PERMIT GUIDE
Commercial Alterations/Repairs

Three Step Process to Complete Your Commercial Alteration or Repair

This permit applies to repairs, including fire-damaged structures, change in use, and interior-only changes and improvements

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 THREE COPIES of your Floor Plan and Key Plan, drawn to an architect's scale and consistent with the Commercial Plans Submittal Checklist.

- ☐ **Location Plan:** A location plan must denote the location of the space or building on the lot, and should be included with the scaled floor plan
- ☐ **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:

- ☐ **Site Plan**: A site plan may be required if a change in use modifies parking or other requirements
- ☐ **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
- ☐ **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 may apply if you are changing the use of the space or increasing the burden on the sewer system. These 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
- ☐ **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**. You can find out what inspections are required for your project by looking at your orange permit card
- ☐ **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 all required inspections, you may obtain your CO from DeKalb Development Services

Thank you for investing in DeKalb County

DeKalb County, Georgia

Department of Planning and Sustainability

BUILDING PERMIT APPLICATION

Check Applicable Type:
☐ Residential
☐ Non-Residential
☐ Apartment
☐ Condo Stack Flats
☐ Condo Townhouse
☐ Townhouse Fee Simple

Date:_____

Shaded area for office use only

Permit Number	Date Processed

PROJECT NAME / SUBDIVISION NAME	LDP NUMBER	NUMBER OF UNITS

PROJECT ADDRESS	City	State	Zip

Building #	Floor #	Apt #	Suite #	Lot #

PROPERTY OWNER'S NAME		
Address		
Phone	Mobile	Fax
Email		

APPLICANT ☐ Property Owner ☐ Tenant Leasing Commercial Space ☐ Contractor ☐ Authorized Agent ☐ Architect/Engineer		
Applicant's Name		
Company Name		
Address		
Phone	Mobile	Fax
Email		

CONTRACTOR ☐ Property Owner ☐ To Be Determined ☐ State of Ga Licensed Contractor ☐ Specialty Contractor		
Contractor's Name		
Company Name		
Address		
Phone	Mobile	Fax
Email	Business License Number	
Individual / Authorized Agent's State License #	Company's State License #	

Type of Work: ☐ New ☐ Addition ☐ Alteration ☐ Repair ☐ Fire Damage ☐ Demo ☐ Other	**Estimated Cost $**

Description of Work:

_____

_____

Total Square Footage _____

Include only areas pertaining to this scope of work. This should be a combined total of all of the items below (if applicable).

Finished Floor Area	**Unfinished Area**	**Garage**	**Outdoor Areas**
Primary Structure _____	Attic _____	_____	Deck _____
Finished Basement _____	Basement _____	Detached structures require separate permits.	Porch_____
			Patio_____

Construction Type:	**Occupancy Classification:**
☐ IA ☐ IIA ☐ IIIA ☐ IB ☐ IIB ☐ IIIB ☐ IV ☐ VA ☐ VB	

Exterior Finish Materials	**Roofing Materials**

# of Stories	**# Total Rooms**	**# Restrooms/Bathrooms**	**# Kitchens**	**# Bedrooms**

Setbacks:	**Impervious Area** (Square Feet) _____
Front _____ Rear _____ Left _____ Right _____	Lot Size: _____ Easement: ☐ Yes ☐ No

Indicate additional permits required to complete this job	**Is there a sprinkler system?**	**Sanitary Facilities**	**Elevators**
☐ Mechanical ☐ Electrical / Low Voltage ☐ Plumbing ☐ Other ☐ None	☐ Yes ☐ No	☐ Septic ☐ Sewer	☐ Yes ☐ No

THIS SPACE IS 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 showing 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 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, Engineer, or General Contractor should sign this application. EXCEPTION: If a tenant is apply to move into a commercial space, the tenant may sign. Authorized Agents may also sign, when an Authorized Permit Agent Form is completed on behalf of a State of Georgia licensed contractor. Before signing, please carefully read the statements below.**

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 the 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 _____

Total Minimum Fees $245 ($175 Minimum Permit Fee; $20 Technology Fee; $50 Certificate of Occupancy or Certificate of Completion). Some commercial projects require Fire Review & Inspection Fees ($100 Fire Life Safety Review; $100 Fire Site Review; $100 Fire Inspection). Please note that additional fees may apply depending on the type of permit being submitted. Please contact us at (404) 371-4915 for the calculation of fees or refer to our fee schedule located at www.planningdekalb.net.

