



INSTRUCTIONS FOR OBTAINING A BUILDING PERMIT (Single-family Dwellings, Duplexes and Residential Structures)

Plans for new single-family or two-family residential construction or expansion of existing structures require zoning and/or site review by the Development Dept., to include tree removal/replacement, grading, height of structure, drainage, storm water detention, lot coverage, setbacks and utility information. See Unified Development Ordinance (Chapter 300, Article 6, Specifications of Standard Development Documents) found on website: www.chambleega.gov . Zoning and site development approvals are required prior to review of the building construction documents. Plans for interior renovations require detailed plans as noted below.

To obtain a residential building permit you must have:

1. **A scaled site plan**, survey or plat map showing the existing/proposed structures, property lines, building set-back and right-of-way lines, building size, lot size and any relevant topographical features. Clearly define the location and dimensions of any new construction, proposed additions or interior renovation. Additions or accessory structures must meet all current setback requirements, unless a variance is obtained from the City Council. *Accessory structures and detached garages may not be built closer than 5' to a rear or side property line. Sheds less than 120 sq.ft. in size do not require permits but must comply with UDO Chapter 240, Article 2 (Accessory Use Standards). Fences, driveway expansions, accessory buildings larger than 120 sq. ft., new siding and re-roofing do require permits. Land disturbance beyond minor landscaping must be approved by the City.*
2. **Two (2) sets of detailed construction plans**, including (where applicable):
 - A **dimensioned floor plan**, including interior layout, exits, doors, walls, windows, and designated use of rooms. Clearly identify the scope of work. Identify any structural elements to be changed.
 - A **foundation or footing plan** with typical section details.
 - **Interior and exterior wall sections**, including framing, materials and connections.
 - **Roof framing plan** with typical section, connections and materials.
 - **Electrical plan** including information on circuits, wiring, location of outlets and appliances, panel(s), service disconnect and indications of whether service is overhead or underground. For all new residential buildings and service upgrades over 200 amps on existing residential, detailed load calculations and a panel schedule must be provided. Major additions without an expected service upgrade will require load calculations to determine if the current service can accommodate the additional wiring.
 - **Plumbing and HVAC plans** if there are major changes or additions to existing systems. A complete set of plans and specs on the equipment must be submitted for new residential as well as water and sewer pipe locations.
 - For **new residential**, provide **load calculations for energy performance of mechanical systems and building envelope** per the requirements of the International Energy Conservation Code (2009) as amended by the Georgia Department of Community Affairs. Use **REScheck** format.

Note: Plans for **new** residential homes must have complete structural and M/E/P details. Plans may be required to be stamped and signed by an architect or engineer at the discretion of the Building Official.

For **decks**, provide detailed plans on the footings, framing, decking, bracing, stairs and railings, along with construction materials and hardware. For **sheds, garages, carports** or other accessory structures, provide foundation plans, framing, wall cover, roof plans, and construction materials. Include electrical,

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mechanical or plumbing plans where applicable. **Pool** plans must be approved by the DeKalb Health Dept. Complete a Chamblee **building permit application form** with information on the property owner, general contractor and a copy of the contracting company's current Business License and State Contractor's License. A Homeowner Affidavit must be signed if the property owner wishes to act as the general contractor, assuming liability for compliance with the current Building Codes. Note that Georgia State Law requires that a homeowner-builder must intend to occupy the structure for two years after the work is completed, in order to obtain a building permit.

Permit fees are based on the cost of the construction and valuation tables with a minimum fee of \$150. (See *Fee Schedule*) The Plan Review fee is 25% of the permit fee or a minimum of \$100.00. If the plans are **approved**, the building permit will be issued. If **not approved**, you will be asked to provide additional information or make revisions to submit for review again. Licensed sub-contractors must obtain appropriate permits for the Electrical, Low Voltage, HVAC and Plumbing work to be done. A homeowner may obtain these trade permits with submittal of affidavits and fees for each trade permit.

