

PERMIT GUIDE

Commercial Move in as is



Three Step Process to Complete Your Move in as is

This permit is for businesses moving into an existing space and making only cosmetic changes, such as painting or cleaning



What to Know Before You Apply

- Are you making any structural changes?** If you make changes to the structure, you will need an Alteration Building Permit. No structural changes may be considered *Move in as is*
- What type of business will you conduct?** A *Move in as is* permit only applies to business and mercantile uses. These categories include professional offices and retail establishments
- Is your type of business different from the previous tenant?** If you are moving into an existing space that previously contained a different type of business or occupant, you will not be considered *Move in as is*
- What is the square footage of the space?** A *Move in as is* permit is only applicable to spaces less than 5,000 square feet
- How long has the space been vacant?** A *Move in as is* permit is only applicable to spaces vacant for less than 6 months

STEP ONE – APPLICATION SUBMITTAL

Submit required documents and pay all necessary fees to DeKalb Development Services, located on the 2nd floor at 330 West Ponce de Leon Ave, Decatur, GA 30030

Required Documents

- Building Permit Application:** Complete every section that pertains to you
- Spaces greater than 3,000 square feet, but less than 5,000 square feet**
Scaled Floor Plan: Submit TWO COPIES of your Floor Plan and Key Plan consistent with the Commercial Plans Submittal Checklist for *Move in as is*
- Spaces less than or equal to 3,000 square feet**
Move In As Is Affidavit: This notarized affidavit affirms that the space is less than or equal to 3,000 square feet, that you have made only cosmetic changes to the space, like painting or cleaning, and that the proposed use is substantially similar to the prior use. If a staff review finds all of this to be correct, and there is a prior Certificate of Occupancy on file, the affidavit will be accepted in lieu of plans. A Life Safety Code inspection will still be required

Payment of Fees (all fees are due upon application submittal)

- Base Permit Fee:** The base permit fee includes a structural plan review, a life safety code review, a life safety code inspection, and a Certificate of Occupancy

Use	Floor Area	Fee
Office	200 SF or less	\$450.00
	More than 200 SF	\$550.00
Retail	200 SF or less	\$500.00
	More than 200 SF	\$600.00

- Fire Marshal Fees:** Additional fees may apply if an Alarm System Review, Automatic Sprinkler System Review, or a Hood Suppression System Review is required. Re-inspections and plan resubmissions will incur additional fees
- DeKalb County accepts Visa, MasterCard, checks, money orders, cashier’s check, and cash. The County does not accept American Express or counter checks (checks without your name printed on it). **Make checks payable to “DeKalb County”**

STEP TWO – REVIEW AND APPROVAL

- Zoning Review:** Zoning Officers will review your plans to ensure consistency with the Zoning Code
- Life Safety Code Review:** All plans will be reviewed to verify conformity with Life Safety Code
- Zoning Review follow-up:** The plan review staff will inform you if there are redline comments (corrections) or next steps
- Permit Approval:** When your permit is **APPROVED** return to DeKalb Development Services, located on the 2nd floor, to pick up your permit. If your plans are **NOT APPROVED**, pick up redlined plans with required corrections. Make corrections and resubmit two new plans, plus redlined plans, to DeKalb Development Services

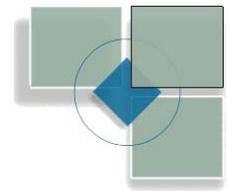
STEP THREE – INSPECTIONS AND CO

- POST YOUR PERMIT** in a box, on-site and visible. If your permit or approved plan is not posted in the box, your inspection will not proceed. If you deviate from your original plans, you must apply for a Permit Revision, which requires new plan sets, fees, and repeating the process described above
- Fire Inspection:** Once you receive your permit, call 404-371-3010 to schedule your Fire Inspection
- Certificate of Occupancy (CO):** Once you pass your fire inspection, you may obtain your CO from DeKalb Development Services

Thank you for investing in DeKalb County



DeKalb County, Georgia
Department of Planning & Sustainability



BUILDING PERMIT APPLICATION

Date: _____

Check Applicable Type
<input type="checkbox"/> Residential
<input type="checkbox"/> Non-Residential
<input type="checkbox"/> Apartment
<input type="checkbox"/> Condo Stack Flats
<input type="checkbox"/> Condo Townhouse
<input type="checkbox"/> Townhouse Fee Simple

