PERMIT GUIDE
Commercial Additions

Three Step Process to Complete Your Commercial Addition

This permit applies to any construction on an existing commercial or multifamily residential structure which increases the footprint, or area under the roof of the building

Application Submittal → **Review and Approval** → **Inspections and CO**

What to Know Before You Apply

- ☐ **Contractor Registration**: Contractors must be licensed by the State of GA, have a GA business license, and must register with DeKalb Development Services, located on the 2nd floor of the Clark Harrison Building at 330 West Ponce de Leon Ave. Decatur, GA 30030
- ☐ **Zoning Requirements**: Do you know the zoning of the property, all the building setbacks, and the maximum impervious surface allowed? Visit the Division of Planning, located on the 5th floor, or call **404-371-2155**
- ☐ **Historic District**: Are you in an historic district? To find out, visit the Division of Planning, located on the 5th floor, or call **404-371-2155**
- ☐ **Valid Address**: You will need to have a valid address to apply for a permit. To learn more about the process to create a new address or suite, visit the DeKalb County GIS Department, located on the 6th floor, or call **404-371-2257**
- ☐ **Complete Applications**: Faster service is provided when customers submit complete applications. Knowing the information above ensures our staff will be able to provide excellent customer service

STEP ONE – APPLICATION SUBMITTAL

Submit required documents and pay all necessary fees to DeKalb Development Services on the 2nd Floor of the Clark Harrison Building at 330 West Ponce de Leon Avenue

Required Documents

- ☐ **Building Permit Application**: Complete every section that pertains to you
- ☐ **Scaled Floor Plan**: Submit TWO COPIES of your Floor Plan and Key Plan, drawn to an architect's scale and consistent with the attached Commercial Plans Submittal Checklist

- ☐ **Site Plan:** Submit TWO COPIES of your site plan. A site plan is prepared by an engineer or surveyor registered in the state of Georgia. The site plan should contain the location of building site, property lines, all setbacks, the location of the proposed addition, erosion control measures, tree locations, flood plain, state waters, easements, and location of dumpster and port-o-let, as applicable
- ☐ **Contractor Information:** All contractors must register with DeKalb County. Please bring your state license, government-issued ID, and your valid business license. The names on all licenses must match

Your project may also require the following:

- ☐ **Authorized Agent Form**: Required to apply for a permit on behalf of a contractor
- ☐ **Zoning Verification**: Required for auto dealers and auto brokers For more information, visit the Division of Current Planning on the 5th floor at 330 West Ponce de Leon Ave, Decatur, GA 30030, or call at 404-371-4915
- ☐ **Land Development Permit Application Number**: Required when major digging or grading will occur on the site
- ☐ **Notarized Letter of Entertainment**: Required form for restaurants, nightclubs, and late night establishments. For more information, visit the Division of Current Planning on the 5th floor at 330 West Ponce de Leon Ave, Decatur, GA 30030, or call at 404-371-4915
- ☐ **Department of Agriculture Approval**: Georgia Department of Agriculture approval is required for the sale of any pre-packaged or uncooked food. For more information, call 404-656-3627
- ☐ **Board of Health Approval**: Board of Health approval is required for restaurants, tattoo parlors, or any sale of prepared food. For more information, call 404-508-7900
- ☐ **Fire Repair Requirements**: If you are repairing a building damaged in a fire, you will need the following:
  1. Copy of the Fire Incident Report. To obtain a copy of this fire report, you need to call 770-724-7740. The reports office is located at 1960 West Exchange Place, Room 203; Tucker, Georgia 30084
  2. An official letter showing the current tax assessed value of the fire damaged building. This letter can be secured from the DeKalb County Tax Assessors Office located at 120 West Trinity Place, Room 208 Decatur, GA 30030. Phone: 404-371-0841
  3. A letter showing the replacement cost of the damaged structure
- ☐ **FOG Evaluation**: All restaurants, night clubs and bars, hospitals, schools, and late night establishments must submit a plumbing plan, a mechanical plan, and an additional floor plan to be reviewed for compliance with the Fats, Oils, and Grease Program. Churches, hotels, and other establishments may require a FOG evaluation if food or drink is prepared, or if dishes are washed on-site. For more information, please call 404-687-7150