For new construction, demolitions, grading and expansions, permits for demo and/or tree removal must be approved by the Development Department prior to a building permit.

Inspections: Building inspections are generally scheduled for the following day if called in by 4pm.

Most building permits will require a footing or foundation inspection, a framing inspection and then a final inspection when all work is done, painted and cleaned up. Inspections are required for the Electrical, HVAC, and Plumbing work, including slab, wall cover, ceiling cover, gas service connect and electrical service connect (**meters must be installed prior to final inspections**). In most cases, several of these inspections can be scheduled for the same visit, especially the rough and final inspections. **The General Contractor must coordinate the sub-contractor work and call in the inspections.** For projects involving land disturbance, the City site inspections will be conducted by our erosion control inspector weekly. All sites **MUST** maintain daily erosion and sediment control BMP measures per State requirements!

A final building inspection is mandatory before issuance of a Certificate of Occupancy for new structures or major additions. When approved, the property owner or general contractor must bring the Building Card to the Permits office to verify that all inspections have been completed. A Certificate of Completion will be issued to the general contractor or property owner for renovations to an existing structure.

OTHER IMPORTANT NOTICES:

1. Permits expire six months from the issue date if construction has not begun, or two years from the issue date if construction is not completed.
2. Permits are not transferable and are non-refundable.
3. **An inspection card, and a street number must be posted at the construction site.** A copy of the approved plans must remain at the site during construction for contractors and Inspectors to reference.
4. Any trade work such as Electrical, Plumbing, and HVAC requires a separate permit from licensed contractors (or the homeowner with a signed affidavit and permit payment).
5. Chamblee's **NOISE Ordinance prohibits** any loud work in a residential district before 7am and after 7pm, Monday-Friday and on Saturday before 9am and after 5pm and all day Sunday.

Applicable residential building codes are found in the current editions adopted by the State of Georgia as amended by the Georgia Department of Community Affairs of the following:

- International Residential Code - One and Two Family Dwellings (2012)
- International Plumbing Code (2012)
- International Mechanical Code (2012)
- National Electric Code (2011)
- International Energy Conservation Code (2009)



INSTRUCTIONS FOR OBTAINING A BUILDING PERMIT (*Multifamily Dwellings and Commercial Structures*)

All new construction, site development, major renovation, change of use and building expansions must comply with Zoning and Site Engineering requirements prior to submitting construction plans for review. Contact the Development Department (770-986-5024) for zoning and site plan review processes and requirements. Zoning Ordinances and Development Regulations can be found on the City's website at www.chambleega.com.

Following zoning and site plan approval, prepare site and building construction plans to include the following information/details for building plan review.

- A. Provide an approved **site plan** showing all existing structures, new structures or additions, curb cuts, sidewalks, landscaping, utility locations and property/right-of-way/set-back lines and other pertinent details. For interior finish or tenant build-outs, indicate the location of the work on the site and within the building footprint. Plans must be to scale and include address and contact information for the owner and design professionals.
- B. **Prepare three (3) sets of engineered/architectural plans and a PDF digital version of the plans** as required for the construction of all new buildings, additions or remodeling involving structural changes. Commercial construction costing in excess of \$100,000.00 must have plans certified (sealed and signed) by a Georgia registered engineer or architect (including the mechanical, plumbing and electrical plans). Plans for schools, auditoriums, or other buildings intended for the mass assemblage of people or group housing projects, whether they be single, double, or multi-family, **MUST** be sealed and signed. Other projects, at the discretion of the Building Official, may be required to be stamped and signed by a registered design professional.

All plans should be clearly drawn to scale (feet/inches) and include the details below. For interior finish or tenant build-outs, clearly indicate the scope of work within the structure.

