

Development Manual



**Development Services Division
Department of Planning and Sustainability
DeKalb County, Georgia**

Revised 7/29/2015

Find the Development Manual Online at
PlanningDeKalb.net/DevelopmentManual

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OVERVIEW OF THE PERMITTING PROCESS

This manual has been developed to provide the processes and procedures that guide the issuance of permits and business licenses in DeKalb County to aid applicants in efficiently and effectively submitting and securing approval for projects. While staff remains available to discuss and assist applicants at any point in time, a review of this manual will answer many questions about the County's procedures and application requirements. This is an organic document subject to periodic updates.

1. DeKalb Development Services

In an effort to improve service to our customers, DeKalb County has created a consolidated Division of Development Services in the Department of Planning and Sustainability to handle the intake and processing of Land Development and building construction permitting, as well as Business Licensing activities in the County.

DeKalb County is organized by Departments, Divisions, and Units. The Development Services Division and Current Planning Division reside in the Department of Planning and Sustainability. The Development Services Division contains the Business License Unit, Land Development Unit, and Building Permits Unit. The Development Services Division coordinates closely with several other County departments, including the Department of Watershed Management, the Department of Fire Rescue, and the Department of Public Works, to ensure compliance with state and local codes and regulations throughout the development process.

Our permit center is located on the second floor at 330 West Ponce de Leon Avenue Decatur, Georgia 30030. DeKalb Development Services staff is available during business hours of 8:30 a.m. to 3:00 p.m. to assist applicants in submitting applications and to answer specific questions regarding processes and County code requirements. Staff is available by appointment only until 5:00pm.

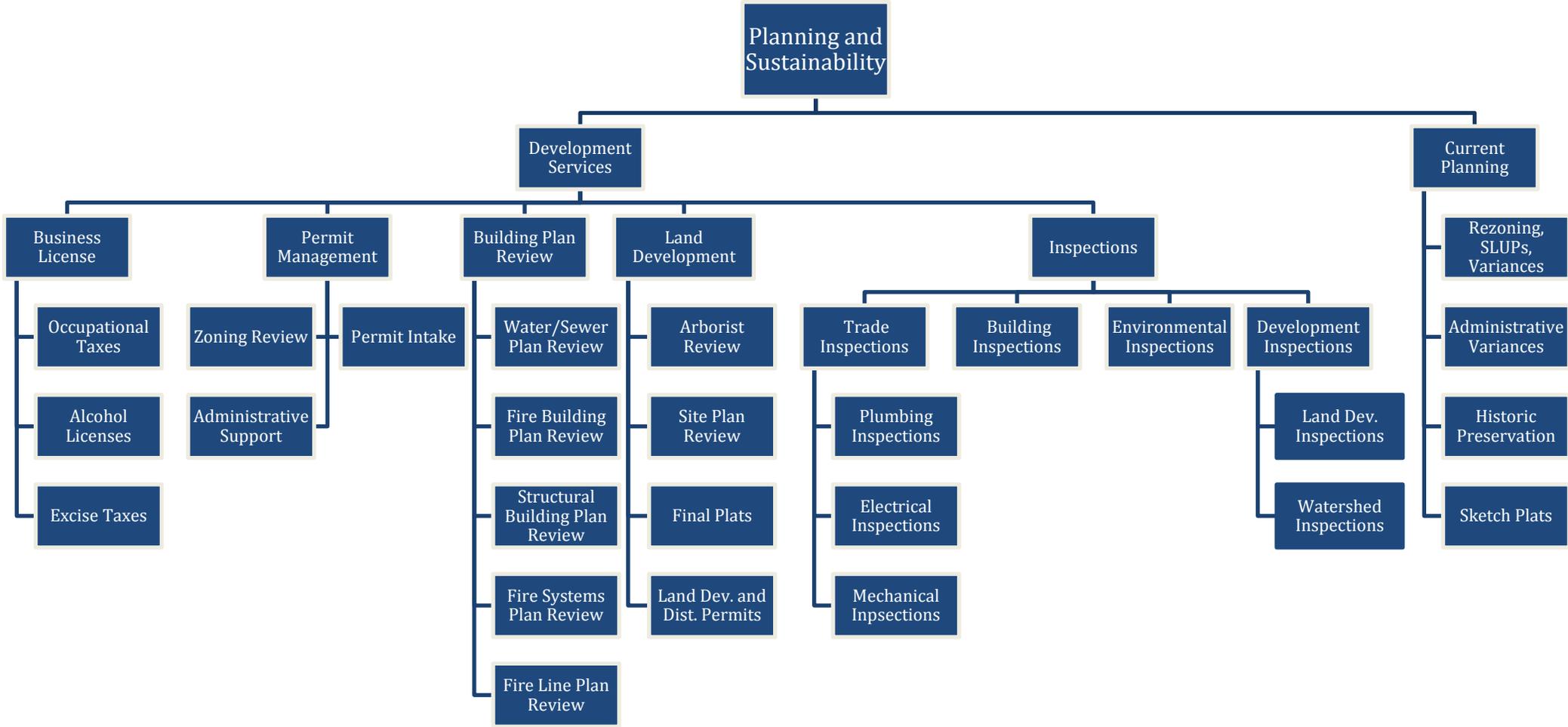
For general questions regarding permitting, contact DeKalb Development Services at 404-371-4915.

For a complete list of contacts for permitting and business license functions, go to PlanningDeKalb.net/DevelopmentServicesContacts.

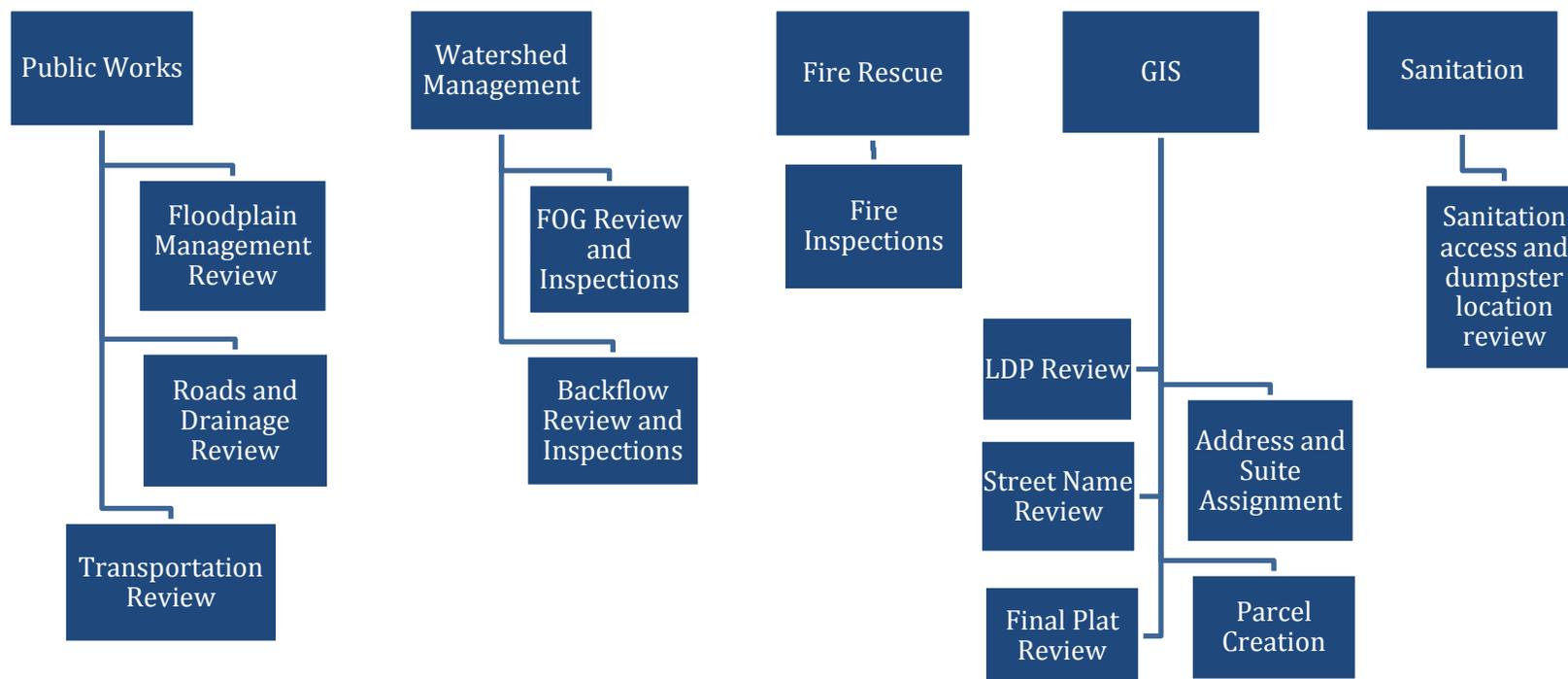
For a complete list of fees for the Development Services Division, go to PlanningDeKalb.net/DevelopmentServicesFees.

2. Organizational Structure

Most development review and inspection functions reside in the Department of Planning and Sustainability.



Those development review and inspection functions that reside in departments outside of Planning and Sustainability are depicted below



3. Permit Processing.

The types of applications, permits, and approvals required for development, construction, and business licensing varies greatly depending on the scope of your project. In essence, there are, at a high level, four phases to this process:

Land Use Process

Generally, this process involves obtaining approvals for use of the land. Examples of Land Use would include a sketch plat/subdivision (for creation of lots), Special Land Use Permits (for projects that require Board of Commissioners' approval), or re-zoning (where the zoning requirements are changed) and variances (where you are seeking a variance from certain zoning requirements for a specific piece of land).

DeKalb County zoning experts will review your plans, as proposed, to determine whether a Land Use process is required. If your project is consistent with all current zoning requirements, including the use of the property and the location of proposed buildings, this process may not be required. For any new development or redevelopment, a pre-application meeting is strongly encouraged.

Land Development Process

The land development process ensures that infrastructure on the property (roads, water, sewerage, etc.) is properly installed, that erosion controls are in place, and that environmental impacts during and after construction are mitigated. In some cases, a stand-alone Land Development Permit is required. In other cases, Land Development review and oversight occurs as part of the building permit process. For any new development or redevelopment, a pre-application meeting is strongly encouraged.

Building Permit Process

The building permit process ensures that buildings are renovated or constructed in a way that is structurally sound, meets life-safety code, and includes accessibility for individuals with disabilities. For commercial properties, even if no construction is being undertaken, a building permit may be required if there is a change of use for the property. If there is no change of use, a "move in-as is" permit is required to ensure that the facility meets current standards for safety.

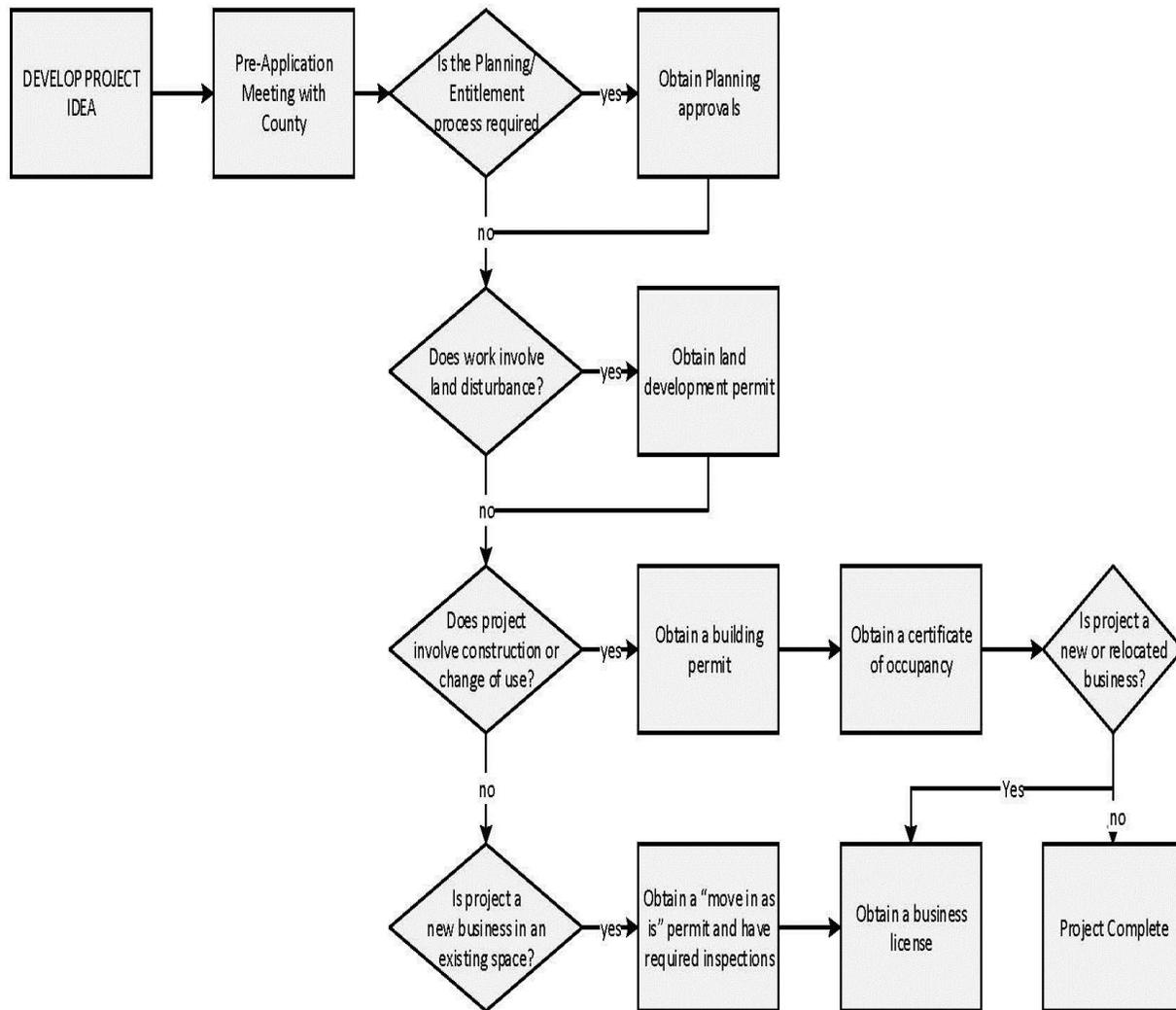
Included in the building permit process are permits for trades (electrical, mechanical, and plumbing). These permits may be for part of a larger project or for a stand-alone project. For any new development or redevelopment, a pre-application meeting is strongly encouraged.

