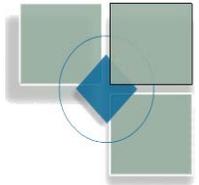




**Planning & Sustainability
Department
DeKalb County, Georgia**

- First Submittal
- 1st Resubmittal
- 2nd Resubmittal

Intake Counter Use Only
Date Received Stamp



Building Permit Intake Form

Date:	Subdivision Name:
Location Address:	Final Subdivision Plat Recorded? <input type="checkbox"/> Yes <input type="checkbox"/> No

**PERMITS SECTION
INTAKE COUNTER**

In addition to the required plan attachments below, are the following required documents and Site Plan Fee attached: **If following documents and fee are not attached, the building permit application will not be accepted.** Applicants for Single Family Attached Townhomes must submit a site plan and building permit applications for the entire building or **building permit applications will not be accepted.**

Final Plat Recorded	<input type="checkbox"/> Yes <input type="checkbox"/> No	Copy of Business License	<input type="checkbox"/> Yes <input type="checkbox"/> No
Sewer Application or Septic Tank Permit	<input type="checkbox"/> Yes <input type="checkbox"/> No	\$50.00 Site Plan Fee	<input type="checkbox"/> Yes <input type="checkbox"/> No
Foundation Location Certificate	<input type="checkbox"/> Yes <input type="checkbox"/> No	Structural Plan Approved (Multi-family)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Energy Statement	<input type="checkbox"/> Yes <input type="checkbox"/> No	If This is a Model Home, is a copy of the Unrecorded Final Plat Attached	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is This a Model Home	<input type="checkbox"/> Yes <input type="checkbox"/> No		

DATE ACCEPTED AND SENT TO ENVIRONMENTAL LAND DEVELOPMENT SECTION: _____ **BY:** _____



**ENVIRONMENTAL LAND DEVELOPMENT SECTION
TREE PLAN CONFIRMATION INFORMATION**

Most building permit applications require a tree plan. Exceptions are waived lots, and lots without saved trees within a tree ordinance compliant subdivision. Applicants of such lots shall complete a **Tree Plan Exemption Form**. Applications that qualify for a tree ordinance exemption per Section 14-39(c)(1)b. shall complete a **Tree Ordinance Exemption Certificate**. **Building permit applications will be returned to the applicant if the required tree plan or exemption form is not attached.**

WATER QUALITY PLANS INFORMATION

As of **June 1, 2003** Water Quality Plans are required to be submitted with building permit applications on any permit whose development plans were submitted prior to February 1, 2001. **Beginning August 1, 2003, if the required Water Quality Plan is not attached, the building permit application will not be accepted.**

IS THE REQUIRED TREE PLAN OR APPROPRIATE EXCEMPTION FORM ATTACHED TO BUILDING PERMIT APPLICATION? Yes No

IS A WQ (Water Quality) PLAN REQUIRED FOR THIS LOT? Yes No **IS WQ PLAN ATTACHED?** Yes No

DATE RECEIVED BY ENVIRONMENTAL SECTION: _____ **APPROVED?** Yes No **DATE:** _____ **BY:** _____



**LAND DEVELOPMENT PLAN REVIEW SECTION
SITE PLAN REQUIRED INFORMATION**

As shown on the Final Recorded Subdivision Plat for the above referenced lot, determine if a Site Plan is required. **If so, indicate "Site Plan Required" at the top of the building permit application.** (Note: Lots that are not indicated on the Recorded Final Subdivision Plat but contain flood plain, storm easements, sanitary sewer easements, or unusual topography require a Site Plan submittal with application.) **If required site plan is not attached, the building permit application will not be accepted.** For additional information, please consult the Site Plan Information Sheet in the Building Permit Application Packet.

IS A SITE PLAN REQUIRED FOR THIS LOT? Yes No **IS SITE PLAN ATTACHED?** Yes No

DATE RECEIVED BY LAND DEVELOPMENT SECTION: _____ **APPROVED?** Yes No **DATE:** _____ **BY:** _____



**PERMITS SECTION
ZONING COUNTER**

DATE RECEIVED BY ZONING COUNTER: _____

IF THERE ARE ANY DISAPPROVALS ABOVE, DATE RETURNED TO INTAKE COUNTER: _____

IF THERE ARE NO DISAPPROVALS, DATE PERMIT ISSUED: _____ **PERMIT NUMBER:** _____ **ISSUED BY:** _____