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

BUILDING AND FIRE 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 three (3) 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. Plans shall conform with the requirements in this checklist that pertain to the design or as-built condition of the project or space. All plan sets must include a cover sheet, floor plans, life safety plan, site plan, and key plan. Listed below are the items required for commercial plan review.

DRAWING SCALE

A. All plans shall be drawn to an indicated scale (1/8" or 1/4" = 1' preferred) on sheets of suitable and uniform size (minimum 11" x 17").

COVER SHEET

A. Name of commercial tenant
B. Project address (include building and suite number)
C. Scope of Work Narrative
D. State of Georgia Registered Architect/Engineer/Design Professional Signed, Sealed and Dated Stamp with registration number on all sheets (see requirements in the Registered Architect/Engineer section below), O.C.G.A. Title 43
E. Occupancy Classification per NFPA 101 Life Safety Code (LSC), Chapter 6
F. Occupancy Classification per International Building Code (IBC), Chapter 3
G. Occupancy Fire-Rated Separation, including rated design assemblies used for structural fire resistance and fire-resistance rated construction separation of adjacent spaces
H. Type of Construction
I. If an automatic sprinkler system is provided, and whether the sprinkler system is required
J. Allowable Building Area and Height, Proposed Building Area and Height, and actual building area and height, IBC Chapter 5
K. Calculations for Area Modifications, if applicable, IBC Chapter 5
L. Occupant Load Calculations per Life Safety Code: Occupancy, Total Occupant Load, include calculations, NFPA 101 Chapter 7
M. Plumbing Fixture Requirements, Proposed Plumbing Fixture Count , IBC Chapter 29, IPC Chapter 4, including calculations
N. List the following codes and editions:
   - International Building Code (IBC)- 2012 edition with Georgia Amendments
   - National Electric Code (NEC) - 2014 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
- Chapter 120-3-3 Rules and Regulations for the State Minimum Fire Standards in Georgia

MEP PLANS

A. Mechanical, Electrical, and/or Plumbing Plans may be required depending on the scope of work.

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
D. Show relative elevations and illustrating driveways, fire department access roads, parking, handicap parking, proximity of structure to other structures, distance of structure from other structures, walkways, ramps, stairs, fences, passenger loading zones, location of electric transformer pads, heat and air conditioning units outside of the facility.

BUILDING CODE COMPLIANCE REVIEW

A. Existing vs. new construction
B. Rated walls
C. Existing walls / demo walls
D. Sections and applicable details
E. Floor/reflected ceiling plans, label and dimension of all spaces
F. Cross sections, wall sections and applicable details
G. Door, window, and finish schedules
H. Structural plans and fastening schedule, if applicable
I. Exits
J. Room use designation
K. Door Sizes, Corridors, Stairs, Plumbing Fixtures, and Storage Rooms
L. Total area of work
M. Use of adjacent spaces

PRE-ENGINEERED COMPONENTS

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

FIRE & LIFE SAFETY REVIEW

A. Plan set must include a Life Safety Plan
B. Show all means of egress
C. Construction Type, with specified reference to 2012 IBC and 2012 NFPA 220 (as modified on GAC 120-3-20, NFPA 101 Table 8.2.1.1). Note construction materials and components of the structure on the plans (i.e. load bearing walls, interior walls, columns, etc.).
D. Capacity (as identified by the authorities having jurisdiction, such as the DeKalb County School Board).
E. Dimensions of all bathrooms. New construction MUST COMPLY with GA Accessibility Code, 1997, GAC 120-3-20 requirements and ADA Standards for Accessible Design, 2010 edition. Show clearances, turning circles, elevations all fixtures.
F. Indicate class/rating for doors and windows, with UL listing. Indicate door swings, length of halls and corridors, and travel distances to exits.
G. Location of fire alarm components to include pull stations, horn/strobe units and fire alarm control panel, battery calculations and strobe intensity levels. Fire Alarm Plans MUST be submitted by GEORGIA licensed low-voltage contractor.
H. Location and power sources for ALL smoke detectors.
I. Locations of ALL exit signs.
J. Location of all emergency lighting.
K. Locations of fire extinguishers (Note size, type and rating).
L. Location of furnaces and water heaters. If unit is in attic/penthouse, note the location. Note BTU input rating of hot water heaters, and note CFM and BTU of furnace.
M. Location and type of stove (residential or commercial appliance).
N. Location of ALL stairs (inside and outside), ramps, and slope of ramps (Ex: 1:12)
O. Show building cross section with elevation(s) related to grade.
P. Location and size of laundry room (number, type residential or commercial appliance).
Q. Note location of storage room, with type/commodity and height of contents. For high-piled combustible storage, plans MUST contain ALL information required in IFC Chapter 32 *(3201.3 Construction Documents)*.
R. Indicate location of any powered industrial material handling equipment (Ex: LP Gas or Electric powered forklift trucks, inside or outside)
S. Location of fixed fire protection devices (Ex: kitchen hood suppression or Sprinkler systems). System design must be done and submitted by GEORGIA licensed fire suppression or sprinkler contractor. Fire systems permits for hoods, sprinklers, and alarms require separate permits.