Business License Process

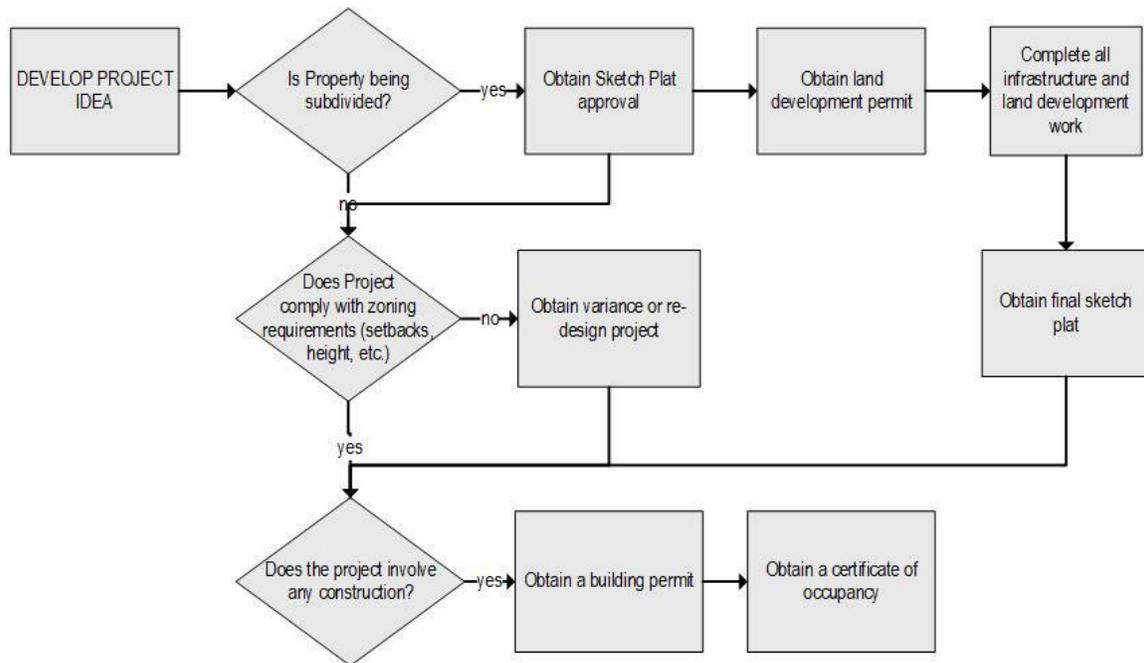
Once a business is ready to commence operations, a business license is required. All permits and approvals must be in place before a business license can be issued.

The following flow charts provide a general overview of the process that is followed for commercial and residential development projects.

Commercial Development Process in DeKalb County



Residential Development Process in DeKalb County



4. Pre-Application Meetings

The Planning & Sustainability Department offers pre-application meetings for clients who would like to meet with staff prior to a plans submittal to guide their efforts and resources. These meetings are designed to be informal preliminary exchanges of information. This often involves discussing process timelines, necessary submittal items, and relevant requirements for specific property. Scheduling a pre-application meeting is an important step if you are considering a potential business or development project in DeKalb County.

A pre-application meeting is required for any planning application that involves a public input process, including Rezoning, Special Land Use Permits, Comprehensive Plan Amendments, Variances, and Certificates of Appropriateness.

To set up a pre-application meeting, call 404-371-2607 or send a request to petiwe@dekalbcountyga.gov.

5. Additional Resources and Information.

Once you have applied for a building permit, you can always go on-line to check the status of that permit. You do not need to register and can look up the permit

by number, address, parcel, or applicant name. To check your permit status online, go to www.DekalbCountyGA.gov/permitstatus, and click “To Check for Permit Status Only.”

In addition, contractors in trades who register with the County are able to apply, pay for, and receive electrical, mechanical, and plumbing permits online at www.DekalbCountyGA.gov/permitstatus. You will need to create a user name and password.

You can access DeKalb County’s code of ordinances at municode.com. All application forms and many detailed guides are available on our website at planningdekalb.net/forms.

Planning and Zoning

1. Overview

Planning and zoning is interpreted administratively by the Current Planning Division, which ensures that all projects planned within DeKalb County are consistent with the county’s land use regulations and the Comprehensive Plan. This includes ensuring that the use of a property or building is consistent with the zoning for that area and that the location, size, and layout meet all zoning requirements. Some items that will be examined include:

- The type of use proposed
- Whether the site has adequate parking, internal circulation, retention, lot coverage, access points, and other requirements
- Whether buildings are located appropriately on the lot, and do not violate any setbacks, buffer, or other requirements.
- Conformity with all zoning, overlay, and historic district regulations

To view DeKalb’s complete Zoning Code, [CLICK HERE](#) or go to municode.com.

In reviewing proposed projects, the Current Planning Division consults with other departments, such as Public Works and Watershed Management, on significant projects like subdivisions that require a Sketch Plat. Current Planning acts as a central point of contact to coordinate comments from these departments, and relay them to the applicant and relevant councils, boards, and commissions.

The process involved in obtaining land use approval varies depending on the type of project and the scope. Some projects require public hearings and approval from elected officials, such as Rezoning and Special Land Use

Permits. Some can be approved administratively by staff, such as Administrative Variances and Minor Modifications.

2. Process

The Current Planning Division is responsible for managing the Sketch Plat process and the Land Use Approval process.

Land Use Approval

The Land Use Approval process is necessary for any applicant to obtain a Special Land Use Permit or Re-Zoning of a parcel. The Planning Commission and Board of Commissioners are responsible for approving these activities.

Sketch Plat

The Sketch Plat process is the first step for anyone interested in subdividing and developing property. The Sketch Plat process involves the review of concept drawings for consideration by the Planning Commission.

Pre-Application Meetings

The Planning & Sustainability Department offers pre-application meetings for clients who would like to meet with staff prior to a plans submittal to guide their efforts and resources. These meetings are designed to be informal preliminary exchanges of information. This often involves discussing process timelines, necessary submittal items, and relevant requirements for specific property. Scheduling a pre-application meeting is an important step if you are considering a potential business or development project in DeKalb County.

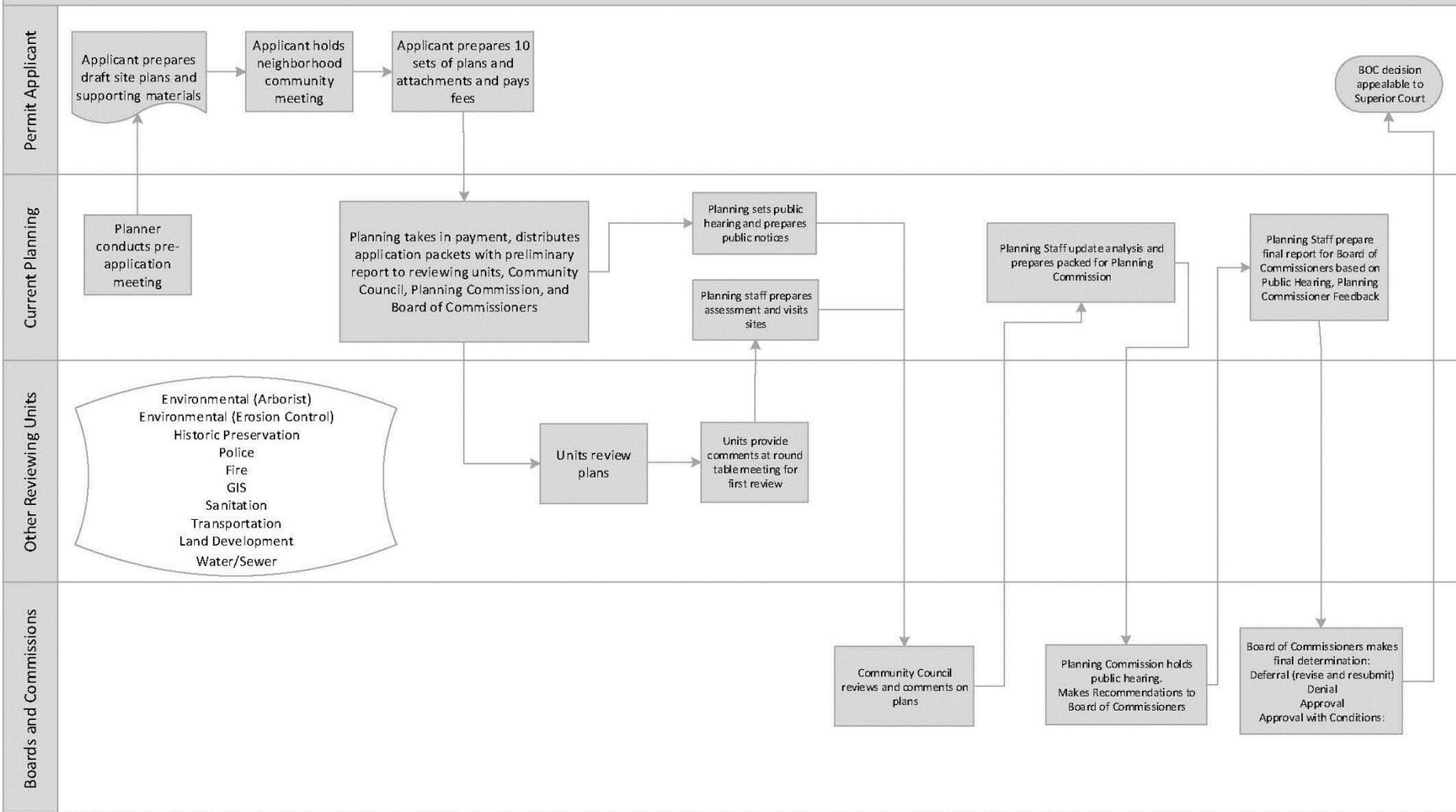
A pre-application meeting is required for any planning application that involves a public input process, including Rezoning, Special Land Use Permits, Comprehensive Plan Amendments, Variances, and Certificates of Appropriateness.

To set up a pre-application meeting, call 404-371-2607 or send a request to petiwe@dekalbcountyga.gov.

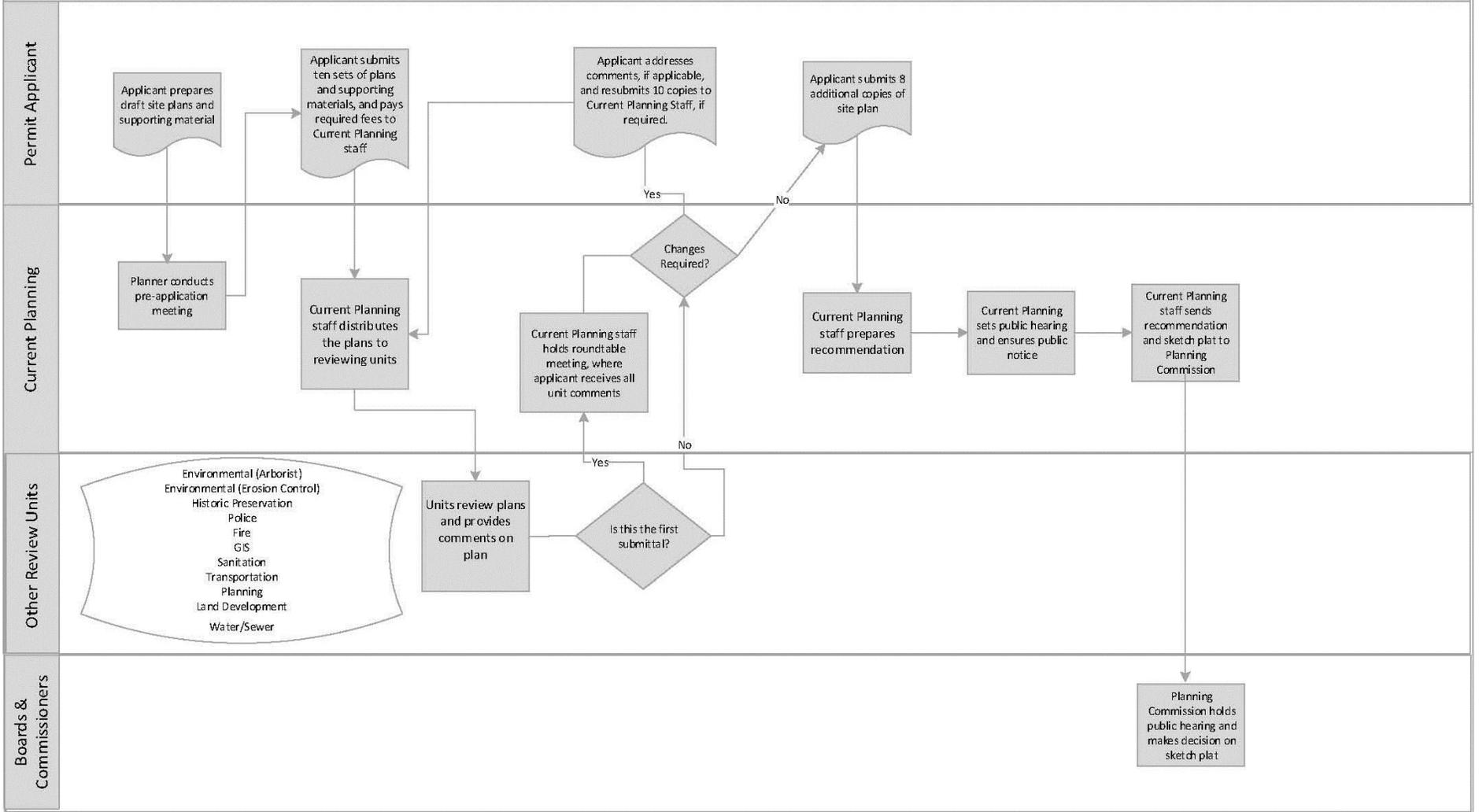
Roundtable Meeting

The Roundtable Meeting is an essential element in the Land Use Approval and Sketch Plat processes. After the applicant submits their plans, staff from each reviewing unit conducts a first review of the project for their discipline (Fire Site, GIS, Transportation, etc.), and provides comments to the applicant at the Roundtable Meeting. The Roundtable Meeting is held on Wednesdays, and is held two weeks after plan submittal.

