



BUILDING PERMIT APPLICATION
(Residential, Light Commercial, & Commercial)

Date				Application Number			
JOB DESCRIPTION							
Project / Tenant Name							
Tenant Information (if applicable)		<input type="checkbox"/> New <input type="checkbox"/> Exiting <input type="checkbox"/> N/A					
Street Address							
Projected Estimated Cost of Construction			\$	Total Square Feet of Floor Area			
Number of Buildings		Number of Stories		Number of Residential Units			
DETAIL DESCRIPTION OF WORK BEING COMPLETED							
Is Inclusionary Zoning applicable to this project? <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, see additional requirements below) INCLUSIONARY ZONING: All conversions and new multifamily residential rental projects with 10 or more units in the Beltline Overlay District OR Westside neighborhoods of English Avenue, Vine City, Ashview Heights, or AUC must complete and submit the Inclusionary Zoning Certification Form with their application"							
Is this an Affordable Housing project?				<input type="checkbox"/> Yes <input type="checkbox"/> No			
PROPERTY OWNER							
Name							
Street Address							
City		State		Zip Code			
Contact Number		Email Address					
CONTRACTOR / BUILDER <input type="checkbox"/> To be Determined							
Contact Name		Company Name					
Street Address							
City		State		Zip Code			
Contact Number		Email Address					
Business License Number		Exp. Date	State Contractor's License Number		Exp. Date		
ARCHITECT / ARCHITECTURAL COMPANY <input type="checkbox"/> Not Applicable							
Contact Name		Company Name					
Street Address							
City		State		Zip Code			
Contact Number		Email Address					
Georgia License Number							
ENGINEER / ENGINEERING COMPANY <input type="checkbox"/> Not Applicable							
Contact Name		Company Name					
Street Address							
City		State		Zip Code			
Contact Number		Email Address					
Georgia License Number							
APPLICANT <input type="checkbox"/> Property Owner <input type="checkbox"/> Property Owner's Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Contractor's Agent							
Name		Company Name					
Street Address							
City		State		Zip Code			
Contact Number		Email Address					



APPLICANT RESPONSIBILITY FORM

PROJECT ADDRESS		PERMIT NUMBER	
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APPLICANT RESPONSIBILITY

To insure that your application will be processed ALL applicable information MUST be provided. The City of Atlanta Bureau of Buildings is not responsible for any incorrect information provided on this application.

Termination of application due to inaccuracies in application information will result in forfeiture of any fees paid.

By accepting the Terms of Use below you affirm to the following:

I affirm to the best of my knowledge that the projected cost of construction entered on this application is based on contractor's or design professional's estimate. I understand this value will be compared to Building Plan Reviewer's estimate. Building Plan Reviewer's estimate is generated using the current Building Standard cost of construction as adopted in the City of Atlanta Code of Ordinance. I understand that the cost of permit will be generated based on the largest value of the proposed cost of construction.

Applicant's Name	Applicant's Signature	Date

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Contractor Licensing - City of Atlanta - Office of Buildings

I affirm that this permit shall be issued and work done Pursuant to O.C.G.A. § 43-41-14, any person or business organization seeking to perform any contracting activity or work which must be undertaken by a licensed residential contractor or general contractor is required to furnish to the Director of the Bureau of Buildings, a sworn written document containing his or her residential contractor or general contractor license number or in the case of a business organization, the identity of the qualifying agent obtaining the permit and whose technical and personal qualifications have been determined by investigation and examination as provided in Chapter 41 of Title 43 of the Georgia Code except as exempted therein. This requirement may include a scope of work requiring licensure under Chapter 14 of Title 43 of the Georgia Code but does not authorize any such work for which some other type of license is required by Chapter 14.

In order to comply with O.C.G.A. § 43-41-14 I affirm that the Exception to Contractor Licensing Requirements is allowed because exemptions and exceptions are set forth in O.C.G.A. § 43-41-17 and may be allowed by other applicable state law shall be met or that the Contractor is duly registered with the State Licensing Board for Residential and General Contractors, based on my examination of plans and other relevant documents, and having made such other and further diligent inquiries concerning the project which is the subject of above referenced building permit application, including without limitation, a review of all applicable state and local laws, ordinances, building codes and zoning codes, as are necessary to confirm that the scope of the work for this project is work that is permitted, to lawfully undertake pursuant to the above referenced license.

I have read and accept the above terms.

Applicant's Name	Applicant's Signature	Date



PROJECTED COST OF CONSTRUCTION FORM

APPLICATION NUMBER	
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PROJECT ADDRESS				
Street address				
City		State	Georgia	Zip Code

Project Name (if applicable)			
Projected Cost of Construction			
Methodology Used	<input type="checkbox"/> Bid	<input type="checkbox"/> Estimate	<input type="checkbox"/> Other:

This form must be completed by the: <input type="checkbox"/> Owner, <input type="checkbox"/> Contractor, <input type="checkbox"/> Architect, or <input type="checkbox"/> Engineer (check one).			
Name			
Company			
Address			
Phone		Email	

Signature	Date

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary Public seal and signature



NEXT STEPS

Once the application has been completed, please save the document. Next, Proceed to the [Accela Citizen Access Portal](#) (ACA), (https://aca-prod.accela.com/ATLANTA_GA) and select the “**Submit an Application**” tile to begin the online building permit submittal process. Once you reach the document upload portion of the application, please submit your completed packet and any additional required documents.

You can find the additional required documents on the Browse [Applications Forms and Checklists](#) page. Once the application, supporting documents, and forms have been submitted, the application will be reviewed for acceptance within 48 business hours. If your application is approved for acceptance, the deposit fee will be invoiced, and you will be notified of the required deposit via email. Please note that the application will not be routed for review until the deposit fee has been paid.

If the application and documents are not adequate for submittal, you will be notified via email and given 10 calendar days to supply the additional required materials. Failure to submit the required materials within 10 days will result in a voided application, and you will be required to restart the process.

If you have any questions or concerns, please contact the appropriate group:

- Express: Express-OOB@atlantaga.gov or 404-546-6907
- Residential: Residential-oob@atlantaga.gov or 404-330-6906
- Light Commercial: Lightcommercial-OOB@atlantaga.gov or 404-330-6920
- Commercial: Commercial-oob@atlantaga.gov or 404-546-1704

Thank you for being a valued City of Atlanta customer.