SPECIFICATIONS

Plans shall be accompanied by two copies of specifications

REGISTERED ARCHITECT/ENGINEER

Submit plans with Architect/Engineer/Design Professional seal, as required 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 (i.e. Healthcare and Adult and Child Daycare facilities

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 three (3) 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. You will be notified when the review is complete, approved or disapproved. To expedite the permit process, please be prepared to provide your plan-tracking file number (also called an AP number) via email, call, or in person when requesting information about your project. You can also check the status of your project on our website at dekalbcountyga.gov/permitstatus.

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

All food service establishments, (FSEs) where food or beverages are prepared and/or packaged for consumption, on or off site are required to install, operate and maintain a grease interceptor properly sized by a FOG Evaluation. FSEs include: restaurants, carry out, catering businesses, cafeteria, bakery, ice cream/ smoothies establishments, liquor establishments, schools, night clubs and bars, hospitals, clubs/ organizations, churches, hotels, nursing home/assisted living, daycares, grocery stores and business offices with dishwashers.

Change of ownership, Change of name and grease trap replacement require a FOG evaluation on-site

FOG Evaluation Plan Review Requirements for New Constructions and Remodeling:

A. Large scale utility, floor, mechanicals and plumbing plans with a clear separation between the sewer line and the grease line. All the fresh air fixtures from the food preparation area MUST be directed to the grease line. All the restroom plumbing must be directed to the sewer line. Exterior interceptors must be connected to the FSE's lateral sewer line.
B. Seating /Serving capacity noted on plans.
C. Hours of operation per day noted on plans.

For more information call **FOG Main Line (404)687-7150** or visit
www.dekalbwatershed.com/departments/fog/permit_information.htm

Food Service Establishments also must provide the following:

A. 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.
B. 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.

ADDRESSING

All projects must have a unique address/suite assigned in DeKalb's Geographic Information Systems database for each business. For more information, contact the Department of GIS at 404-371-2257

STATE FIRE MARSHAL

All plans for hospitals, detention facilities, state owned/operated/occupied facilities, and any building constituting a special hazard per O.C.G.A §25-2-13 must be approved by the Georgia State Safety Fire Commissioners Office prior to submittal of those plans to DeKalb County. To contact the State Fire Marshal, call 404-656-2064.

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 $6.50 per thousand of construction cost, plus $50.00 for Certificate of Occupancy (CO) and $20.00 for Technology Fee. For new construction and additions, the fees are calculated using the ICC Building Valuation Data, August 2014 Edition, plus the $50.00 CO and $20.00 Technology Fees, and fire fees. The minimum fee for any commercial project is $445. These fees are due at time of plan submission.

ADDITIONAL RESOURCES

To access all required forms, additional checklists, and permit guides that explain the building permit process and related requirements, go to PlanningDeKalb.net/forms.

CONTACTS

Name	Function/Review	Phone Number	E-mail Address
Nino Pender	Fire and Building Plans Review	404-371-6209	ninopender@dekalbcountga.gov
Tony Pruitt	Fire and Building Plans Review	404-371-6285	tpruitt@dekalbcountyga.gov
Charles Witherspoon	Fire and Building Plans Review	404-371-4798	crwitherspoon@dekalbcountyga.gov
Robert Armstrong	Fire and Building Plans Review	404-371-4942	rdarmstrong@dekalbcountyga.gov
Jonathan Harvey	Fire and Building Plans Review	404-371-2778	jharvey@dekalbcountyga.gov
Sandra Weaver	Fire and Building Plans Review	404-371-2388	szweaver@dekalbcountyga.gov
Jan Ellison	Fire Systems Review	404-371-4963	jcellison@dekalbcountyga.gov

For a complete directory of DeKalb Development Services, go to PlanningDeKalb.net/DevelopmentServicesContacts.