Land Use Approval (Planning Commission – SLUPs, Re-Zoning.)



Sketch Plat



3. Review Matrix

The table below outlines the reviews and approvals needed to complete the Planning applications listed.

Planning Applications	Planning	Development	Land	Arborist	GIS	Water & Sewer	Transportation	Board of Education	Police	Fire Review	Sanitation	Historic Preservation	Roads & Drainage	Health Dept.	Business License
Rezone, SLUP, Major Modification	x	x	x			x	x	x						x	
Variance/ Board of Appeal	x														
Minor Modification	x														
Administrative Variance	x														
Letter of Nonconformity	x														
Zoning Certification	x														
Certificate of Appropriateness	x											x			
Lot Division	x														
Sketch Plat	x	x	x	x	x	x	x	x	x	x	x	x	x		
Personal Care Home	x									x				x	x
Auto Certification	x														x
Overlay Reviews	x	x													
Grandfather Use Status	x														x
Street Name Change	x				x										

4. Submittal Requirements

The table below lists all required forms, applications, letters, and plan sets to complete the Planning Applications listed.

Current Planning Applications	
Application Type	Required Documents
<p>Rezone, Special Land Use Permit, Major Modification and Land Use Amendment</p>	<p>Complete/Signed Application Form</p> <p>Owner's Authorization, if not the applicant (Notarized)</p> <p>Owner's Authorization to enter the property (Notarized)</p> <p>Written Legal Description of subject property, in metes and bounds.</p> <p>Boundary Survey</p> <p>Site Plans (for all redevelopment projects). Site plans must be sealed by a professional engineer, landscape architect, or land surveyor, registered in the State of Georgia.</p> <p>Four copies of site plan, and one PDF copy on flash drive or CD</p> <p>Building Elevations, renderings or details of materials</p> <p>Letter of Application</p> <p>Written detailed analysis of the anticipated impact</p> <p>Application fee</p>
<p>Variance/Board of Appeal</p>	<p>Complete/Signed Application Form</p> <p>Owner's Authorization, if not the applicant (Notarized)</p> <p>Owner's Authorization to enter the property (Notarized)</p> <p>Letter of intent</p> <p>Surveys, site plans. stamped by a professional engineer, surveyor certified by the State of Georgia or a registered Architect</p> <p>Other relevant materials (e.g. photographs, letters of support, citation, etc.)</p> <p>Filing Fee</p>

Current Planning Applications

Application Type	Required Documents
Minor Modification	<p>Complete/Signed Application Form</p> <p>Owner's Authorization, if not the applicant (Notarized)</p> <p>Owner's Authorization to enter the property (Notarized)</p> <p>Legal description of property for which application is requested</p> <p>Four copies of the revised site plan, drawn to scale, prepared and sealed by an architect, engineer, landscape architect or land surveyor</p> <p>Written statement defining specific alteration(s) of zoning conditions(s) requested and other supporting materials related to the request</p> <p>Written justification for alteration (s) requested.</p> <p>Processing fee</p>
Administrative Variance	<p>Complete/Signed Application Form</p> <p>Two (2) full scale site plans indicating the following:</p> <p>A typed statement indicating the request and clarifying justification(s) for the proposal, based on § 27-922 of the DeKalb County Zoning Ordinance</p> <p>Notarized authorization form.</p> <p>Processing fee</p>
Letter of Nonconformity	<p>Letter of application</p> <p>Scaled site plan</p> <p>Photo of subject site</p>
Zoning Certification	<p>Letter of request</p> <p>Current boundary survey for property in question</p> <p>Processing fee (per map)</p>

Current Planning Applications	
Application Type	Required Documents
Certificate of Appropriateness	<p>Complete/Signed Application Form</p> <p>Owner's Authorization, if not the applicant (Notarized)</p> <p>Owner's Authorization to enter the property (Notarized)</p> <p>Written statement describing the proposal</p> <p>Nine hard copies and a pdf of any documents that would illustrate the proposal to the historic preservation commission. Architectural drawings, site plans, landscape plans, photographs or other documentation may be required as applicable</p>
Residential Lot Division	<p>Complete/Signed Application Form</p> <p>Owner Authorization, if the applicant is not the owner</p> <p>Certification by the surveyor</p> <p>Four copies of the survey showing the proposed division; surveys must be signed and stamped by a surveyor or engineer licensed in Georgia</p> <p>Processing fee</p>
Sketch Plat	<p>Complete/Signed Application Form</p> <p>Ten copies of Sketch Plat, minimum 11"x17"</p> <p>One copy of Sketch Plat on 8.5"x11"</p> <p>Eight additional copies submitted, after reviews and recommendation complete for Planning commission</p> <p>Processing Fee</p>

Current Planning Applications	
Application Type	Required Documents
Personal Care Home, up to 3 residents	Complete Application Form Electrical and fire inspection certifications Septic or sewer inspection confirmation by Health Department Notarized Owner Authorization, if applicant is not the owner Processing fee plus technology fee
Auto Certification	Obtain Zoning Certification from the Georgia State Board of Registration of Used Motor Vehicle Dealers (to obtain necessary forms, go to http://sos.ga.gov/cgi-bin/downloadplbforms.asp) Notarized by County Staff Copy of Lease
Grandfather Use Status	Provide any dated documents showing that the operation of existing use has not ceased for 6 months. Documents may include utility bills, tax records, receipts, etc.

5. Conditions of Approval

Community Council

Community Councils are advisory groups of DeKalb County citizens that review applications for land use map amendments and zoning applications such as Special Land Use Permits and Rezoning. Community Councils may recommend approval, approval with conditions, or denial, or they may decide to make no recommendation. County staff reports the results of the Community Council meeting to the Planning Commission and the Board of Commissioners.

Planning Commission

The Planning Commission is a 9-member board appointed by the Board of Commissioners and the CEO. They hear and make recommendations approve or deny, with or without conditions, rezonings, special land use permits, major modifications, text amendments and land use amendments. They also review and approve sketch plats.

Board of Commissioners

The Board of Commissioners is the 7-member board elected by the citizens of DeKalb County. There are five district commissioners and two super-district commissioners. In addition to the many responsibility as the county's legislative branch, the Board makes decisions on rezonings, special land use permits, major modifications, text amendments and land use amendments.

Administrative

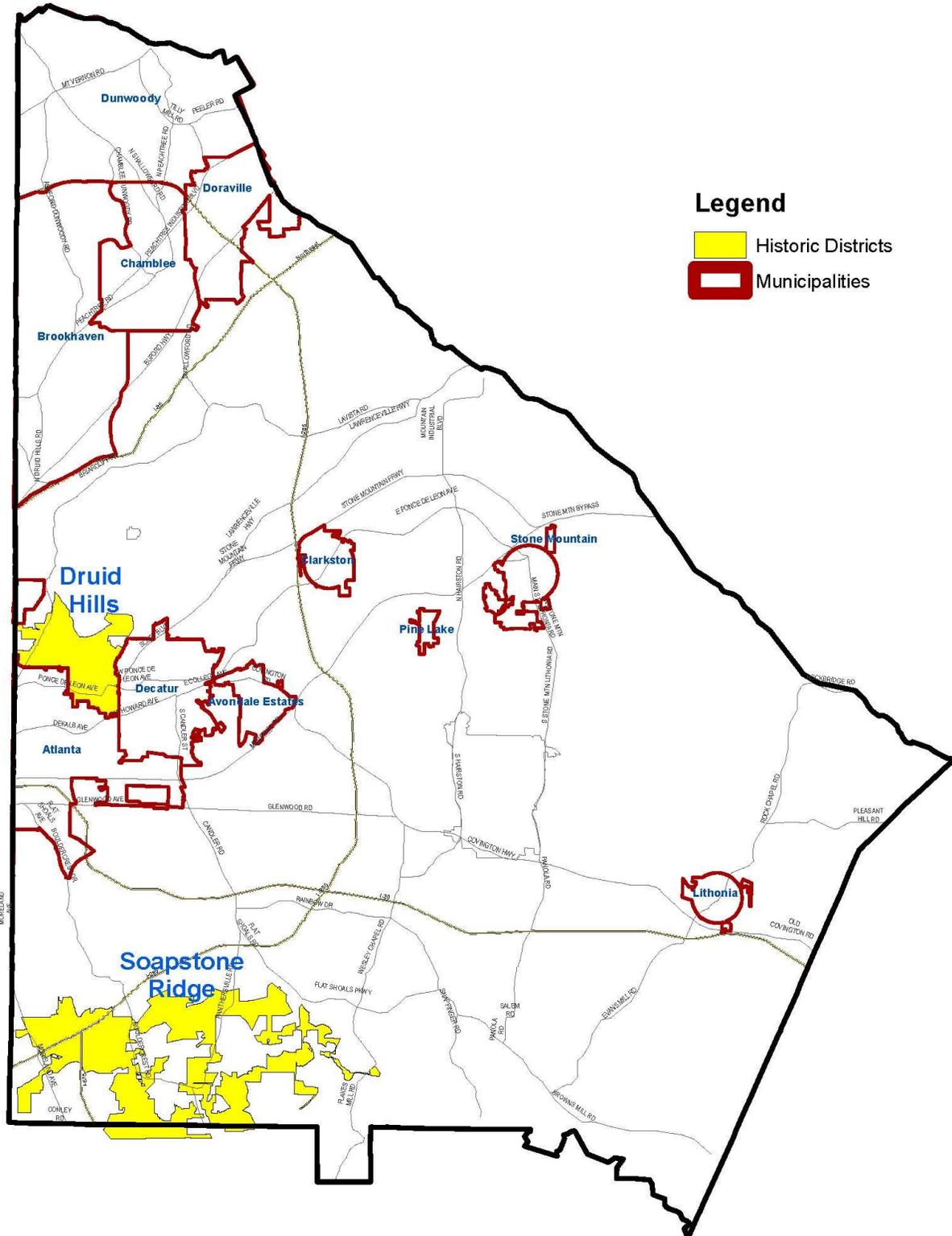
The director of Planning and Sustainability, or his or her designee(s), has the authority to issue administrative variances, administrative modifications, and administrative use permits. In addition, his or her designees write letters of non-conformity, zoning certifications, review lot divisions, issue personal care home permits for 3 or less clients, approve auto certifications, and verify grandfathered-use status.

Current Planning staff will review your application to ensure all submittal requirements are met and that submittals are consistent with Chapter 27 of the Code of DeKalb County.

Historic Preservation Commission

The historic preservation commission is a 7-member commission that reviews and issues certificates of appropriateness for building and development in the county's historic districts. DeKalb County currently has two historic districts in Druid Hills and Soapstone Ridge.

Map of Historic Districts in DeKalb County



Zoning Board of Appeals

The Zoning Board of Appeals is a 7-member, quasi-judicial board appointed by each commissioner. They hear requests for variances to standards of the zoning ordinance and appeals to decisions and actions by the Director of Planning and Sustainability.

6. Fees:

A comprehensive fee schedule is provided on our web site. Please go to PlanningDeKalb.net/DevelopmentServicesFees to determine the fee for your application.

7. Contact Information:

For a complete list of contacts in the Current Planning Division, go to PlanningDeKalb.net/developmentservicescontacts.

8. Forms and Checklists:

All forms and checklists can be accessed at PlanningDeKalb.net/forms.

Land Development

1. Overview

The Land Development unit is responsible for ensuring that projects are designed and carried out in a way that avoids damage to property and the environment, that necessary utilities are appropriately designed and installed, that any connections with county infrastructure (roads, water, and sewer systems) meet county design standards, and that all infrastructure meets county and state regulations.

Most Land Development permits require submissions to GIS (Geographic Information Systems) as well in order to ensure that any changes to property lines, infrastructure, or other land elements are incorporated into the County GIS system.

The Land Development Unit manages the review and approval of Land Development Permits, Land Disturbance Permits, Final Plats, Stream Buffer

Variations, and other related activities. Land Development staff serves as the primary point of contact with applicants throughout this process, though staff from other Departments, Divisions, and Units plays a role in the approval of these permits and activities. For example, the Transportation Division of Public Works reviews plans to ensure streets comply with state, local, and federal codes and standards. The specific reviewers involved vary depending on the permit type.

2. Typical Process

The following pages show the typical processes to obtain a Land Development Permit and record a Final Plat.

Pre-Application Meeting

The Planning & Sustainability Department offers pre-application meetings for clients who would like to meet with staff prior to a plans submittal to guide their efforts and resources. These meetings are designed to be informal preliminary exchanges of information. This often involves discussing process timelines, necessary submittal items, and relevant requirements for specific property. Scheduling a pre-application meeting is an important step if you are considering a potential business or development project in DeKalb County.

To set up a pre-application meeting, call 404-371-2607 or send a request to petiwe@dekalbcountyga.gov.

Land Development or Disturbance Permit

A Land Development or Land Disturbance Permit is required when the proposed project requires any grading, grubbing, clearing, or other alteration of the land.

