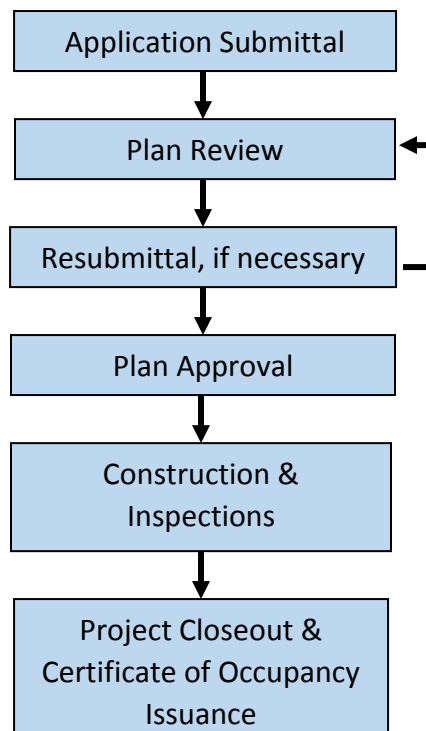


Residential Building Permit

Application Packet for:

- Single-Family Residential Interior & Exterior Renovations
 - Single-Family Residential Additions
 - New Single-Family Homes



The Following Information is Included in this Packet:

- A. Residential Building Permit Process Flowchart
- B. Instructions for Obtaining a Residential Building Permit
- C. Building Permit Application
- D. Single-Family Residential Building Permit Plan Checklist
- E. ROW Encroachment Permit Instructions
- F. Sewer Capacity Evaluation Form

Residential Building Permit Process

Official Submittal

1. One digital PDF of plans (50 MB max. individual file size.)
2. Completed Application
3. Georgia Residential Energy Code Compliance Certificate
4. ROW Encroachment Form (if necessary)
5. Payment of plan review fees

Questions?

Just ask. Contact the Planning and Development Department at 770-986-5010 or chambleedevelopment@chambleega.gov.

Plan Review

1. Internal Reviews:
 - Planning and Zoning
 - Building
 - Engineering
 - ROW encroachment
2. DeKalb Watershed (new residential units only – not required for additions, demo/rebuild, etc.)
3. DeKalb Health Department (septic tanks only)
4. Federal Aviation Administration FAA Form 7460-1 and any and all responses received from FAA (by Department request for specific projects only)
5. Internal reviews (those done by City staff) take up to 5 business days; external reviews run concurrently with internal reviews, but may require additional time.
6. Internal review comments are sent to applicant via email by Senior Development Coordinator in a Code Compliance Letter.
7. Internal reviews for resubmittals take up to 3 business days.
8. Each City resubmittal requires that the applicant submit one digital PDF and response letter addressing comments from the Code Compliance Letter.

Project Closeout

1. The following project closeout documents are required at the conclusion of all projects:
 - a. City of Chamblee final inspections (must be requested by applicant).
 - i. Site final
 - ii. Building final
 - iii. Zoning final (new residential only)
 - b. In addition to City inspections, projects within GDOT right-of-way require GDOT final inspection
 - c. Additional documents as required based on project scope, if needed.
2. Once all required project closeout documents are submitted and verified, a Certificate of Occupancy/Completion will be issued

Inspections

1. Schedule building inspections through the online portal at <https://chamblee.portal.iworq.net/CHAMBLEE/permits/601>:
 - You will need the permit number and contractor access code to schedule an inspection. For contractors, this will be your contractor license number. For requestors not required to have a license, this will be your business license number. For homeowners doing their own work, this will be your address street number.
2. Building inspection requests submitted by 4:00 pm Monday through Thursday are generally scheduled for the following day. Building inspection requests submitted by 11 am on Friday are generally scheduled for the following business day.