(Shaded area for office use only)

Permit #:	Date Processed:
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Job Address		City	State	Zip
Building No.	Floor No.	Apt/Lot#	Unit/Suite#	

Owner of Job Address			Applicant/Tenant Name		
Owner Name			Business Name		
Address			Type of Business		
City	State	Zip	Address		
Tel #		Mobile #	City	State	Zip
Fax #		E Mail	Tel #		Mobile #
			Fax #		E Mail

Contractor Name			Authorized Agent		
Company Name			Business Name		
Address			Address		
City	State	Zip	City	State	Zip
Tel #		Mobile #	Tel #		Mobile #
Fax #		E Mail	Fax #		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			

TYPE OF WORK <input type="checkbox"/> New <input type="checkbox"/> Alter <input type="checkbox"/> Other <input type="checkbox"/> Addition <input type="checkbox"/> Repair <input type="checkbox"/> Fire Damage <input type="checkbox"/> Demolish	DESCRIPTION OF WORK
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ESTIMATED COST (CONSTRUCTION OR MOVE-IN COST) \$ _____

Minimum Permit Fee: \$175.00	Certificate of Occupancy Fee: \$50.00
Final Plat Recorded: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Change of Ownership: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable
Model Home Permit: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable	Did the Previous Business Close?: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable

LDP Project Name	LDP Project #
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INDICATE ALL ADDITIONAL PERMITS REQUIRED TO COMPLETE THIS JOB:		
<input type="checkbox"/> Electrical	<input type="checkbox"/> Heating	<input type="checkbox"/> Air Conditioning
<input type="checkbox"/> Plumbing	<input type="checkbox"/> Other _____	
CHECK ONE: Is there a sprinkler system?	CHECK ONE: SANITARY FACILITIES	CHECK ONE: ELEVATORS?
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Sewer <input type="checkbox"/> Septic	<input type="checkbox"/> Yes # _____ <input type="checkbox"/> No

Details (Zoning Requirement Information)

# of Stories	# Total Rooms	# of Baths/Restrooms	# of Kitchens	# of Bedrooms
Total Square Footage _____	Finished Floor Area (Heated) _____	Unfinished Floor Area _____	Garage Floor Area _____	Outdoor Living Area _____ <input type="checkbox"/> Deck/Porch <input type="checkbox"/> Patio
Basement Floor Area: _____ <input type="checkbox"/> Finished _____ <input type="checkbox"/> Unfinished _____				
SETBACKS:	PROPERTY INFO:	Exterior Finish: (Materials)	Roofing: (Materials)	
Left _____ Right _____	Front _____ Rear _____ Lot Size _____ Easement: <input type="checkbox"/> Yes <input type="checkbox"/> No			

Impervious Area, Sq. Ft:	Number of Units:
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(Shaded area to be completed by Office Personnel)

TYPES OF CONSTRUCTION (IBC)			
<input type="checkbox"/> Type IA	<input type="checkbox"/> Type IIA	<input type="checkbox"/> Type IIIA	<input type="checkbox"/> Type IV
<input type="checkbox"/> Type IB	<input type="checkbox"/> Type IIB	<input type="checkbox"/> Type IIIB	<input type="checkbox"/> Type VA
			<input type="checkbox"/> Type VB

Check Construction Type (New Construction/Additions)

<input type="checkbox"/> Type IA	<input type="checkbox"/> Type IIA	<input type="checkbox"/> Type IIIA	<input type="checkbox"/> Type IV
<input type="checkbox"/> Type IB	<input type="checkbox"/> Type IIB	<input type="checkbox"/> Type IIIB	<input type="checkbox"/> Type VA
			<input type="checkbox"/> Type VB

Minimum Permit Fee: \$175.00

Certificate of Occupancy Fee: \$50.00

THIS SPACE FOR NON-RESIDENTIAL APPLICANTS ONLY

ADULT ENTERTAINMENT ESTABLISHMENT means a business or establishment where persons, employees, or patrons appear nude or in such attire, costume or clothing as to expose specified anatomical areas or engage in specified sexual activities, including, but not limited to, adult bookstores; adult businesses; adult motion picture theaters; adult mini-motion picture theaters; adult motion picture arcades; adult video stores; erotic entertainment/dance establishments; escort bureaus, introduction services. "Adult entertainment establishment" shall not include a traditional or mainstream establishment, which means a theater, movie theater, concert hall, museum, educational institution, or similar establishment which regularly features live or other performances or showings which are not distinguished or characterized by an emphasis on the depiction, display, or description or featuring is incidental to the primary purpose of any performance.

