOWNER
	(See Specialty		Must be Primary Residence
	Contractor List)		
State Issued	State Issued Specialty	State Issued	Warranty Deed or Property
Contractor's License	License Card	Contractor's/Specialty	Tax bill
Card	<u>Licensee Details</u>	License Card <u>Licensee</u>	Quit Claim Deed is not
<u>Licensee Details Page</u>	Page from SOS	Details Page from SOS	<u>acceptable</u>
from SOS website	website only	website only accepted in	Must be in Homeowner's
only accepted in	accepted in person	person by	name
person by Contractor	by license holder	Contractor/License Holder	LLC or Business name not
<u>him/herself</u>	<u>him/herself</u>	<u>him/herself</u>	<u>acceptable</u>
Contractor's Valid	License Holder's	Contractor/License Holder's	Homeowner's Valid
Identification	Valid Identification	Valid Identification (ID,	Identification
(ID, Driver's License,	(ID, Driver's License,	Driver's License, Passport)	(ID, Driver's License,
Passport)	Passport)		Passport)
Contractor's Business	License Holder's	Contractor/License Holder's	Homeowner Affidavit
License	Business License	Business License	
Contractor's License	Exception to	Contractor's License	Exception to Contractor's
Affidavit	Contractor's License	Affidavit/ Exception to	License Affidavit
	Affidavit	Contractor's License	
		Affidavit	
		Agent's Valid Identification	Agent's Valid Identification
		(ID, Driver's License,	(ID, Driver's License,
		Passport)	Passport)
		Contractor/License Holder's	Contractor's Agent Affidavit
		Business License	
		Contractor's License	
		Affidavit/ Exception to	
		Contractor's License	
		Affidavit	
		Contractor's Agent Affidavit	

If Permitting a Demolition Add To All:

Rodent Letter – The rodent letter must be current, and the initial inspection must be within 30 days of the permit issuance date.

Sewer Plug Permit – Issued by the Office of Buildings Trades Division 404-865-8500 or OnlineServices-OOB@atlantaga.gov.

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