Plan Approval

1. Once plans are approved, the applicant will be contacted to submit the following:
 - a. Remaining fees to be paid, including NPDES fees for projects with >1 acre of land disturbance
 - b. Remaining Required Documents for Permit Issuance:
 - i. Sewer Capacity Letter or Sewer Capacity Evaluation Form – (new residential units only – not required for additions, demo/rebuild, etc.)
 - ii. General Contractor Affidavit or, if owner is acting as G.C., Homeowner's Declaration Form
 - iii. Contractor's Georgia Business License and State License
 - iv. Government Issued ID for General Contractor and/or Authorized Agent (Driver's License, Passport, etc.)
 - v. Authorized Permit Agent Affidavit
 - vi. Erosion control bond, if necessary
 - c. All subcontractor affidavits are required to be submitted before inspections are scheduled.
2. One digital PDF of final plan set (maximum size is 50 MB). A stamped digital version will be emailed to applicant and shall be printed and kept on job site.
3. Once all requisite documents are submitted and verified, the permit can be issued.



INSTRUCTIONS FOR OBTAINING A RESIDENTIAL BUILDING PERMIT

Use this permit for:

- Interior & exterior single-family residential renovations
- Single-family residential additions
- New single-family homes

All construction must comply with zoning and building requirements. The City's Code of Ordinances may be viewed online through Municode at: www2.municode.com/library/ga/chamblee/codes/code_of_ordinances.

Individual PDF files may not exceed 50 MB. Larger files should be separated into individual PDFs.

A. **Submit a PDF digital version of a 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 only, no site plan is required. Plans must be to scale and include address and contact information for the owner and design professionals. See Site Plan Review Checklist in this application packet for more information.

B. **Submit a PDF digital version of the plans** as required for the construction of all new buildings, additions or remodeling involving structural changes. All plans should be clearly drawn to scale (feet/inches). For interior remodel, site plans are not required unless requested by the Department, but applicants must clearly indicate the scope of work within the structure.

Depending on the type of construction, plans may be required to be prepared by a registered design professional. See [Section 18-11 of the City Ordinances](#) for details on structural plan requirements. Site plans may be required to be prepared by a registered surveyor at the discretion of the Planning and Development Department.

C. **Sewer Capacity (new residential units only – does not apply to renovations, additions, demo/rebuild).** The applicant must complete and submit the attached Sewer Capacity Evaluation Request form to DeKalb County Department of Watershed Management.

D. **Fees.** Building permit fees are based on standard Valuation Tables. (See [Fee Schedule](#).) A Plan Review Fee of 25% of the Permit Fee will be charged on all residential building permits (min. plan review fee/\$100; min. permit fee/\$150). See NPDES fees and Erosion Control Bond amount on the Residential Building Permit Submittal Checklist on the following page. Payment of the Plan Review Fee is required with the first submittal. Remaining fees are due prior to permit issuance.

E. **Plan Revision and Resubmittal Process.** Code compliance comments from the Department will be sent jointly via email to the contact person listed on the application. All resubmittals must be submitted electronically along with a separate document that includes detailed responses to any comments provided. The applicant must work directly with any other outside review agencies, if required (see attached flowchart).

F. **Plan Approval.** When the plans are approved, an approval letter will be emailed to the primary contact listed on the application. This letter will notify the applicant of any outstanding items necessary to issue a permit. In addition, the applicant will be asked to submit one final digital copy of all plans. The applicant must also provide all required outstanding, supporting documentation appropriate to the project (i.e. bonds, REScheck, external approvals, etc.) outlined in the approval letter. Once the plans are digitally signed by staff, the applicant will receive an electronic copy via email to be printed and provided on site through the duration of the project. Once the project is approved and all documents have been accepted, the City will issue the permit.

Notes to Contractors or Homeowner acting as Contractor:

- 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 180 days or substantially completed within two years of issuance.
- A **Certificate of Occupancy** or **Certificate of Completion** may be obtained when all permits issued have approved final inspections and all required fees, bonds, site work, documentation, and landscaping reviews have been completed.

RESIDENTIAL BUILDING PERMIT SUBMITTAL CHECKLIST

(Note: Individual PDF files may not exceed 50 MB. Large files should be separated into individual PDF files not exceeding 50 MB.)