Is this business an adult entertainment establishment as defined above by the DeKalb County Code, or does it offer any form of adult entertainment?

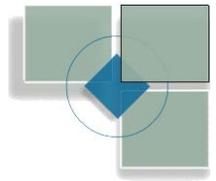
Yes No

**** 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.**

I, _____, do solemnly swear that the information on this application is true, and that no false or misleading statement is submitted herein to obtain a building permit or certificate of occupancy. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of any building permit or certificate of occupancy issued as a result of this application. I understand that I must comply with all county ordinances and regulations. I hereby agree to provide any clearance(s) and/or inspection report(s) required prior to issuance of a permit or certificate of occupancy.

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 persons or property. I agree to exonerate, indemnify and save harmless the county 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.

Signature _____



Move In As Is Affidavit

**Applicant Proposing the Following
(Select One of the Options Below)**

**This form is applicable for tenant spaces 3,000 Sq. Ft or less
(Business or Mercantile uses ONLY)**

- Change in Ownership without Renovation (Name Change)
 - o The business is changing ownership to a new owner without any renovations to the interior or exterior of the property including any changes to finishes. The business and use stay the same.
- Change in Ownership with Changes to Finish Only
 - o The business is changing owners and changes to only the finishes are required. The business and use stay the same.
- Change in Occupant with Changes to Finish Only or No Changes
 - o The property is changing from one business to another. The new business is similar to the use to that previously approved for the property or structure. Any changes to the space are limited to finishes only. A change in use will only be permitted under this affidavit where the new use is similar to the use of the previously approved tenant, as determined by a review conducted by the staff from the Department of Planning and Sustainability and the DeKalb Fire Rescue Department.

Applicant Information

Name _____ Address _____

City _____ State _____ Zip Code _____

Phone Number _____ Email _____

Parcel/Business Information

Business Name _____

Address _____ Suite # _____

City _____ State _____ Zip Code _____

Tenant Square Footage _____ Occupancy Classification _____ Sprinklered Y / N _____ Fire Alarm Y / N _____

Describe Business:

OPTIONAL INFORMATION – PROVIDE IF KNOWN

Previous Business Name _____

Parcel Number _____

Building Square Footage _____ Building Construction Type _____ Occupant Load _____

Owner/Applicant Affirmation

I hereby affirm that I am either the owner or legal lessee of the aforementioned business property and that I will be occupying an existing commercial development with the same use or similar use as determined by DeKalb County Department of Planning & Sustainability. The existing tenant space is 3,000 square feet or less and the proposed use is Business or Mercantile. I have made no changes in any way (i.e., any gas, mechanical, plumbing and/or electrical work, load bearing, non-load bearing walls, exits, etc.) apart from paint or other finishes. I understand that if I wish to make changes or change the type of business, I must submit plans to the DeKalb County Department of Planning & Sustainability under a separate permit application.

I understand that a life safety inspection will be conducted of my business. The inspector may discover life safety violations that will need to be corrected and re-inspected prior to any certificate of occupancy being issued. I also understand that the inspector may find violations such that I will be required to submit plans and obtain an additional permit to correct the violations. If it is determined that the actual use is not consistent with the information provided, this application shall be considered null and void.

I hereby affirm that the information provided is true and accurate. I hereby affirm that approval of this application does not constitute approval for any other permit that may be required by the county or other agency having jurisdiction.