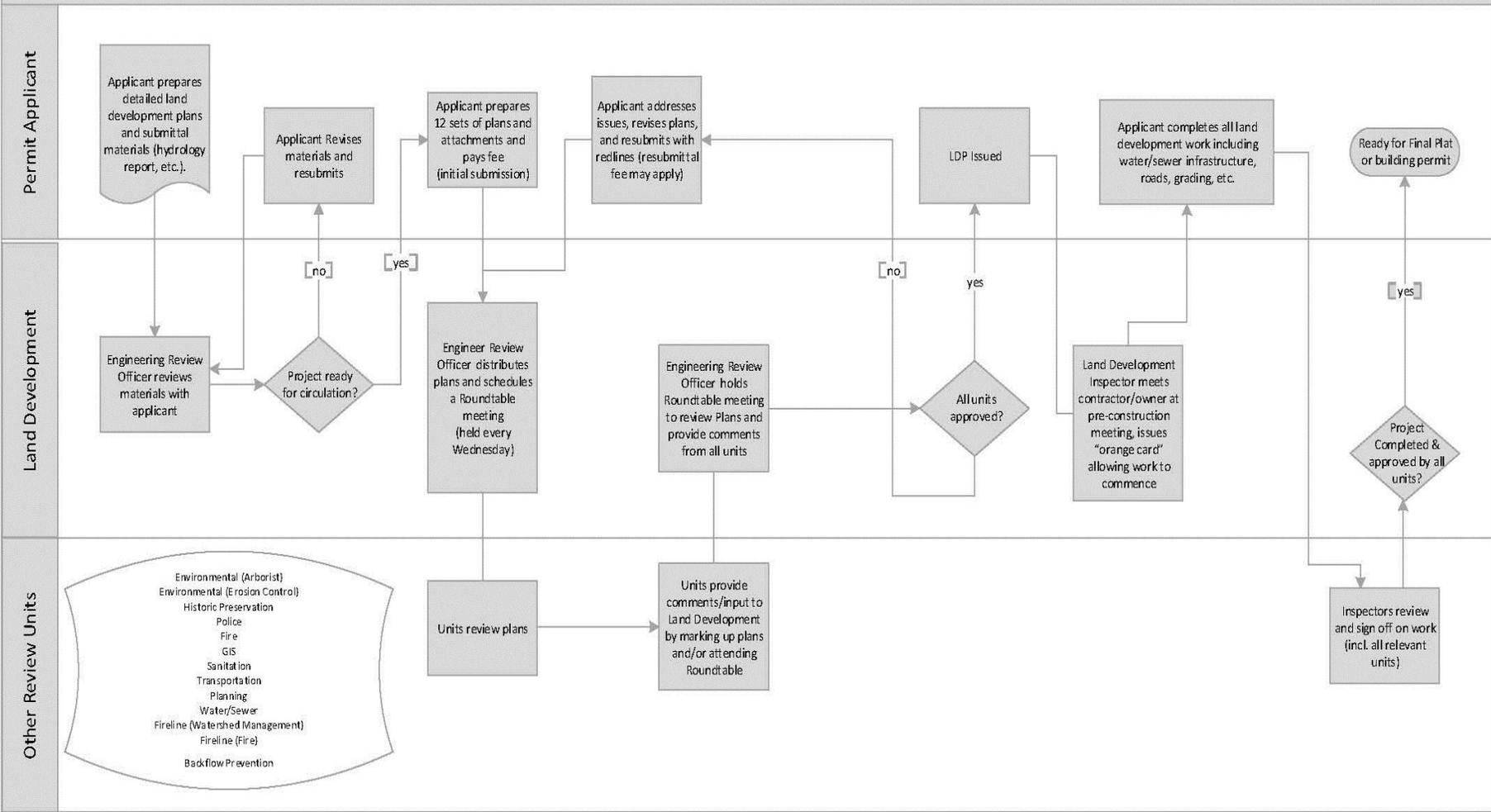
Final Plat

A Final Plat is the final step in the subdivision process, whereby the County reviews as-builts to ensure consistency with County codes and standards before submitting the plat to be recorded in Superior Court.

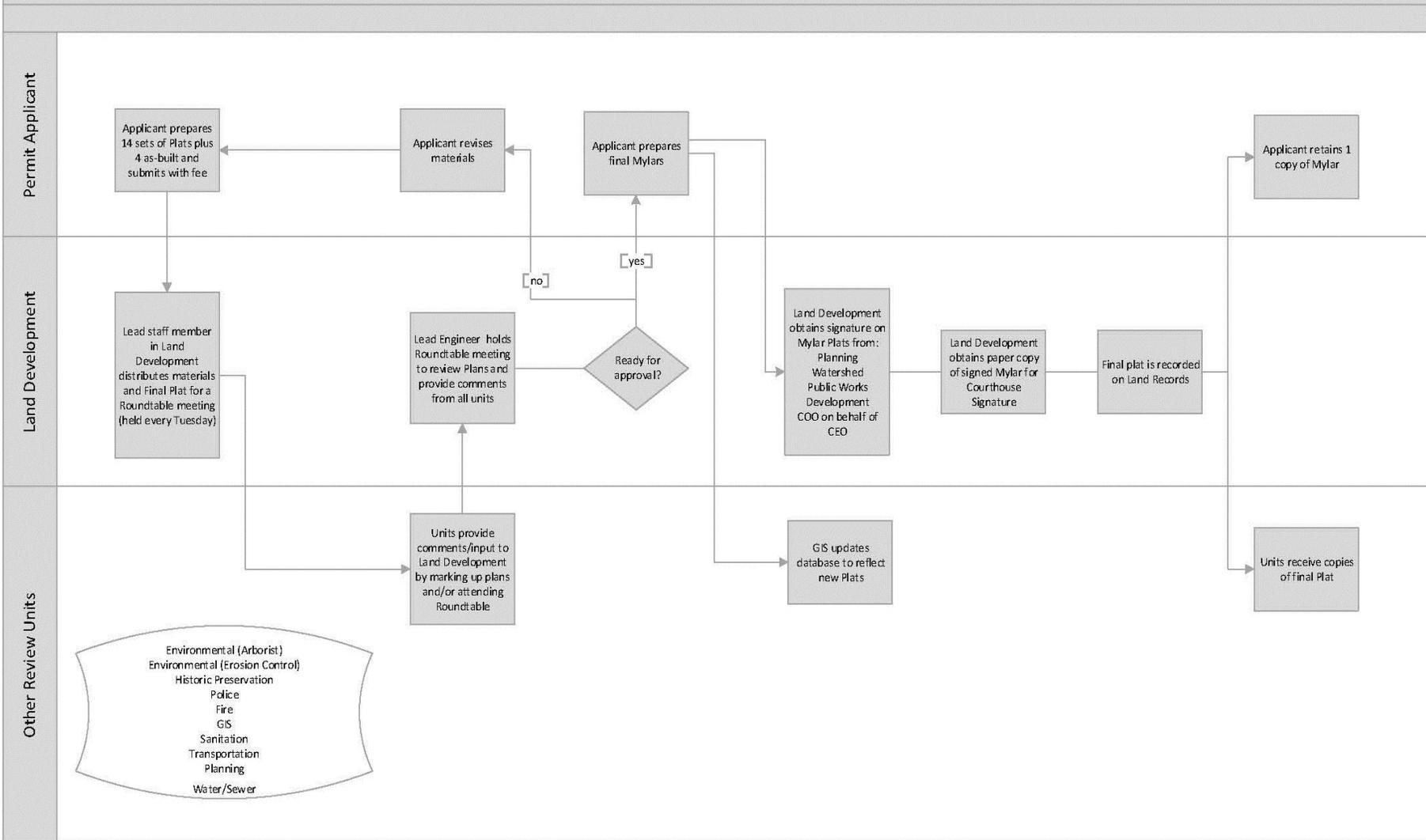
Roundtable Meeting

The Roundtable Meeting is an essential element in the Final Plat, Land Development, and Land Disturbance permitting processes. After the applicant submits their plans, staff from each reviewing unit conducts a first review of the project for their discipline (Fire Site, GIS, Erosion Control, etc.), and provides comments to the applicant at the Roundtable Meeting. The Roundtable Meeting is held on Wednesdays, and is held two weeks after plan submittal.

Land Development or Land Disturbance Permit



Final Plat (upon completion of all Land Development Work)



3. Review Matrix

LAND DEVELOPMENT APPLICATIONS	Development	Arborist	G.I.S	Historic or Overlay¹	Water or sewer	Backflow	Fire Site	Fire Line²	Road and Drainage	Transportation	Floodplain (if applicable)
Land Disturbance Permit Application: sub type - Clearing Permit	X	X	X	X							
Land Disturbance Permit Application: sub type - Clearing & Grubbing Permit	X	X	X	X							
Land Disturbance Permit: sub type - Grading Permit	X	X	X	X							X
Land Development Permit Application: sub type - Fee Simple Residential: Single Family or Town Home	X	X	X	X	X		X		X	X	X
Land Development Permit Application: sub type - Non-Residential, Condominium	X	X	X	X	X	X	X	X	X	X	X
Land Development Permit: sub type - Non-Residential, Apartment	X	X	X	X	X	X	X	X	X	X	X
Land Development Permit Application: sub type - Non-Residential, Commercial, Industrial or Institutional	X	X	X	X	X	X	X	X	X	X	X
Land Development Permit Application: sub type - Residential or Non-Residential Infrastructure replacement, improvement or installation only	X	X	X	X	X	X	X	X	X	X	X
Final Plat: Fee Simple Residential: Single Family or Town Home											
Final Plat: Right-of-Way Dedication											
Permit Extension for three months: Land Disturbance Permit or Land Development Permit	X										
State Water Determination Application	X										

¹ Historic and Overlay Reviews apply only in Historic and Overlay Districts

² Necessity of Fire Line review dictated by building size and specific design

LAND DEVELOPMENT APPLICATIONS	Development	Arborist	G.I.S	Historic or Overlay¹	Water or sewer	Backflow	Fire Site	Fire Line²	Road and Drainage	Transportation	Floodplain (if applicable)
Arborist Tree Assessment		X									
Floodplain Assessment: sub type - construction outside existing structures											X
Floodplain Assessment: sub type - construction inside existing structures											X
Land Disturbance Permit or Land Development Permit Revision	X	X	X	X	X	X	X	X	X	X	X
Commercial Lots Combination, Commercial Lot Division, or Commercial Boundary Line Adjustment	X	X	X		X				X	X	
Stream Buffer Encroachment Variance Application	X										
Tree Variance Application	X	X									
Stream Buffer Encroachment and Tree Variance Application	X	X									
City Review Application	X				X	X		X			

4. Application Submittal Requirements

Land Development Applications	
Application Type	Required Documents
Land Disturbance Permit Clearing, Clearing and Grubbing, and Grading Permits	<ul style="list-style-type: none"> • Complete application signed by the current property owner, • 4 Plan sets consistent with DeKalb County requirements, • Two copies of stormwater report applicable to the scale of the project, • Applicable fees Refer to DeKalb County ordinance Chapter 14 (see Compliance Requirements)

Land Development Applications	
Application Type	Required Documents
Land Development Permit Single Family or Town Home	<ul style="list-style-type: none"> • Approved Sketch Plat, • Complete application signed by the current property owner, • 11 Plan sets consistent with DeKalb County requirements including a copy of the approved sketch plat, • Two copies of stormwater report applicable to the scale of the project, with stormwater certificate, water quality certificate, (and if applicable floodplain certificate) • Applicable fees
Land Development Permit Condominium, Apartment, Commercial, Industrial, or Institutional	<ul style="list-style-type: none"> • Complete application signed by the current property owner, • 11 Plan sets consistent with DeKalb County requirements, • If fireline is proposed 4 additional plan sets are required, • if the parcel is in a historic or an overlay district one additional plan set and approval from that district is required, • Two copies of stormwater report applicable to the scale of the project, with stormwater certificate, water quality certificate, (and if applicable floodplain certificate) included, • Applicable fees
Land Development Permit Application: sub type - Residential or Non-Residential Infrastructure replacement, improvement or installation only	<ul style="list-style-type: none"> • Complete application signed by the current property owner, • Plan sets consistent with DeKalb County requirements in a quantity based on the scope of work and disciplines required to review the work, a minimum of 3 plan sets are required, • Two copies of stormwater report may be applicable based on the scope of the project, with stormwater certificate, water quality certificate, (and if applicable floodplain certificate) included, • Applicable fees
Final Plat: Fee Simple Residential: Single Family or Town Home	<ul style="list-style-type: none"> • Complete/signed application • 12 sets of the plat on bond paper • The Articles of Organization for company developing subdivision • Operating Agreement for company developing subdivision • W&S Availability Acknowledgement • Infrastructure Quantity Form • The Covenants • Compaction Certification • Paid Labor Bill • Disclosure Statement • Stormwater as-built plans • Water and Sanitary Sewer as-built plans • Applicable fees

Land Development Applications	
Application Type	Required Documents
Final Plat: Right-of-Way Dedication	<ul style="list-style-type: none"> • Complete/signed application • 8 sets of the plat on bond paper • Infrastructure Quantity Form • Paid Labor Bill • Disclosure Statement • Stormwater As-built plans • Water and Sanitary Sewer As-built plans • Applicable Fees
Permit Extension for three months: Land Disturbance Permit or Land Development Permit	<p>Request for permit extension signed by the current property owner</p> <ul style="list-style-type: none"> • Applicable fees
State water Determination Application	<p>Application signed by the current property owner</p> <ul style="list-style-type: none"> • Applicable fees
Floodplain Assessment: sub type - construction outside existing structures	<ul style="list-style-type: none"> • Complete/signed application • Plan sets consistent with DeKalb County requirements • Floodplain certificate / modeling / report / reduced size plan set • Floodplain modeling • "No-rise" certification • Cut / fill floodplain volumes • Proposed floor elevations • Building plans • if applicable, completed applications for LOMA, CLOMA, LOMR, CLOMR
Floodplain Assessment: sub type - construction inside existing structures	<ul style="list-style-type: none"> • Complete/signed application • Plan sets consistent with DeKalb County requirements • Current structure worth • Cost of proposed construction • Does structure meet current flood standards • Proposed floor elevations • Building plans
Land Disturbance Permit or Land Development Permit Revision	<ul style="list-style-type: none"> • Complete application signed by the current property owner or engineer, • Plan sets consistent with DeKalb County requirements in a quantity based on the scope of work and disciplines required to review the work, a minimum of 3 plan sets are required, • Two copies of stormwater report may be applicable based on the scope of the project, with stormwater certificate, water quality certificate, (and if applicable floodplain certificate) included, • Applicable fees