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

- ☐ 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"**
- ☐ **Sewer Access Fees**: Sewer access fees will be calculated during the review process, and if applicable will be due prior to permit issuance. If you have questions about your sewer access fees, please call 404-371-2112

STEP TWO – REVIEW AND APPROVAL

- ☐ **Zoning Review:** Zoning Officers will review your plans to ensure consistency with the Zoning Code
- ☐ **Land Development Review:** Engineering Review Officers will examine your plans to ensure consistency with County and State Land Development Codes
- ☐ **Life Safety Code Review**: All plans will be reviewed to verify conformity with Life Safety Code
- ☐ **Zoning Review follow-up:** 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
- ☐ **Inspections:** After you have completed construction, schedule your required building and fire inspections through the Inspection Request Line at **404-371-3010**
- ☐ **Backflow Inspection:** All connections to the County water system must be equipped with backflow prevention devices approved by the County. To schedule a backflow inspection, call 404-687-4075
- ☐ **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
- ☐ **Residential**
- ☐ **Non-Residential**
- ☐ **Apartment**
- ☐ **Condo Stack Flats**
- ☐ **Condo Townhouse**
- ☐ **Townhouse Fee Simple**

(Shaded area for office use only)

Permit #:	**Date Processed:**

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 #** ☐ Qualifying Agent ☐ Licensed Individual

Qualifications Held: ☐Residential Basic Contractor ☐Residential Light Commercial ☐General Contractor

TYPE OF WORK			**DESCRIPTION OF WORK**
☐ New	☐ Addition	☐ Fire Damage	
☐ Alter	☐ Repair	☐ Demolish	
☐ Other			

ESTIMATED COST (CONSTRUCTION OR MOVE-IN COST) $

Minimum Permit Fee: $175.00 **Certificate of Occupancy Fee: $50.00**

Final Plat Recorded: ☐Yes ☐No ☐Not Applicable	Change of Ownership ☐Yes ☐No ☐Not Applicable
Model Home Permit: ☐Yes ☐No ☐Not Applicable	Did the Previous Business Close? ☐Yes ☐No ☐Not Applicable

LDP Project Name	LDP Project #

CONTINUED ON NEXT PAGE

INDICATE ALL ADDITIONAL PERMITS REQUIRED TO COMPLETE THIS JOB:

☐ Electrical ☐ Heating ☐ Air Conditioning ☐ Plumbing ☐ Other _____

CHECK ONE: Is there a sprinkler system?	CHECK ONE:	CHECK ONE:
☐Yes ☐ No	SANITARY FACILITIES ☐ Sewer ☐ Septic	ELEVATORS? ☐ Yes # _____ ☐ 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 _____ ☐ Deck/Porch ☐ Patio
Basement Floor Area: _____ ☐ Finished _____ ☐ Unfinished _____				
SETBACKS: Left _____ Right _____	Front _____ Rear _____	PROPERTY INFO: Lot Size _____ Easement: ☐Yes ☐ No	Exterior Finish: (Materials)	Roofing: (Materials)

Impervious Area, Sq. Ft:	Number of Units:

(Shaded area to be completed by Office Personnel)

TYPES OF CONSTRUCTION (IBC)

☐ Type IA ☐ Type IIA ☐ Type IIIA ☐ Type IV
☐ Type IB ☐ Type IIB ☐ Type IIIB ☐ Type VA
☐ Type VB

Check Construction Type (New Construction/Additions)

☐ Type IA ☐ Type IIA ☐ Type IIIA ☐ Type IV
☐ Type IB ☐ Type IIB ☐ Type IIIB ☐ Type VA
☐ 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
Print Name
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 _____

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.

<u>REGISTERED ARCHITECT/ENGINEER</u>

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.