Initial Submittal:

- ☐ Complete Building Permit Application
- ☐ Georgia Residential Energy Code Compliance Certificate
- ☐ ROW Encroachment Form (if required)
- ☐ Plan Review Fee
- ☐ PDF Digital version of plans

Plan Revisions:

- ☐ PDF digital version of plans
- ☐ Document including detailed responses to any plan comments
- ☐ Any other requested supporting documents from reviewers

Prior to Issuance of Permit:

- ☐ Building Permit Fee
- ☐ C/O or C/C Fee
- ☐ NPDES fee to City of Chamblee (\$80/disturbed acre, 50% to Chamblee and 50% to EPD) and receipt for fee to EPD (for projects with >1 acre of land disturbance only)
- ☐ Erosion Control Bond (\$3,000/acre or fraction thereof)
- ☐ PDF digital version of final plan set
- ☐ Homeowner Declaration Form (if homeowner is acting as General Contractor)
- ☐ Copy of current Georgia Business License (not required for Homeowners acting as General Contractor)
- ☐ Copy of qualifying Georgia State License for the General Contractor (not required for Homeowners acting as General Contractor)
- ☐ Copy of GSWCC (Soil & Erosion Control certification) card (not required for Homeowners acting as General Contractor)
- ☐ General Contractor affidavit (not required for Homeowners acting as General Contractor)
- ☐ Subcontractor Affidavits (may be submitted after issuance of building permit but prior to any subcontractor work being done)
- ☐ Outside Agency Approvals
 - Sewer Capacity Letter or Sewer Action Plan (new residential units only, not including demo/rebuild)
- ☐ Any other required supporting documents and/or bonds, if necessary



SINGLE-FAMILY RESIDENTIAL BUILDING PERMIT PLAN CHECKLIST

CHECKLIST OVERVIEW

All work must be in conformance with an approved site plan and applicable City ordinances, codes, and policies. Some requirements may not apply to all projects.

Submittal Requirements for Plan Review:

1. Provide a Site Plan, drawn to scale, that shows the following:

	a. All property lot lines
	b. Building footprints and dimension to the lot lines
	c. Abutting street(s)
	d. Curb cut(s)
	e. Setbacks applicable to that zoning district per City Ordinance
	f. The use, square footage, and height of the building(s)
	g. Vehicle parking area(s)

Site plan requirements may be waived for interior-only permits at the discretion of the Department.

2. Provide information to verify that applicable zoning requirements are met:

	a. Impervious surface area calculation (% of lot area) - Section 230-1
	b. Floor Area Ratio (FAR) - Section 230-1
	c. Open space (% of lot area) - Section 230-1
	d. Max. building height - Section 230-1
	e. Lot size - Section 230-1
	f. Lot width - Section 230-1
	g. Front yard setback - Sections 230-1
	h. Side yard setback - Section 230-1
	i. Rear yard setback - Section 230-1
	j. Accessory use provisions (if applicable) - Chapter 240, Article 2 under use code
	k. Hedges, fences, and walls requirements – Sec. 230-6
	l. Supplemental use provisions (if applicable) - Chapter 240, Article 3 under use code
	m. Location, design and construction of parking areas requirement – Chapter 250
	n. Special conditions based on zoning history of the site (if applicable). If applicable, attach conditions in table format, indicating required and provided provisions.

3. Provide information to verify the following Tree requirements are met. See [Residential Tree Preservation Guide](#) for more information.

	a. Building permits other than interior-only projects require that properties comply with tree density regulations.
	b. Include a Tree Survey Plan and Inventory that includes: • To-scale map or site plan. • Note the location of all specimen trees or stands of trees plus all other trees which will be preserved and counted toward meeting site density requirements • Include specimen trees and their critical root zones with labels/inventory of size and species. Include trees to remain and those proposed for removal. • Include all other trees to be counted toward meeting density requirements, with labels/inventory of size and species. (Existing trees less than two inches DBH do not need to be shown and cannot be included toward Existing Density Factor). • For forested areas over two acres, sampling methods may be used to determine tree densities. • Show all tree protection zones, tree save areas, and buffers with existing trees.

	i. Tree Replacement Plan (if applicable)
	j. If site cannot bear replanting of required density, submit alternative as required under Minimum Density Requirements
	k. Pay \$50 Fee to City of Chamblee for Tree Removal Permit if applicable

4. Erosion and Sedimentation Control (not required for interior-only permits)

	a. Show grading & drainage: Existing and proposed ground contours/elevations, indicating cut and/or fill operations; may include stockpiling.
	b. Show limits of disturbance and note number of disturbed acres.
	c. Show BMPs for erosion and sedimentation Control.
	d. Delineate streams, stream buffers, and wetlands or certify there are none are on the site or within 200 feet of the site.