Land Development Applications	
Application Type	Required Documents
Commercial Lots Combination, Lot Division, or Boundary Line Adjustment	<ul style="list-style-type: none"> • Complete application signed by the current property owner, • 4 Plat sets consistent with DeKalb County requirements, • Applicable fees
Stream Buffer Encroachment Variance Application	<ul style="list-style-type: none"> • Complete application signed by the current property owner, • 4 Plan sets consistent with DeKalb County requirements, • Applicable fees
Tree Variance Application	<ul style="list-style-type: none"> • Complete application signed by the current property owner, • 4 Plan sets consistent with DeKalb County requirements, • Applicable fees
Stream Buffer Encroachment and Tree Variance Application	<ul style="list-style-type: none"> • Complete application signed by the current property owner, • 4 Plan sets consistent with DeKalb County requirements, • Applicable fees
City Review Application	<ul style="list-style-type: none"> • Letter from the city identifying the specific reviews requested • Application identifying the property and the contact • Plan sets consistent with DeKalb County requirements in a quantity based on the scope of work and disciplines required to review the work • Two copies of stormwater report may be applicable based on the scope of the project, with stormwater certificate, water quality certificate, (and if applicable floodplain certificate) included • Applicable fees
Floodplain Variance: only type - Zoning Board of Appeals variance	<ul style="list-style-type: none"> • Complete application signed by current property owner, • 4 Plan sets consistent with DeKalb County requirements, • Applicable fees

5. Conditions of Approval for Land Development and Disturbance Permits, and Final Plats

Land Development Review

The Land Development Unit in Development Services reviews plans for compliance with erosion control, engineering, and tree-related codes and standards. Plans must be consistent with Chapter 14 of the DeKalb County Code of Ordinances. Plans must additionally comply with the following checklists:

- [Site Plan Review Checklist](#) (Land Development and Land Disturbance Permits)
- [Vegetation Protection and Replacement Checklist](#) (Land Development and Disturbance Permits)
- [Final Plat Checklist](#) (Final Plats)

Fire Site Review

Fire and Building Plans Examiners review Land Development Permits for compliance with fire codes that regulate fire hydrant location, fire truck accessibility, and other issues. Plans must adhere to adopted standards in the International Fire Code (IFC), National Fire Protection Association (NFPA) Code, and the Official Code of Georgia Annotated (O.C.G.A.). For all requirements, see the [Fire Site Checklist](#).

Fire Line Review (Fire Marshal)

Fire and Building Plans Examiners review LDP plans to ensure all proposed fire lines comply with NFPA Code standards. For more detailed requirements, see the [Fire Line Checklist](#).

Fire Line Review (Watershed Management)

The Department of Watershed Management reviews plans approved by the Fire Marshal to ensure that fire lines meet NFPA Codes and County standards. Plans submitted must be consistent with the [Watershed Management Fire Line Guidelines](#).

Backflow Review

The Department of Watershed Management reviews plans for commercial Land Development Permits to ensure compliance with County codes, as well as state and federal regulations issued by the EPD and EPA. Plans submitted must be consistent with the [Watershed Management Backflow Guidelines](#).

Water/Sewer Infrastructure Review

The Department of Watershed Management reviewers ensure water/sewer infrastructure and backflow prevention devices are consistent with County codes and design standards. All design and construction for water and sewer lines, as well as lift stations and backflow prevention devices must comply with DeKalb County Department of Watershed Management Design Standards 2009 Edition, Version 1.0. Plans submitted must be consistent with the [Water/Sewer Infrastructure Review Checklist](#).

Transportation Review

The Transportation division of Public Works reviews Land Development Permits and Final Plats for consistency with sections in Chapter 14 of the DeKalb County Code, [Georgia Department of Transportation details](#), and the Americans with Disabilities Act. Plans must comply with the [Transportation Review Checklist](#).

Roads and Drainage Review

The Road and Drainage division of Public Works reviews plans for consistency with §14-40, §14-42, and §14-22.5 of the DeKalb County Code. Plans submitted must be consistent with [Roads and Drainage review checklist](#).

Geographical Information Systems (GIS) Review

The GIS Department is responsible for maintaining the countywide parcel database of record, and for assigning addresses in unincorporated DeKalb County. GIS plays a critical role in the development process, as they map all new parcels once a final plat is recorded, in addition to assigning addresses and suites for residences and businesses. For more information on GIS requirements, see the GIS section of this manual on p. 32.

Additional Requirements

Land Disturbance Permit:

- Must have all variances and other state and federal permits, where applicable
- Stream Buffer Variance, where applicable: the State of Georgia mandates a 25 foot buffer from state waters. DeKalb County has adopted an additional 50 foot buffer. In order to develop within this 50-foot County buffer, an applicant must file for a Stream Buffer Variance with the County.
- Georgia EPD State Waters Buffer
- US ACE Federal Waters Permit
- Floodplain Assessment, where applicable

Land Development Permit:

- All items required for Land Disturbance Permit, and
- Georgia Department of Transportation approval, when accessing a state road.
- Compliance with Georgia Condominium Act, when applicable

Final Plat

- Signed Final Plat on Mylar
- Performance Bond Documents
- Maintenance Bond Documents

6. Inspections

Inspections play a critical role in the Land Development Process. Land Development, Environmental, and Water/Sewer Infrastructure inspectors perform site inspections throughout site preparation and construction. Applicants meet their assigned inspectors for the project at the pre-construction meeting, where the inspectors provide an overview of expectations and requirements to adhere to County and State codes and standards.

Land Development Inspections

Land Development Inspectors visit the construction site periodically to ensure site preparation, grading, road construction, drainage, and other infrastructure and improvements meet County codes and standards, and is consistent with approved plans.

Environmental Inspections

Environmental Inspectors visit the construction site throughout the development process to ensure compliance with state and local erosion and sediment control standards.

Water/Sewer Infrastructure Inspections

Water/Sewer Infrastructure Inspectors visit the construction site to ensure water/sewer infrastructure is installed consistent with approved plans, and according to County codes and standards.

7. Fees:

A comprehensive fee schedule is provided on our web site. Please go to PlanningDeKalb.net/DevelopmentServicesFees to determine the fee for your application.

8. Contact Information:

For a complete list of contacts involved in the Land Development process, go to PlanningDeKalb.net/developmentservicescontacts

9. Forms and Checklists:

All forms and checklists can be accessed at PlanningDeKalb.net/forms

Geographical Information Systems

The Department of Geographical Information Systems (GIS) is responsible for maintaining the countywide parcel database of record, and for assigning addresses in unincorporated DeKalb County. GIS is a critical component in the development review process. For example, applicants must have a valid address prior to applying for a building permit. The following table shows the conditions of approval for GIS related to Land Disturbance Permits, Sketch Plats, Final Plats, and other services.

Additionally, GIS Data can be essential when designing plans for many projects. GIS has several online tools and apps that developers, architects, engineers, and citizens can use when preparing to develop property. Anyone can access these tools at dekalbgis.maps.arcgis.com/home/index.html.

1. Application Submittal Requirements

GIS	
Review/Application Types	Required Documents
Land Disturbance Process only (Commercial or Residential Properties) Plan(sets) Initial Review	<p>Initial Review (GIS department receives plan(sets) from Land Development)</p> <p>1. Coversheet showing:</p> <ul style="list-style-type: none">• Project/AP#• Project Name• Developer/Engineer with name, address, phone#, contact person• Project Address• Parcel ID number(s)• Project/AP# (should be listed before Parcel ID numbers)• Ownership block with name, address, (phone#/contact if available)• Owner(s) name must display exactly as per property tax record <p>2. Existing Conditions Sheet showing:</p> <ul style="list-style-type: none">• What is already existing at the site• Parcel Dimensions• Boundary Lines <p>3. Demolition Sheet showing:</p> <ul style="list-style-type: none">• Items to be demolished

GIS	
Review/Application Types	Required Documents
Land Disturbance Process only (Commercial or Residential Properties) Plan(set) Initial Review (continued)	<p>4. Site Plan Sheet showing:</p> <ul style="list-style-type: none"> • Parcel Dimensions • Boundary Lines <p>NOTE: If any mapping processes (combination/separation/reparcel) are needed customer should submit application to Land Development via plat submittal. Plat must include the following:</p> <ul style="list-style-type: none"> • Owner's information • Parcel ID Numbers • Existing condition with legal description • Proposed condition with legal description
Residential Sketch Plat Reviews (Residential reviews consist of subdivisions, townhomes & condominiums)	<p>Sketch Plat Review (GIS Department receives plat from Planning Department)</p> <p>1. Coversheet showing:</p> <ul style="list-style-type: none"> • Project/AP# • Project Name • Developer/Engineer with name, address, phone#, contact person • Project Address • Parcel ID numbers(s) • Ownership block with name, address, (phone#/contact if available) • Owner(s) name must display exactly as per property tax record <p>2. Existing Conditions Sheet showing:</p> <ul style="list-style-type: none"> • What is already existing at the site <p>3. Demolition Sheet showing:</p> <ul style="list-style-type: none"> • Items to be demolished <p>4. Site Plan Sheet showing:</p> <ul style="list-style-type: none"> • Parcel dimensions • Parcel boundary lines <p>5. Submit project name for approval</p> <p>6. Submit street names for approval</p> <p>7. GIS department will assign all addresses to lots and other items as (i.e. sign monuments, mail kiosk, water meter-irrigation, etc.). Once assigned, customer will be required to add assigned addresses to site plan page</p> <p>8. Ensure each lot has legal lot numbers</p> <p>9. Plans are to be resubmitted back to the Planning Department</p> <p>NOTE: If any mapping processes (combination/separation/reparcel) are needed customer must submit application to Land Development via plat submittal. Plat must include the following:</p> <ul style="list-style-type: none"> • Owner's information • Parcel ID Numbers

GIS	
Review/Application Types	Required Documents
<p>Residential Sketch Plat Reviews (Residential reviews consist of subdivisions, townhomes & condominiums) (Continued from previous page)</p>	<ul style="list-style-type: none"> • Existing condition sheet displaying the parcel dimensions, boundary lines and legal description • Proposed condition with sheet displaying the parcel dimensions, boundary lines and legal description <p>Mapping processes must be fully completed before pre-final can be approved.</p> <p>Pre Final Review</p> <ul style="list-style-type: none"> • Customer is required to address or correct any redline comments provided • Plans are to be resubmitted back to the Planning Department <p>If any mapping is needed;</p> <ul style="list-style-type: none"> • Customer required to submit Georeferenced digital (.dwg, .shp, .dgn, or .dxf) file that is in the State Plane GA West NAD 83 US Survey Feet Coordinate System • Customer should complete GIS Mapping Form • Customer should complete Final Plat Mapping Form • Customer should have agent authorization form/letter if not owner • All forms must display original signatures <p>Model Homes</p> <p>Maximum of 4 model homes can be requested by customer during pre-final with the parent parcel ID number.</p> <ul style="list-style-type: none"> • Customer required to complete Model Home Addressing Form in GIS Office • Customer required to provide copy of plat that includes dimensions/boundary lines of said subdivision/townhome/condos.
<p>Ownership Confirmation & Correction</p>	<p>Customer's request to verify ownership in GIS department.</p> <ul style="list-style-type: none"> • Provide Parcel ID number(s) or address(es) for look up of information <p>If ownership information is incorrect & customer requests update, the following is required:</p> <ul style="list-style-type: none"> • Copy of unrecorded executed deed (to include signature(s) & notary stamp OR a copy of recorded deed with County's deed book & page number, date & county seal.
<p>Address Update (Suites, Units, and /or Apartment numbers)</p>	<p>1. Letter from owner or management company on company letterhead; showing the following:</p> <ul style="list-style-type: none"> • Parcel ID (if known) • List of all addresses within the development on Excel spreadsheet (Addressing template available upon request) • Contact name • Telephone number • E-mail address. • Site map of apartment/duplex or suites (if available) <p>2. Commercial properties and Individual tenants: should provide copy of lease agreement showing the following:</p>

GIS	
Review/Application Types	Required Documents
Address Update (Suites, Units, and /or Apartment numbers) (Continued)	<ul style="list-style-type: none"> • Address(es) and Suite number(s) to be added and • Signature page(s) of the Lessee and Lessor. <p>NOTE: Information should be provided in digital format (Microsoft Excel) for quick processing (3-5 business days). Information provided in hardcopy format (fax, PDF & standard letter) may take longer processing time (8-10 business days).</p>
Final Plat (Addressing)	<p>GIS department reviews the Final Plat to verify the following:</p> <ul style="list-style-type: none"> • Approved street names • Approved project name • Assigned street addresses for each lot shown on the final plat • Assigned addresses for other items such as (i.e. sign monuments, mail kiosk, water meter-irrigation, etc.) • Correct ownership • Correct legal lot numbers shown on the plat • Metes & bounds displayed for each lot • Completed "Final Plat Mapping Form" for subdivisions, condominiums, townhomes and apartments. • Georeferenced digital file (.dwg, .shp, .dxf or .dgn) that is in the State Plane GA West NAD 83 US Survey Feet Coordinate System.)
Final Plat (Mapping)	<p>The GIS Department requires the following:</p> <ul style="list-style-type: none"> • Recorded plats with Land Development stamp (for Commercial Plats) • A recorded plat in mapping subdivisions or townhomes • A recorded preliminary plat "For Addressing Purposes" regarding condominiums or townhomes. • Metes & bounds displayed for each lot • Georeferenced digital (.dwg, .shp, .dgn, or .dxf) file that is in the State Plane GA West NAD 83 US Survey Feet Coordinate System. • Completed Final Plat Mapping Form to ensure accuracy and efficiency of mapping request. <p>If the Final Plat Mapping Form is approved, then the form is stored in the GIS Department's files.</p> <p>Once Land Development forwards the approved final plat and digital file (if provided) to the GIS department, then the GIS department will pair together the completed Final Plat Mapping Form and the approved final plat & digital file.</p> <p>Then the project is added onto the list of property mapping requests. Property mapping requests are processed in the order received.</p>