Signature of Tenant/Owner

Printed Name of Tenant/Owner

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

Signature and Seal of Notary Public

My Commission Expires

Official Use

Zoning _____ Construction Type _____ Occupant Load _____

Comments _____

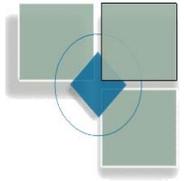
APPROVALS



DeKalb County Department of Planning & Sustainability

330 West Ponce De Leon Avenue
Suites 100-500
Decatur, GA 30030

Phone: (404) 371-2155
Fax: (404) 371-2778
www.dekalbcountyga.gov



COMMERCIAL PLANS SUBMITTAL CHECKLIST

For construction of new buildings, additions, alterations, and repairs of existing and as-built floor plans involving structural changes, occupancy changes, impact upon egress, and impact on fire-resistive construction, or work equal to or greater than \$3000, **submit two (2) sets of plans in person to:**

DeKalb County Department of Planning and Sustainability
Plans Review Division, 2nd floor
330 W. Ponce de Leon Avenue
Atlanta, GA 30030

Plans submitted must provide clear and sufficient information applicable to the requirements of the project in order for the plans examiner to conduct a complete review. Listed below are the items required to meet the criteria for a commercial plan review.

PLANS

COVER SHEET

Project Criteria/Code Analysis

- A. Name of project
- B. Project address (include building and suite number)
- C. Scope of Work Narrative
- D. State of Georgia Registered Architect/Engineer Signed, Sealed and Dated Stamp with registration number on all sheets (see requirements in the Registered Architect/Engineer section below)
- E. Occupancy Classification per NFPA 101 Life Safety Code (LSC)
- F. Occupancy Classification per International Building Code (IBC)
- G. Occupancy Type
- H. Occupancy Separation
- I. Type of Construction
- J. Sprinkler System Requirements/Provisions
- K. Allowable Building Area and Height, Proposed Building Area and Height
- L. Calculations for Area Modifications, if applicable
- M. Occupant Load Calculations per Life Safety Code: Occupancy, Total Occupant Load, include calculations
- N. Plumbing Fixture Requirements, Proposed Plumbing Fixture Count

List the following Applicable Codes/Editions

International Building Code (IBC)- 2012 edition with Georgia Amendments
National Electric Code (NEC) - 2011 edition
International Fuel Gas Code (IFGC) - 2012 edition with Georgia Amendments
International Mechanical Code (IMC) - 2012 edition with Georgia Amendments
International Plumbing Code (IPC) - 2012 edition with Georgia Amendments
International Energy Conservation Code (IECC) - 2009 edition with Georgia Amendments
International Residential Code (IRC) - 2012 edition with Georgia Amendments
International Fire Code (IFC) - 2012 edition with Georgia Fire Marshal Amendments
Georgia Accessibility Code - GAC 120-3-20 - 1997 edition
National Fire Protection Association 101 Life Safety Code (LSC) - 2012 Edition
U.S. Department of Justice A.D.A. Standards for Accessible Design (ADA)- 2010 edition

KEY PLAN

- A. Show proposed space within a building
- B. Show adjoining tenants and identify them by occupancy
- C. Show and identify complete outline of area within the scope of work

SITE PLAN

- A. Location of project in relation to property lines
- B. Location of project in relation to other buildings on site, if applicable
- C. Identify parking spaces

FLOOR PLANS

Scaled drawings must be to an architectural scale, such as 1/4 inch equals one foot, 1/8 inch equals one foot, etc.

Legend must illustrate:

- A. Old vs. new construction
- B. Rated walls
- C. Existing walls / demo walls
- D. Sections and applicable details

For New Buildings

- A. Floor/reflected ceiling plans, label and dimension of all spaces
- B. Cross sections, wall sections and applicable details
- C. Door and finish schedules
- D. Structural plans

Identify

- A. Exits
- B. Room use designation
- C. Door Sizes, Corridors, Stairs, Plumbing Fixtures, and Storage Rooms
- D. Total area of work
- E. Use of adjacent spaces

Pre-engineered components

If pre-engineered building structural components were used, technical specification will be required with additional detail for verification of code compliance.

REGISTERED ARCHITECT/ENGINEER

Submit plans with Architect/Engineer seal for all plans that meet any of the following criteria:

- A. Over 5,000 square feet,
- B. Buildings greater than one story, or
- C. All Assembly, Educational, Institutional and Residential occupancies

All plumbing, mechanical, and electrical plans must be stamped by a design professional.

Plans marked "Not for Construction" will not be accepted for permit review.