1. Structural plans including interior layouts, exits, door/windows, designated use of the rooms, dimensions of the building and interior spaces, typical interior/exterior wall sections, foundation details, floor/roof/wall framing, stairways, finish schedules, site retaining walls, piers/columns, detention vaults, parking decks, etc., detailing the types of construction materials to be used and with general notes as needed. Designs must conform to current building codes as adopted and amended by the State and City.
2. Electrical plans must indicate existing/new circuits, outlets/switches, fixtures, panels, service locations, emergency lights, exit signs, and locations of alarm systems, low voltage systems (phone, data, TV, irrigation systems and security), fault current, load calculations and panel schedules as per the latest approved edition of the National Electrical Code. Detail location of Georgia Power transformers.
3. Mechanical and plumbing systems or additions to existing systems must be detailed (mechanical rooms, one-line plumbing detail with fixtures (esp. greasetraps/jacuzzis/spas), specs on heating/air cond. systems/ducts/vents/fans, sprinkler system, kitchen hoods, paint booths. Food service establishments must have Board of Health checklist and DeKalb Watershed Dept. F.O.G. permit forms with equipment and greasetrapp locations. Tap fees for new connections are paid to DeKalb County Water/Sewer Dept.

FOR ALL NEW CONSTRUCTION (as required): (see instructions on back of this form for details)

4. Document **compliance with Ch. 17 (IBC) for Special Inspections and Quality Assurance**.
 5. Provide specifications for energy performance of mechanical/electrical/plumbing systems and the building envelope in compliance with the current International Energy Code (**COMcheck**).
- C. **Submit three (3) sets of approved construction/site plans to the DeKalb County Fire Marshal's Office**, along with a completed original Chamblee building permit application form with permit number. The office is at 330 W. Ponce de Leon Dr., Decatur GA 30030. For intake fees, processes and hours, call 404-371-9256. When called to pick up the plans, verify that they have been approved. See other Fire Marshal requirements, forms, fee schedules and instructions at <https://www.dekalbfirerescue.org>.

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Plans for fire alarms, sprinkler systems, fire suppression systems, paint booths or fuel tanks must also be reviewed by the DeKalb Fire Marshal before a permit can be issued by the City.

- D. **Return two (2) sets of Fire Marshal approved plans and the application form to Chamblee.** The plans will be reviewed by the Development Department and the Building Official. Provide all required supporting documentation appropriate to the project (i.e. COMcheck, Board of Health, DeKalb Watershed, etc.). When the plans are approved, a permit will be issued. Building permit fees are based on construction costs or standard Valuation Tables. (See Fee Schedule) A Plan Review Fee of 50% of the Permit Fee will be charged on all commercial building permits (min. permit fee/\$200; min. plan review fee/\$200). If the plans are not approved or need additional detail, comments and red lines will be provided. Revise the plans and resubmit them to the City. Payment of the Plan Review and Permit fees are required with the first submittal.

Additional information to be submitted with Building Permit Application:

- A. Copies of the current Georgia Business License, qualifying Georgia State License for the General Contractor and GSWCC (Soil & Erosion Control certification) card, along with contact information for site supervisors.
- B. New construction or major renovations involving design professionals must comply with the provisions stated in **Chapter 17 of the International Building Code**. Documentation from the Responsible Design Professional should be in the **ACEC/SEAOG SI GL 01- 2009 format**. The General Contractor should submit his documentation when obtaining the permit. Records of all Special Inspections shall be maintained on site for review by the City's Building Official. A final report from the Special Inspectors and/or RDP/SER will be required prior to issuance of a Certificate of Occupancy. The Building Official may require additional engineering reports as required on the project.
- C. Submit COMcheck documentation required to comply with the current International Energy Conservation Code.