GIS	
Review/Application Types	Required Documents
<p>Incorporated DeKalb (Towns, Cities and Municipalities)</p>	<p>Additional requirements: All plans must be submitted through Land Development Department for intake & will be routed to GIS Department. Customer must provide letter of approval from the municipality The plan(set) must show the municipality's stamp of approval</p> <p>Municipality Street Name (To avoid Duplication of street names that could prolong response time by public safety responders, DeKalb County GIS collaborates with the municipalities in the municipality street name process.)</p> <ul style="list-style-type: none"> • Request for the proposed street names (including 1st, 2nd, and 3rd choice) sent by the municipality • The street configuration plan (plat/plan) displaying a street layout sent by the municipality <p>NOTE: DeKalb GIS acts only in an advisory role to certain municipalities (reviewing the DeKalb database to ensure there is no duplication of street names,) and does not reject/deny/select street names, that responsibility lies with the customer and the Municipality.</p> <p>Customer provides recorded addressing plat displaying:</p> <ul style="list-style-type: none"> • Addressing Plat • Required Information by the municipality • Municipality's written approval • Approved street names by the municipality • The following note: <i>"The purpose of this plat is to create addresses and parcels temporarily for (_____) Subdivision. The final plat is unavailable as of (date)."</i> Example: 'The purpose of this plat is to create addresses and parcels temporarily for Courtney Dufries Subdivision. Final plat unavailable as of 5/13/2014.' • Typed addresses that were assigned • Typed street names that were assigned • Typed dimensions/metes & bounds for the subdivision lots • Typed lot numbers for the subdivision lots

Building Permits

1. Overview of the Building Permit Unit's Role in the Permitting Process.

The Building Permit Unit is responsible for the processing and issuance of all Building Permits within DeKalb County.

The Building Permits Unit reviews all construction to ensure that structures are built properly and can be occupied safely for their intended purpose. A building permit must be obtained before beginning commercial and residential new construction, alteration, or repairs. Work requiring permits includes decks and accessory structures, window replacements, installation of a wood or pellet stove, and installation of a pre-fabricated shed on your property, in addition to the following:

- Commercial and residential building construction
- Additions to buildings, including garages, porches, heated space, and decks
- Interior residential renovations that require structural work or are valued over \$3,000
- Finishing of basements
- Swimming pools over 24 inches in depth
- Sheds, barns, garages, greenhouses, and accessory structures
- Wood and gas stoves, fireplaces
- Roofing, siding, gutters, and replacement windows
- Signs
- Demolition
- Special Administrative Permits (S.A.P.) for temporary events and sales
- Commercial change of tenant, Move in as Is, Change of Name, and Change of Owner permits
- Electric, plumbing, heating, air conditioning, and oil tank work done in connection with a building permit require separate permits for each function.

Each permit application and plan is reviewed to ensure that the construction meets certain minimum building codes.

The adopted codes enforced by DeKalb County include:

- International Building Code, 2012 Edition, with Georgia Amendments
- International Residential Code, 2012 Edition, with Georgia Amendments
- International Mechanical Code, 2012 Edition, with Georgia Amendments
- International Plumbing Code, 2012 Edition, with Georgia Amendments
- International Fuel Gas Code, 2012 Edition, with Georgia Amendments
- International Fire Code, 2012 Edition, with Georgia Amendments
- International Energy Conservation Code, 2009 Edition, with Georgia Supplements and Amendments
- NFPA National Electrical Code, 2014 Edition
- 2012 NFPA 101 Life Safety Code with all Georgia State Amendments
- Georgia Accessibility Code Chapter 120-3-20, as amended
- 2010 ADA Standards for Accessible Design

2. Permit Guides

To assist applicants navigate the commercial and residential building process, we have created Permit Guides. These guides include all the forms and checklists typically necessary to obtain a building permit. Click on the links below to review all of the available permit guides:

[Residential Alterations/Repairs](#)

[Residential Additions](#)

[Residential New Home Construction](#)

[Commercial Move in as is, Change of Owner, and Change of Name](#)

[Commercial Alterations/Repairs](#)

[Commercial Additions](#)

[Commercial New Construction](#)

3. Typical Process

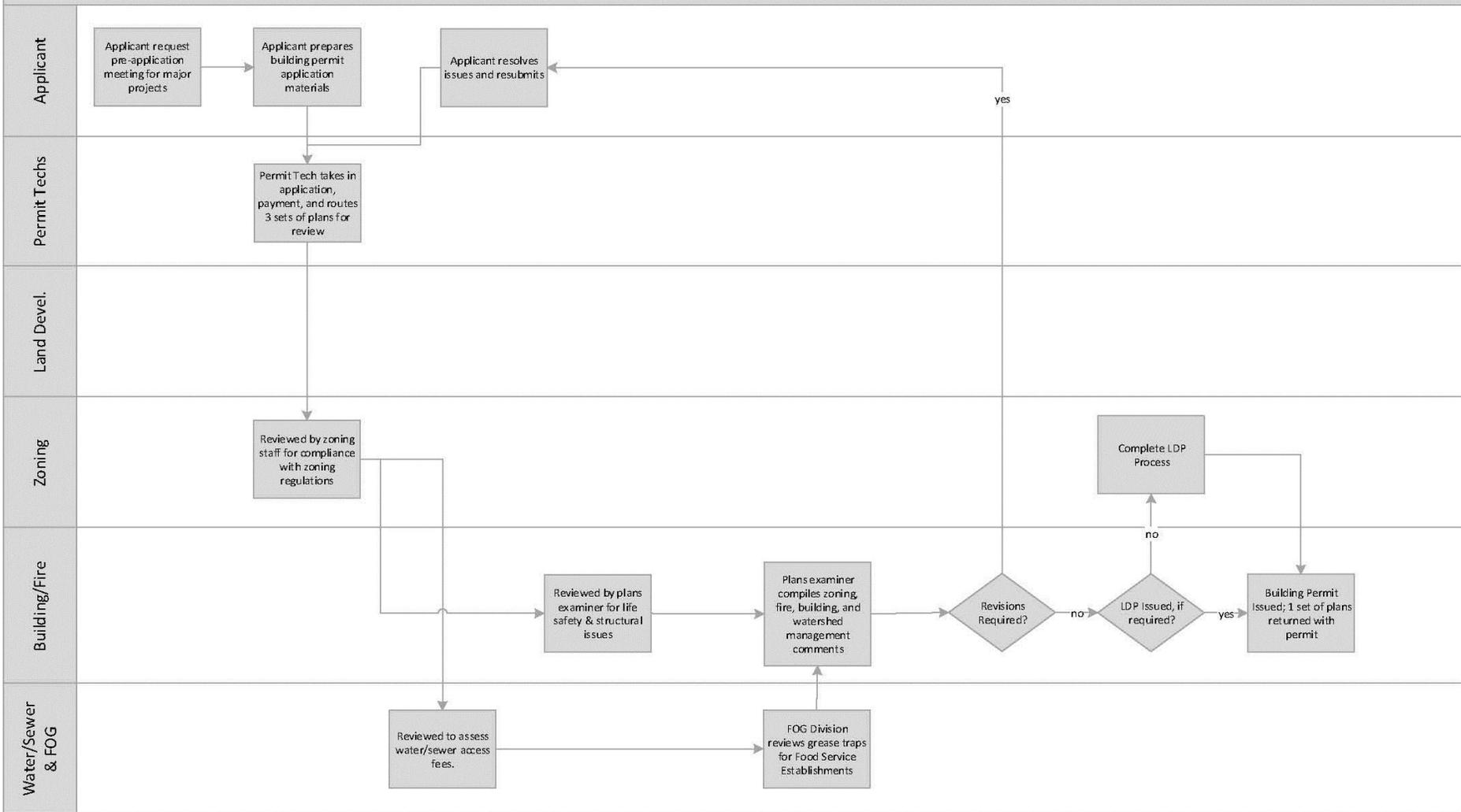
The building permit process encompasses submittal of plans, review of plans, and then inspections during the construction process. The complexity of this process can vary depending on the work conducted and which reviews that work requires. A simple plumbing permit can be obtained on-line, though the work **MUST** be inspected.

The Planning & Sustainability Department offers pre-application meetings for clients who would like to meet with staff prior to a plans submittal to guide their efforts and resources. These meetings are designed to be informal preliminary exchanges of information. This often involves discussing process timelines, necessary submittal items, and relevant requirements for specific property. Scheduling a pre-application meeting is an important step if you are considering a potential business or development project in DeKalb County.

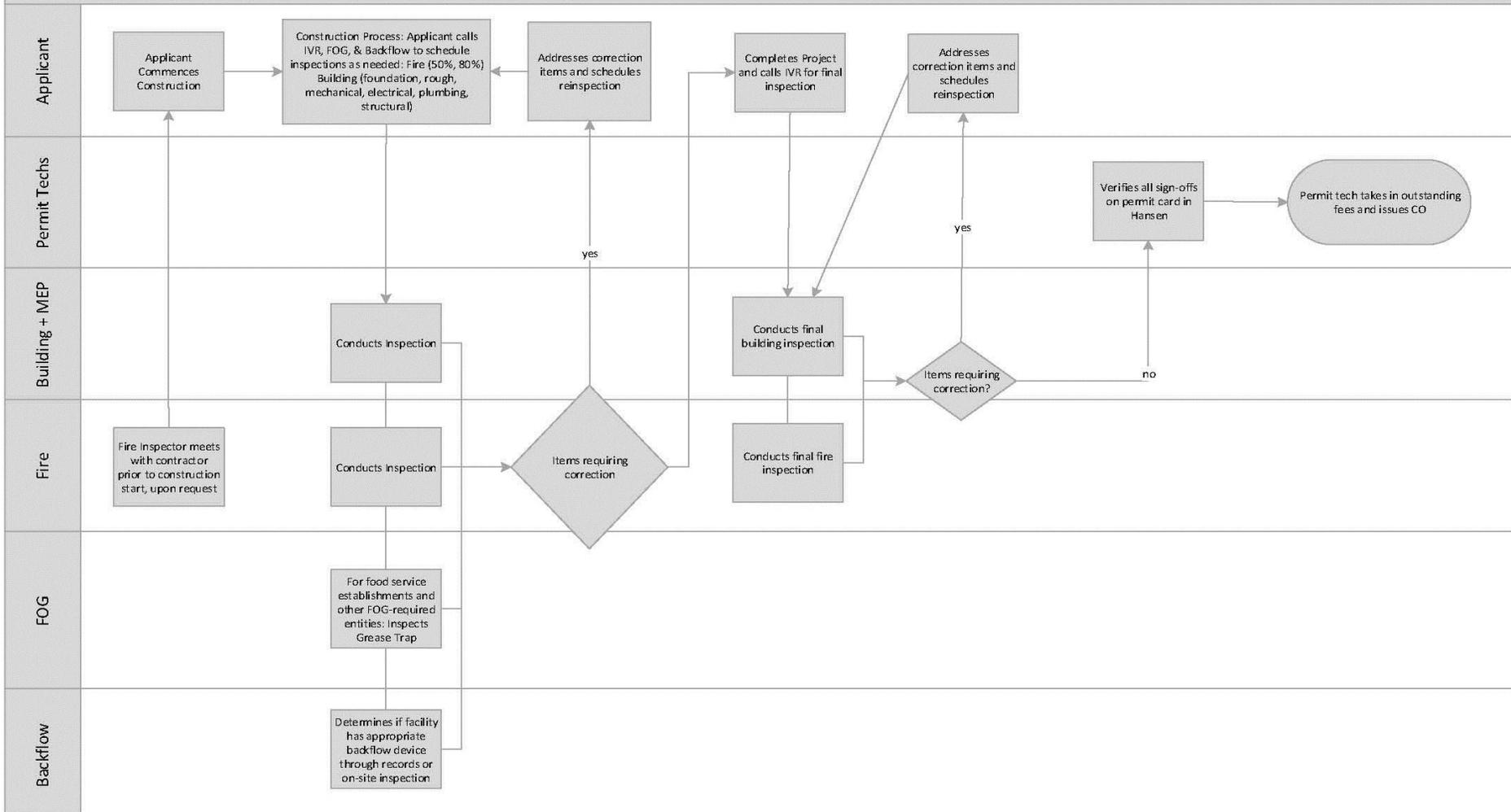
To set up a pre-application meeting, call 404-371-2607 or send a request to petiwe@dekalbcountyga.gov.

The following pages provide an overview of the commercial and residential permitting process.