5. Building Plans

	a. Architectural plans showing compliance with International Residential Code.
--	--



Building Permit Application

Job Address:		City:	State:	Zip:
Unit/Apt/Suite/Floor #s:		Number of residential units:	Purpose: ☐ New ☐ Addition ☐ Alter ☐ Repair	
Project/Business Name:	Scope of work: ☐ Interior ☐ Exterior		Structural Review Required? ☐ Yes ☐ No	
Description of work to be performed:				
Building Type: ☐ Single-family detached residential ☐ Townhome(s) ☐ Multi-family residential, mixed-use, or non-residential		☐ Land Disturbance: Total Disturbed Acreage: _____		
Construction areas (check all that apply):				
☐ Heated area square feet _____		☐ Deck square feet _____		
☐ Unheated basement square feet _____		☐ Unheated garage square feet _____		
Business Owner Name (non-residential permits only):		Phone #:	Right-of-way encroachment? ☐ Yes ☐ No	Stream within 200 feet of property? ☐ Yes ☐ No

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

Primary Contact Name:	Primary Contact Phone:	Primary Contact Email:
Type of Construction (VB, IIB, IA, etc.) – Single-family residential = VB		Occupancy Type (Business, Residential, Mercantile, etc.):
Contractor's Business License #:	State License #:	☐ Qualifying Agent ☐ Licensed Individual
Qualifications Held: ☐ Residential Basic Contractor ☐ Residential Light Commercial ☐ General Contractor		
Sub-contracted work for this job ☐ Electric ☐ Plumbing ☐ HVAC ☐ Low Voltage ☐ 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 or an extension is granted per City Code. 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. I also agree to allow all inspections and right of entry per Section 120-2 of the UDO. **Note: Only the Property Owner, Architect, General Contractor or other Authorized Agent should sign this application as an applicant. EXCEPTION: If a tenant is applying to move into a commercial space, then the tenant should sign as the applicant.		
Signature of Applicant: _____		Date: _____
Signature of Property Owner: _____		Date: _____

Georgia Residential Energy Code Compliance Certificate *

Builder/Design

Professional: _____

Phone: _____

Envelope Summary:

- List the R-Value for the following components:

Flat ceiling/roof: _____	Sloped/vault ceiling: _____
Exterior wall: _____	Above grade mass wall: _____
Attic kneewall: _____	Attic kneewall sheathing: _____
Basement stud wall: _____	Basement continuous: _____
Crawlspace stud wall: _____	Crawlspace continuous: _____
Foundation slab: _____	Floors over unconditioned space: _____
Cantilevered Floor: _____	Other insulation: _____

- Fenestration Components:

Window U-factor: _____	Window SHGC: _____
Skylight U-factor: _____	Skylight SHGC: _____
Glazed Door U-factor: _____	Opaque Door U-factor: _____
	(<50% glazed)

- Building Envelope Tightness (BET):

BET test conducted by: _____ Phone: _____

Fan Flow at 50 Pascals = _____ CFM₅₀ Total Conditioned Volume = _____ ft³

ACH₅₀ = CFM₅₀ x 60 / Volume = _____ ACH₅₀ (must be less than 7 ACH₅₀)

Low Rise Multifamily Visual Inspection Option

(The visual inspection option may be conducted by a third-party instead of the BET test for R-2 buildings only.)