SUBMITTALS

Submit two (2) sets of the plans and any associated calculations along with two (2) copies of permit application to Plans Review. Incomplete plans/submissions will not be reviewed. The review process takes 4 to 6 weeks. You will be notified when the review is complete, approved or disapproved. To expedite the permit process, please have your plan-tracking file number (also called an AP number) with you when you come to the review counter for the permitting process. You can also check the status of your project on our website.

ZONING

All plans submitted to Structural Plans Review must also be reviewed for zoning compliance. If plans are for new construction, a Site Development permit must be issued before a building permit is issued.

FOOD SERVICE INDUSTRY

For all plans relating to the Food Service Industry, all businesses that are providing food or drink for consumption on the premises (restaurant, bars, cafeteria, motels, hotels, etc.), the applicant needs to obtain three documents before submitting application and plans for the building permit:

1. Fats, Oils, and Grease Evaluation form from the DeKalb County Department of Watershed Management. This is also called a F.O.G. letter. This document is for sizing a Grease Trap and Grease Interceptors and must be signed off by the inspector.
2. Kitchen plans must also be reviewed by the DeKalb County Board of Health with copies of the Health Department Checklists attached before a building permit can be issued.
3. Plans must be accompanied by a DeKalb County Letter of Entertainment form. This document is signed and notarized by the owner of the building and by the tenant. It identifies the hours of operation, it identifies whether alcoholic beverages will be served, and it identifies whether entertainment will be provided and what types of entertainment.

CONTRACTOR LICENSE

A State General Contractor license is required to obtain building permit. In addition, a State Trade license is required for all trade permits. (Electrical, HVAC, Plumbing, Low voltage, Sprinkler, Fire suppression hoods and systems, and Fire alarm systems)

FEES

Building permits fees for alterations, general repairs, demolition and interior tenant finish are based on \$5.00 per thousand of construction cost, plus \$50.00 for Certificate of Occupancy (CO). For new construction and additions, the fees are calculated using the ICC Building Valuation Data 2009 Edition plus the \$50.00 CO fee. These fees are due at time of plan submission.



DEKALB COUNTY FIRE RESCUE DEPARTMENT

Edward A. O'Brien, Director/Fire Chief
Fire Marshal Division-Chief Antonio Burden, Fire Marshal
330 West Ponce De Leon Ave., Decatur, Georgia 30030
Phone: 404-371-2776 Fax: 404-687-2430



INSPECTION SECTION

TO: ALL FIRE INSPECTORS

FROM: Chief Antonio Burden, Fire Marshal

SUBJECT: Move in as is/Change of Tenant Inspections

The following procedures shall be implemented to enhance quality and productivity of change of tenant inspections between the Fire Inspection Section and the Department of Planning & Sustainability

1. Anytime a change of tenant inspection takes place, a permit and as-built drawings (or Move In As Is Affidavit) will be at the location
2. The following items at a minimum, shall be inspected for compliance at all Move in as is/change of tenant inspections if applicable:
 - Address/building numbers are 4" high and plainly visible from the street
 - Exit lighting and battery backup
 - Emergency lights
 - Fire extinguishers with proper rating and tag
 - Key locks, padlocks, & dead bolts removed from exit doors, thumb turn or push-to open locks in compliance of the Life Safety Code
 - Floor arrangement and equipment layout within office spaces and warehouse spaces shall meet proper widths, travel distances, and hazard commodities for the specific occupancy
 - Fire rated wall penetrations are properly fire stopped
 - Electric Panel has 36" X 30" clearance from combustibles or obstructions
 - No storage in the electrical room
 - Confirmation of "as-built" drawings being consistent with the location
 - Confirmation that no construction is taking place
 - Verification that no change in occupancy classification has taken place
 - Current annual Sprinkler inspection report on file
 - Current annual Fire Alarm inspection
 - Current 6 month Fire Suppression System inspection report, with tag properly documented
3. When all applicable items are complied, the Fire Inspector shall sign-off the permit and gather all information pertinent to the New Tenant for data entry. *Proper data entries should include: Name and approval of the Tenant, emergency contact changes if applicable, and any additional comments*

This document is not inclusive of every scenario that can be addressed, but should help the Fire Inspection Section and Development Services Division enhance consistency and quality on change of tenant inspections, and the flow of reports between the departments