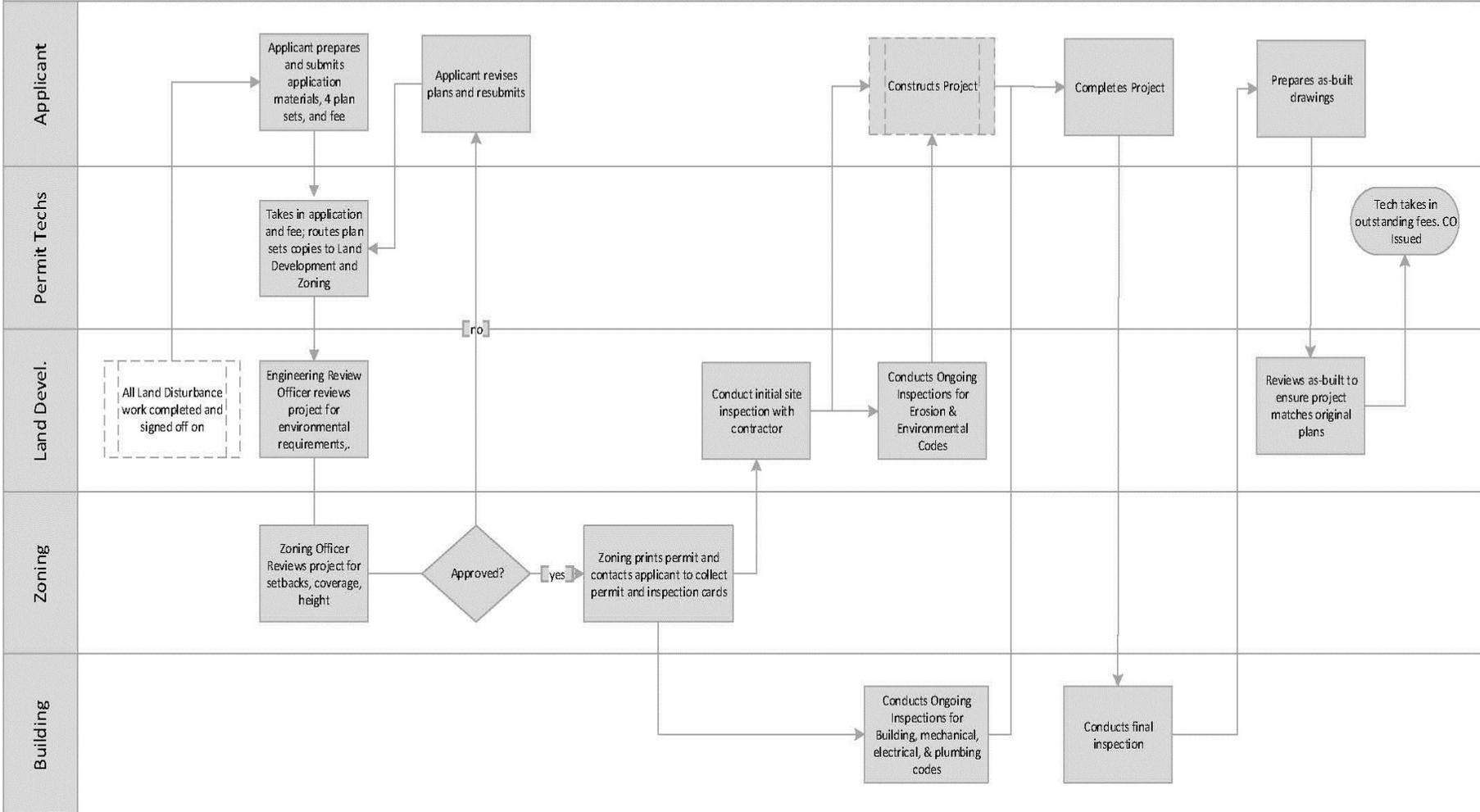
Commercial Construction – Plan Review and Permit Issuance



Commercial Construction - Inspections and CO



New Residential Construction



4. Expedited Commercial Plan Review Program

To facilitate permitting of projects that require accelerated service, DeKalb County has established the Expedited Commercial Plan Review Program that guarantees applicants all County reviews will be completed within ten business days. To participate in the program, the applicant must first submit their plans to an [Approved Peer Reviewer](#). Once the Peer Reviewer determines that plans are consistent with Fire and Building Codes, the applicant submits the plans to the County, and the County conducts all required reviews within ten business days. To learn more about the program, go to PlanningDeKalb.net/ExpeditedPlans.

5. Review Matrix

Building Permit Applications	Building Plan Review	Water / Sewer ³	Fire Plan Review	Land Development	Planning/Zoning	Backflow	FOG ⁴	Transportation
Commercial Permit: Move In As Is	X		X			Prior to CO issuance	X	
Commercial Permit: New	X	X	X	X	X	Required prior to CO issuance	X	
Commercial Permit: Additions	X	X	X	X	X	Required prior to CO issuance	X	
Commercial Permit: Alterations and Repairs	X	X	X		X	Required prior to CO issuance	X	
Residential Permit: New Construction		X		X	X			
Residential Permit: Additions	X			X	X			

³ Water/Sewer review required for new commercial and residential construction, and commercial additions and change of use

⁴ Separate FOG permit required for restaurants and other Food Service Establishments with food preparation on-site

	Building Plan Review	Water / Sewer ³	Fire Plan Review	Land Development	Planning/Zoning	Backflow	FOG ⁴	Transportation
Building Permit Applications								
Residential Permit: Alterations and Repairs	X			X	X			
Sign Permits: Checklists	X				X			
Demolition	X			X	X			
Move In As Is Affidavit	X		X		X			
Special Admin Permit: Temporary and Seasonal Sales					X			
Special Admin Permit: Temporary Events	X		X		X			

6. Submittal Requirements for Building Permits:

Building Permits	
Application Type	Required Material
Commercial Permit: Move In As Is	<ul style="list-style-type: none"> • Building Permit Application • Scaled Floor Plans – three (3) copies • Notarized Move In As Is Affidavit or Change of Name/Owner Affidavit may be submitted in lieu of plans if requirements are met • Notarized Letter of Entertainment, if a restaurant or bar

Building Permits	
Application Type	Required Material
<u>Commercial Permit: New Construction</u>	<ul style="list-style-type: none"> • Building Permit Application • Scaled Floor Plans – three (3) sets • Site Plan – three (3) copies • Contractor Information • Land Development Permit Application Number • Sewer Tap Application • Water Meter Application • Notarized Letter of Entertainment, if a restaurant or bar
<u>Commercial Permit: Additions</u>	<ul style="list-style-type: none"> • Building Permit Application • Scaled Floor Plan – three (3) copies • Site Plan – three (3) copies • Contractor Information • Notarized Letter of Entertainment, if a restaurant or bar
<u>Commercial Permit: Alterations and Repairs</u>	<ul style="list-style-type: none"> • Completed/Signed Building Permit Application • Scaled Floor Plans – Three (3) Sets • Location Plan – Denote the location of space • Contractor Information • Notarized Letter of Entertainment, if a restaurant or bar

Building Permits	
Application Type	Required Material
<u>Residential Permit: New Single Family Home</u>	<ul style="list-style-type: none"> • Completed/Signed Building Permit Application • Site Plan prepared by an engineer or surveyor registered in the state of Georgia. • Environmental Requirements for Building Permits signed and dated to acknowledge understanding of the requirements related to erosion control and tree protection. • Energy Checklist for Compliance with the 2009 International Energy Conservation Code • Tree Plan or Exemption Form • Foundation Location Certificate • Water Meter Application • Sewer Tap Application: Required to establish new sewer service • If in a historic district, Certificate of Appropriateness • If building a pool, Board of Health approval • If finishing a basement, a sketch (to scale) of the basement that shows two exits • If using septic, approval from the Board of Health.
<u>Residential Permit: Additions</u>	<ul style="list-style-type: none"> • Completed/Signed Building Permit Application • Site Plan prepared by an engineer or surveyor registered in the state of Georgia. • Environmental Requirements for Building Permits signed and dated to acknowledge understanding of the requirements related to erosion control and tree protection. • Energy Checklist for Compliance with the 2009 International Energy Conservation Code • Tree Plan or Exemption Form: • Foundation Location Certificate • Water Meter Application • Sewer Tap Application: Required to establish new sewer service • If in a historic district, Certificate of Appropriateness • If building a pool, Board of Health approval • If finishing a basement, a sketch (to scale) of the basement that shows two exits • If using septic, approval from the Board of Health.

Building Permits	
Application Type	Required Material
<u>Residential Permit: Alterations and Repairs</u>	<ul style="list-style-type: none"> • Completed/Signed Building Permit Application • You may also require: <ul style="list-style-type: none"> • State License Contractor – Register with DeKalb County • Specialty Contractor – Bring your business license • Performing work yourself – Personally submit a Homeowner’s Affidavit • Applying for a permit on behalf of a contractor – you will need a notarized Authorized Permit Agent Form • Repairing Fire Damage – Copy of fire Incident Report. An official letter showing the current tax assessed value of the fire damaged building. A letter showing the replacement cost of the damaged structure.
<u>Sign Permits</u>	<ul style="list-style-type: none"> • Completed/Signed Application Form • Aggregate sign form, completed and signed by property owner/agent • Written permission from owner/agent • Site plan showing locate of building(s), sign(s), adjoining streets and right of way of property where sign will be erected • Drawing of sign showing dimensions (size) and copy. Wall signs should include height elevation, building facades and how sign is to be mounted. Photographs of the site showing buildings and existing signs are usually helpful and often critical to determining whether a sign permit can be issued. • Current copy of business license • Certificate of Liability • applicable fees

Building Permits	
Application Type	Required Material
Demolition	<ul style="list-style-type: none"> • Complete/Signed Application Form • Provide a scaled site plan of subject property • Submit 3 copies of site plan with boundary line survey on 11"x17", 18"x24", or 24"x36" • Show all impervious surfaces such as driveways, walkways, etc. • Historic district requires sign off from Planning Department • Show all specimen trees on site • Provide Erosion and Sedimentation control as needed – Silk fence, construction exit, mulch, temporary, permanent grass • Show location of all existing: <ul style="list-style-type: none"> • Flood plain limits, state waters buffers, transitional zoning buffers, easements, drainage and utility structures
Special Administrative Permit (S.A.P.)	<ul style="list-style-type: none"> • Complete the required Special Administrative Permit form per the specified ordinance, including the following: <ul style="list-style-type: none"> • §27 – 747 and §27 – 768 (Events) • §27-779 (Telecommunications Towers and Antennas) • §27-781 and §27-782 (Temporary Outdoor Sales) • Completed/Signed Building Permit Application • Provide a letter from the property owner authorizing the event or sale • Submit a flame retardant certificate for tents; and structural details for stages and/or risers. • Show the area of the event or sale on a site plan or ArcGIS provided by Staff
Permit Application: Electrical	<ul style="list-style-type: none"> • Application must be completed in its entirety • Minimum fee - \$100.00, plus \$20 technology fee
Permit Application: Plumbing	<ul style="list-style-type: none"> • Application must be completed in its entirety • Minimum fee - \$100.00, plus \$20 technology fee
Permit Application: Mechanical	<ul style="list-style-type: none"> • Application must be completed in its entirety • Minimum fee - \$100.00, plus \$20 technology fee

7. Conditions of Approval

Zoning

The Zoning Officers in the Building Permit Unit review plans and permit & license applications for compliance with building, zoning, licensing and other associated codes and laws. Plans and applications must adhere to Chapter 27 (Zoning Ordinance), Chapter 7 (Building Codes), Chapter 21 (Sign Ordinance) and other prescribed ordinances, state laws and federal laws on cross-sectional reviews. Plans and applications must comply with the following reviews and/or checklists.

- [Zoning Plans Review Checklists](#) (Available in the Residential Permit Guides)
- Zoning Review for Use in Residential or Commercial Location (Business License Applications)
- [Sign Permit Review Checklist](#) (Permanent & Temporary Sign Permits)
- [Personal Care Home Checklist](#)
- Special Administrative Permit Checklists (S.A.P. Permits for [Temporary Events](#), [Outdoor Sales](#), and [Permanent Telecommunications Equipment](#))

Additional zoning reviews by the Current Planning Division may be required if the project resides in a Historic District or an Overlay District.

Building Structural Plan Review

Fire and Building Plans Examiners review plans for commercial and multi-family projects to verify compliance with Chapter 7 of DeKalb County Code and the International Building Code, 2012 Edition. Plans must meet the [Fire and Building Commercial Plan Review Checklist](#) to obtain approval.

Building Life Safety and Accessibility Plan Review

Fire and Building Plans Examiners also review plans for commercial and multi-family projects to ensure compliance with Fire, Life Safety, and Accessibility codes and regulations established by the National Fire Protection Association (NFPA), the State Fire Marshal of Georgia, and the Americans with Disabilities Act. Plans must meet the [Fire and Building Commercial Plan Review Checklist](#) to obtain approval.

Fire Systems Plan Review

Fire and Building Plans Examiners review plans for all fire suppression systems, underground tanks, sprinklers, hoods, and alarms to ensure compliance with NFPA codes. Review the [Fire Systems Checklists](#) before submitting plans to expedite the approval process.

Site Review (Land Development)

Engineering Review Officers in the Land Development Unit perform a site plan review for any new residential and commercial construction, as well as any work that requires a Land Development Permit. The Engineering Review Officers verify compliance with Chapter 14 of the Code of DeKalb County and consistency with the plans approved for a Land Development Permit.

Fats, Oils, and Grease Review (Department of Watershed Management)

The DeKalb County Code was amended to enact the Fats, Oils and Grease regulations in 2007. The main objectives of these regulations are to minimize the amount of FOG entering the wastewater treatment and collection system, and to reduce the sanitary sewer overflows. (Chapter 25, §265 for Fats, Oils and Grease).

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.**

FOG Evaluation Plan Review Requirements for New Constructions and Remodeling:

- 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.
- Seating /Serving capacity noted on plans.
- Hours of operation per day noted on plans.

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

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

Overlay District Review

If a project resides in an Overlay District, Current Planning Division Staff reviews the site plan to ensure consistency with the regulations specific to that district. Each Overlay District imposes supplemental zoning regulations on all properties within the district. These regulations may impact setbacks, building heights, and other building and development characteristics. For more details on overlay districts, review [Article III, Chapter 27 of the Code of DeKalb County](#).

Historic Preservation Review

If a project is located in a historic district, the Current Planning Division staff will review the scope of work to determine if the project necessitates a Certificate of Appropriateness from the Historic Preservation Commission. Historic Preservation is governed by Chapter 13.5 of the Code of DeKalb County. DeKalb County currently has two historic districts in Druid Hills and Soapstone Ridge.