Applicable codes for 2014 as adopted and amended by the Georgia Department of Community Affairs:

- INTERNATIONAL BUILDING CODE (2012)
- GEORGIA ACCESSIBILITY CODE (2012)
- INTERNATIONAL PLUMBING CODE (2012)
- FIRE SPRINKLER CODE: NFPA #13 (2002)
- INTERNATIONAL FUEL GAS CODE (2012)
- FIRE ALARM CODE: NFPA #72 (2002)
- INTERNATIONAL MECHANICAL CODE (2012)
- COMMERCIAL COOKING: NFPA#96 (2001)
- NATIONAL ELECTRICAL CODE (2011)
- CHEMICAL EXTINGUISHING SYS: NFPA#17A (2002)
- INTERNATIONAL FIRE CODE (2012)
- LIFE SAFETY CODE: NFPA #101 (2000)
- INT'L ENERGY CONSERVATION CODE (2009)
- INT'L RESIDENTIAL CODE (2012)
- INT'L EXISTING BUILDING CODE (2006)

Verify all current Fire & Life Safety Codes with DeKalb County Fire Marshal's Office

NOTE TO CONTRACTORS:

The street address and/or suite numbers must be clearly posted at all project locations. Construction dumpsters may not be placed in the street. The inspection card and an approved set of the plans must remain on the site at all times during construction. Permits are not transferable nor are they refundable. Permits expire if work is not begun within 6 months or completed within two years of issuance.

A **Certificate of Occupancy** or **Certificate of Completion** may be obtained when all permits issued have approved final Building and Fire Marshal inspections and all required fees, bonds, site work, documentation and as-built/stormwater and landscaping reviews have been completed. The General Contractor or Property Owner must surrender the signed building inspection card to the Development Department.



Building Permit Application

Building Permit #:	Date Permit Issued:
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Job Address:				City:	State:	Zip:
Unit/Suite #:	Floor #:	Apt/Lot #:	Building #:			
Project Name:			Tax PIN #:			
Utilities:	<input type="checkbox"/> Sewer <input type="checkbox"/> Septic	<input type="checkbox"/> Electric <input type="checkbox"/> Gas	Purpose:	<input type="checkbox"/> New <input type="checkbox"/> Alter	<input type="checkbox"/> Addition <input type="checkbox"/> Repair	Scope of work:
Lot Size:	Finished Floor Area:	Basement:	Parking Deck/Garage:	Total Heated Sq Ft: _____ Total Unheated Sq Ft: _____		
Stories:	Bldg Height:	# of Units:	Bldg Materials:	Type of Roof:		
Tenant/Business Name (for Commercial Business):			Business Owner:	Phone #:		

Property/Building Owner (of Job Address):			General Contractor Co. (If homeowner, provide affidavit):		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Tel #:	Mobile #:		Tel #:	Mobile #:	
E-Mail:			E-Mail:		

Contractor's Business License #:	State License #:	<input type="checkbox"/> Qualifying Agent	<input type="checkbox"/> Licensed Individual
Qualifications Held: <input type="checkbox"/> Residential Basic Contractor <input type="checkbox"/> Residential Light Commercial <input type="checkbox"/> General Contractor			
Estimated Cost of Construction:	Sub-contracted work for this job <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Low Voltage <input type="checkbox"/> Other _____		

Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided is true and correct. I further certify that all construction will comply with the current City and State Building Codes. This permit is void if no construction activity commences within six months of issuance date.

I further agree that I shall be responsible from the date of this permit, or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether from basic services or additional services, to person or property. I agree to exonerate, indemnify and save harmless the city from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the building permit issued as a result of this application.

****Note: Only the Property Owner, Architect or General Contractor should sign this application. EXCEPTION: If a tenant is applying to move into a commercial space, then the tenant should sign.**

Signature of Applicant: _____ Date: _____

FOR OFFICE USE ONLY		Application Issued by:			LDP Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Construction Type:	Zoning:	LU Code:	Occupancy:	Occ. Load:		
	Sq. Footage	Valuation Multiplier	Valuation \$	Total Valuation		
TOTAL						
Administration Fee: \$ _____	Plan Review Fee: \$ _____	Permit Fee: \$ _____	Trade Permit Fee: \$ _____	CO Fee: \$ _____	Total Fee: \$ _____	
Date Paid: _____	Date Paid: _____	Date Paid: _____	Date Paid: _____	Date Paid: _____	Date Paid: _____	
Payment: _____	Payment: _____	Payment: _____	Payment: _____	Payment: _____	Payment: _____	