Visual inspection conducted by: _____ Phone: _____

Mechanical Summary:

Water Heater Energy Factor: _____ Ef Fuel type: ☐ Gas ☐ Electric ☐ Other

Number of Heating and Cooling Systems: _____

Heating System Type (choose one):

☐ Gas: _____ AFUE ☐ Air-Source Heat Pump: _____ HSPF
☐ Other: _____ Efficiency: _____

Cooling System Type (Standard DX, Heat Pump, Geothermal, etc.): _____

Cooling System Efficiency: _____ ☐ SEER ☐ EER ☐ Other

Heating/Cooling Load Calculations Performed by: _____ Phone: _____

Total Heating Load (Based on ACCA Man. J or other approved methodology): _____ Btu/h

Total Cooling Load (Based on ACCA Man. J or other approved methodology): _____ Btu/h

Cooling Sensible Load: _____ Btu/h Cooling Latent Load: _____ Btu/h

Total Air Handler CFM (based on design calculations): _____ CFM

Duct Tightness Test Conducted by: _____ Phone: _____

CFM₂₅ per 100 ft² of conditioned floor area = CFM₂₅ x 100 / Conditioned floor area served

If all ducts are not located within conditioned space, builder must verify that either the postconstruction duct leakage to outdoors (PCO) is ≤ 8 cfm/100 ft², the post construction total duct leakage (PCT) is ≤ 12 cfm/100 ft², or the rough-in test (RIT) with air handler installed is ≤ 6 cfm/100 ft². State which method was used to conduct the duct tightness test: duct blower (DB), modified blower door subtraction method (MBDS), or automated multipoint blower door (AMBD).

System	Method (DB, MBDS, AMBD)	Test (PCO, PCT, RIT)	CFM ₂₅	Area served (ft ²)	Test Result
1					
2					
3					

*Note: This permanent certificate shall be posted on or in the electrical distribution panel. Certificate shall be completed by the builder or registered design professional. Where there is more than one value for each component, certificate shall list the value covering the largest area.



RIGHT-OF-WAY ENCROACHMENT PERMIT INFORMATION

I. When is a permit required? A right-of-way encroachment permit is required for any work in the public right-of-way, including:

- Temporary and permanent structures
- Land disturbance
- Vegetation removal/planting
- Utility work
- Lane and sidewalk closures

II. Plan submittal requirements

A complete permit application is required to be submitted a minimum of 14 days before work is proposed to begin. Permit applications should be submitted to the Public Works Department via the Permit Portal here: <https://www.chambleega.com/548/Encroachment-Permit>. For more information or questions about right-of-way encroachment, please contact the Public Works Department.



2021 SEWER CAPACITY EVALUATION

Department of Watershed Management

Email request to sewercapacity@dekalbcountyga.gov

Project Name:

DeKalb County AP #:

Type of Development:

Project Address:

Land Lot and Parcel ID:

Estimated Month Flow Begins:

Replacing existing sewer customer?

Yes

No

Total Peak Flow Requesting:

Sewershed:

Average Daily Flow Requesting:

Intended Tie-In Manhole ID:

Peak & Average flow = Proposed flow minus existing flow (GPD)

Developer/Owner Information:

Company's Name:

Address:

Contact Name:

City, State, Zip Code:

Phone Number:

Email Address:

Engineer Information:

Company's Name:

Address:

Contact Name:

City, State, Zip Code:

Phone Number:

Email Address:

Please include the following items in your submittal package:

Proposed Peak Daily Flow Calculation based on attached guidelines (*See Appendix A*)

Existing Developments

New Conditions

Separate detailed calculations signed by the owner or owner's representative detailing building use type(s) and units for both proposed and existing (if applicable)

All requested flows greater than 500 GPD ADF must be sealed by a Professional Engineer

Geographical Information System (GIS) map clearly showing the proposed site(s) surrounding areas, and utilities

Proposed utility plan, if available

Name:

Date:

Signed:

Seal:

(If signed by Professional Engineer)

Capacity Evaluation Request will not be accepted until the form is completed and all supplemental information is attached. Submit documents to sewercapacity@dekalbcountyga.gov.

Internal Use Only

Date Capacity Request Reviewed
and Accepted:

Received By:

Signed:

Appendix - A (Revised 01/01/2020)

Table 1: Sanitary Flow Contributions from Site Specific Sources

CONTRIBUTOR	UNIT	DESIGN AVG DAILY FLOW (GPD)
Barber Shop	Per Station	20
Carwash (Automatic)	Per Unit	166
Carwash (Self Service)	Per Bay	100
Church (NOT including food or day schools)	Per 1,000 sf	30
Coffee Shop/Deli/Fast Food	Per 1,000 sf	450
Coin Laundromats	Per Washing Machine	400
Commercial Laundromats	Per Washing Machine	640
Daycare	Per 1,000 sf	150
Dentist	Per dental chair	120
Full-Service Restaurant/Bar/Caterer	Per 1,000 sf	550
Gym/Dance Studio (w/o shower)	Per 1,000 sf	65
Gym/Dance Studio (w/showers)	Per person	20
Hair Salon	Per Shampoo Bowl/Chair	150
Hospitals	Per bed	200
Motel/Hotel	Per room	100
Nail Salon	Per pedicure chair	50
Nursing Home/Assisted Living	Per bed	125
Offices	Per 1,000 sf	110
Police/Fire Station	Per 1,000 sf	100
Residence (Single family/Apts/Condo, etc.)	Per residence	185
Retail/Shopping Center/Mercantile	Per 1,000 sf	100
School	Per student	16
School - w/gymnasium	Per student	20
Service Station/Convenience Store	Per 1,000 sf	100
Theater/Museum/Auditorium/Amusement	Per 1,000 sf	65
Warehouse/Industrial	Per 1,000 sf	25

GPD = gallons per day

NOTE: Design peak flow rates shall be calculated by multiplying the total design average daily flow rate determined per the table above by a peaking factor of **2.5**.

Fill out SCER application, show calculations, scan your application
and submit via email: sewercapacity@dekalbcountyga.gov.



HOMEOWNER DECLARATION FORM

The undersigned hereby applies for consideration as a property owner desiring to perform construction on his/her residence. In making this request for a "home owner" permit, the undersigned states the following to be true:

1. Applicant resides or intends to reside on premises. Property described in permit application is currently owned by applicant. Applicant must reside in completed structure and does not plan to offer same for sale for a period of 24 months as per OCGA section 43-41-17. Applicant has not made a previous Homeowner Declaration where he/she has failed to reside at the premises thereafter.
2. Applicant will serve as the general contractor and accept inherent responsibilities for the work authorized by the approved permit in accordance with Georgia's licensing law pertaining to Residential and General Contractors, and including workman's comprehensive liability.
3. Applicant agrees to hire properly licensed contractors for work that is further sub-contracted. All plumbing, electrical and HVAC work will require separate sub-contractor forms, including work performed by applicant in lieu of licensed contractors.
4. Applicant agrees to perform all work in accordance with all applicable codes and strictly adhere to the inspection requirements. The undersigned acknowledges that all required inspections must be performed in an established sequence and that any work done in violation of the codes must be corrected or may be ordered to be removed.
5. Applicant acknowledges that he/she is aware that a permit issued under the provisions of the code may be revoked for false statements or misrepresentation as to the material fact in the application on which the permit was based.
6. Applicant further acknowledges that he/she is aware that any knowingly false statements made in the permit application will subject said applicant to possible prosecution. Georgia Criminal Code, Section 16-10-71 (False Swearing).

PROPERTY ADDRESS: _____

TYPE OF WORK TO BE PERFORMED:

CHECK ALL THAT APPLICANT IS RESPONSIBLE FOR (DO NOT CHECK IF THE WORK WILL BE SUBCONTRACTED OUT TO LICENSED TRADESPERSONS:

- | | | |
|-----------------------------------|--------------------------------------|--------------------------------|
| ☐ BUILDING | ☐ PLUMBING | ☐ OTHER |
| ☐ HVAC | ☐ ELECTRICAL | |
| ☐ GAS | ☐ LOW VOLTAGE | |

APPLICANT'S NAME: _____ **APPLICANT'S SIGNATURE:** _____ **DATE:** _____