8. Inspections

Fire Inspections

After a building permit is issued for a commercial project, the applicant is required to schedule fire inspections via the Interactive Voice Response (IVR) system at 50%, 80%, and 100% completion of the project. Fire Inspectors will verify consistency with approved plans and compliance with the State minimum fire safety standards of the Safety Fire Commissioner and Accessibility codes from adopted State Fire Marshal Regulations, currently adopted NFPA codes and the 2010 Americans with Disabilities Act for Accessible Design standards. To schedule a building, fire, mechanical, electrical, or plumbing inspection, call 404-371-3010.

Building Inspections

After a building permit is issued for a commercial or residential project, building inspections will occur throughout the construction phase of the project to verify the slab, framing, footing, and other components are consistent with approved plans and the International Building Code, 2012 Edition and State amendments through the Department of Community Affairs. For an overview of the inspection process, review the Inspection Process for [Commercial Construction](#) and [Residential Construction](#). To schedule a building, fire, mechanical, electrical, or plumbing inspection, call 404-371-3010.

Plumbing Inspections

Plumbing Inspections will occur throughout the construction phase of the project to ensure compliance with International Plumbing Code, 2012 Edition and State amendments through the Department of Community Affairs. Plumbing Permits,

and associated inspections, are required for a range of activities including, but not limited to new construction and installation of new sinks and fixtures, sprinkler systems, and backflow devices. Contractors are required to call in a rough inspection while pipes and connections remain visible so the inspector can verify compliance. To schedule a building, fire, mechanical, electrical, or plumbing inspection, call 404-371-3010.

Mechanical Inspections

Mechanical Inspections will occur throughout the construction phase of the project to ensure compliance with International Mechanical Code, 2012 Edition and State amendments through the Department of Community Affairs. Mechanical Permits, and related inspections, are required for new construction, HVAC systems, fire suppression systems, and refrigeration installations, among other activities. To schedule a building, fire, mechanical, electrical, or plumbing inspection, call 404-371-3010.

Electrical Inspections

Electrical Inspections will occur throughout the construction process to ensure compliance with National Electrical Code, 2014 Edition. Mechanical Permits, and associated inspections, are required for a range of activities including all new construction and installation or altering of any permanent wiring or electrical device, low-voltage systems, or fire alarm. To schedule a building, fire, mechanical, electrical, or plumbing inspection, call 404-371-3010.

Backflow Inspections

Every commercial applicant must call for a backflow inspection, and obtain backflow approval prior to obtaining a Certificate of Occupancy. Backflow Inspectors verify that any connection to a county water main, whether for domestic or fireline use, and has an appropriate cross-connection control device that has been tested. All cross-connection control devices must be tested on an annual basis by a private tester. To call for a backflow inspection or to learn more about the program and associated requirements, call 404-687-4075.

Fats, Oils, and Grease (FOG) Inspections

Upon receiving the Interceptor Sizing Signature Form provided to the applicant after the FOG review or on-site evaluation is passed, the applicant must hire a licensed plumber to request the plumbing permit needed to install the required grease trap. Additionally, prior to installation of the grease trap the customer must contact the FOG main line to request a pre-installation inspection. After the grease trap is installed, a post-installation inspection is required to obtain a FOG permit and Certification of Occupancy.

FOG inspectors verify the following:

- The grease trap or grease interceptor meets the FOG Ordinance approved specification for material and design.
- The grease trap was installed consistent with the approved plans and Sizing Signature Form, and complies with the FOG Ordinance installation and connection requirements.
- All fresh air fixtures in the food preparation area are consistent with the approved plans and are connected to the grease trap.

The Department of Watershed Management may conduct random inspections any day. FSEs will be inspected twice a year or more depending on compliance status. Non-compliant FSEs will receive a warning notice with a compliance schedule to work out technical or payment issues by an established due date. Failure to meet compliance schedule may lead to Court citation and fines.

For more information about the FOG program and related permitting requirements go to

http://www.dekalbwatershed.com/departments/fog/permit_information.htm.

To call in a FOG inspection, call 404-687-7150.

9. Fees:

A comprehensive fee schedule is provided on our web site. Please go to PlanningDeKalb.net/DevelopmentServicesFees to determine the fee for your application.

10. Contact Information:

For a complete list of contacts involved in the Building Permit process, go to PlanningDeKalb.net/developmentservicescontacts.

11. Forms and Checklists:

All forms and checklists can be accessed at PlanningDeKalb.net/forms.

Business Licensing

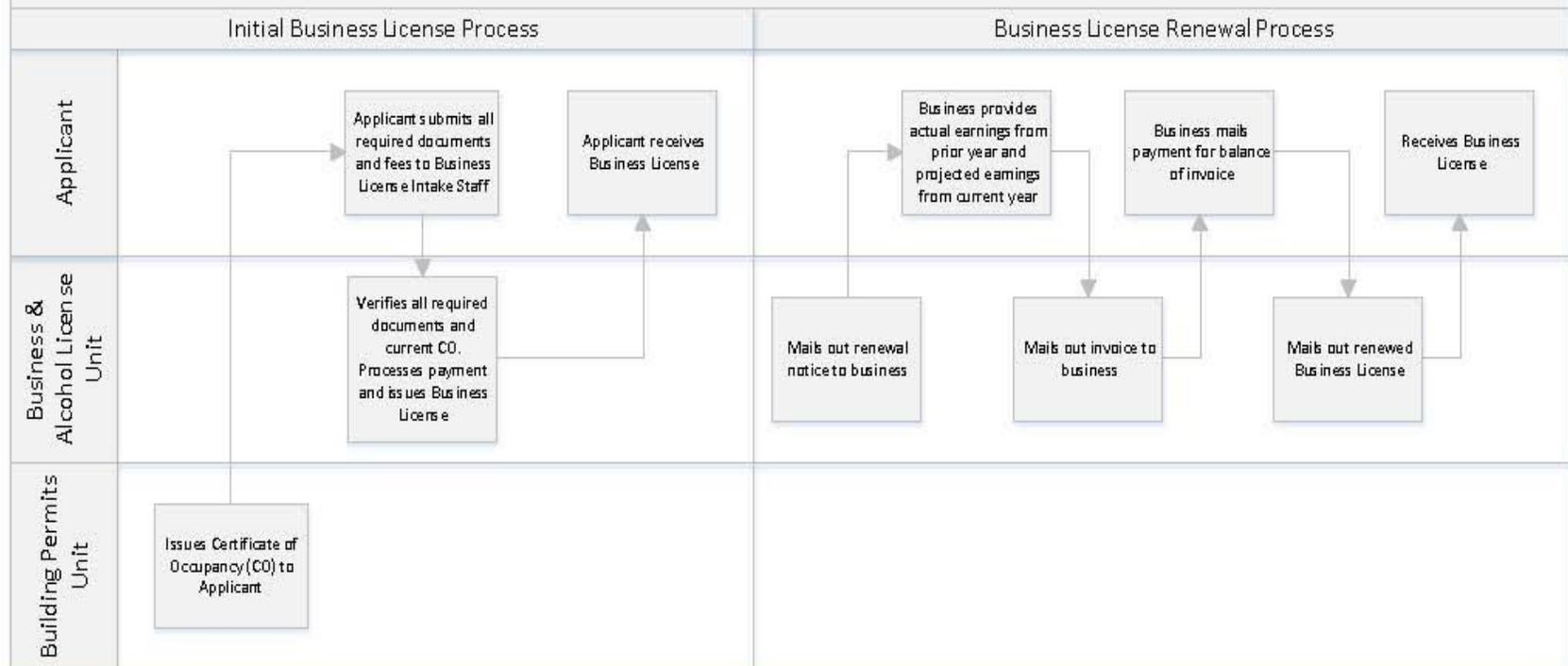
1. Overview

Business License Unit is responsible for collection of occupation taxes and issuance of Occupational Tax Certificates (Business Licenses) within unincorporated DeKalb County. In addition, the unit collects various excise taxes including hotel/motel, alcohol, rental and energy excise taxes.

2. Typical Process

The Business License process primarily involves submitting required documents, paying fees, and satisfying other regulatory requirements established by County code and State law. For example, no commercial business may obtain a Business License without having a current Certificate of Occupancy for the space in which the business will be located. On the following page, the process to obtain and renew a Business License is detailed.

Business License Application and Renewal Process



3. Review Matrix

The table below shows the reviews, permits, licenses, and other requirements to obtain new and renewed Occupational Tax Certificates and Alcohol Licenses, among other services offered by the Business Licensing Unit.

Business License Applications	Business & Alcohol Licensing	Zoning Review	Special Administrative Permit	Current Certificate of Occupancy	Health Permit	Agricultural Permit	Tourist Permit	Police Background	Special Land Use Permit	State License
Occupational Tax Certificate: Home Based Business	x	x				x				
Occupational Tax Certificate: Commercial Business	x			x						
Restaurants	x			x	x					
Hotels/Motels	x			x	x		x			
Stores selling pre-packaged foods	x			x		x				
Pest control	x			x		x				
Pawn shops	x			x				x	x	
Security/Private Detective	x			x				x		
Locksmith	x			x				x		
Burglar Alarm	x			x				x		
Massage Therapy	x			x				x		x
Precious Metal	x			x				x		
Taxi	x			x				x		
Automobile Gas Stations	x			x					x	

Business License Applications	Business & Alcohol Licensing	Zoning Review	Special Administrative Permit	Current Certificate of Occupancy	Health Permit	Agricultural Permit	Tourist Permit	Police Background	Special Land Use Permit	State License
Drive-through Restaurants	x			x	x				x	
Alcohol Outlets	x			x					x	
Minor Automobile Repair Shops	x			x					x	
Maintenance Shops	x			x					x	
Check Cashing	x			x					x	
Personnel Care Homes, three persons or less	x	x		x						x
Community Living Arrangement, three persons or less	x	x		x						x
Barber Shops	x			x						x
Hair Salons	x			x						x
Day Care (Bright from the Start)	x			x						x
Plumbing	x			x						x
Heating and Air Conditioning	x			x						x
Cosmetology	x			x						x
Real Estate Agents	x			x						x
Mortgage Broker's	x			x						x
Physicians	x			x						x
Engineers	x			x						x

Business License Applications	Business & Alcohol Licensing	Zoning Review	Special Administrative Permit	Current Certificate of Occupancy	Health Permit	Agricultural Permit	Tourist Permit	Police Background	Special Land Use Permit	State License
CPA's	x			x						x
Exterminator	x			x						x
Used Car Dealer's	x			x						x
Low Voltage	x			x						x
General Contractors	X			x						x
Occupational Tax Certificate: Temporary	X		X							
Occupational Tax Certificate: Renewal	X									
Alcohol License: New Business	X							x		
Alcohol License: Change Of Ownership	x							x		
Convenience and Grocery Stores	x					x		x		
Alcohol License: Renew	x									
Business Address Change	x			x						
Business Name Change	x									
Business Description Change	x	x								

4. Submittal Requirements

Business License Unit	
Business License Applications	Required Documents
Occupational Tax Certificate: Home Based Business	<p>Complete Business License Application – signed and notarized</p> <p>Home Occupation Supplemental Form (for Home Occupations)</p> <p>SAVE Affidavit and picture ID (qualified aliens only) - signed and notarized</p> <p>E-VERIFY Affidavit - signed and notarized</p> <p>Government-Issued Picture Identification</p> <p>Certificate Of Organization (LLC or Corporation)</p> <p>Lease Agreement (Apartment), Notarized Letter (Residential)</p>
Occupation Tax Certificate: Commercial Business	<p>Complete Business License Application – signed and notarized</p> <p>Certificate Of Occupancy</p> <p>SAVE affidavit and picture ID (qualified aliens only) - signed and notarized</p> <p>E-VERIFY Affidavit - signed and notarized</p> <p>Current Lease Agreement/Closing Document</p> <p>Certificate Of Organization (LLC or Corporation)</p> <p>Government-Issued Picture Identification</p>
Occupational Tax Certificate: Temporary	<p>Complete Business License Application - signed and notarized</p> <p>Government-Issued Picture Identification</p> <p>SAVE affidavit and picture ID (qualified aliens only) - signed and notarized</p> <p>E-VERIFY Affidavit - signed and notarized</p> <p>Special Administrative Permit</p>
Occupational Tax Certificate: Renewal	<p>Renewal Request For Information</p> <p>SAVE affidavit and picture ID (qualified aliens only) - signed and notarized</p>

Alcohol License: New Business	<p>Complete Application - signed and notarized</p> <p>Personnel Statements - signed and notarized</p> <ul style="list-style-type: none"> • Background Consent Form • Government-Issued Picture ID • US Citizen (birth or naturalization certificate) • Resident Alien (Permanent resident card) <p>Registered Agent (Registered Agent Form, Driver's License)</p> <p>Background Consent</p> <p>Legal Land Survey</p> <p>Floor Plan (Rough Sketch, technical drawing , not required)</p> <p>Liquor Store Affidavit - acknowledging applicant's residence</p> <p>Consumption On Premises (Menu, Health Permit)</p> <p>Lease Agreement</p> <p>Occupational Tax Certificate</p> <p>Liquor Store (Advertise - Champion News)</p> <p>Certificate Of Occupancy</p> <p>Fire Approval</p>
Alcohol License: Change Of Ownership	<p>Complete Application - signed and notarized</p> <p>Personnel Statements - signed and notarized</p> <ul style="list-style-type: none"> • Background Consent Form • Government-Issued Picture ID • US Citizen (birth or naturalization certificate) • Resident Alien (Permanent resident card) <p>Registered Agent (Registered Agent Form, Driver's License, Background Consent</p> <p>Background Consent (registered agent and</p> <p>Floor Plan (Rough Sketch, technical drawing , not required)</p> <p>Liquor Store Affidavit - acknowledging applicant's residence</p> <p>Consumption On Premises (Menu, Health Permit)</p> <p>Lease Agreement</p> <p>Occupational Tax Certificate</p> <p>Liquor Store (Advertise - Champion News)</p> <p>Certificate Of Occupancy</p>
Alcohol License: Renew	<p>Alcohol Renewal Form</p>
Business Address Change:	<p>Complete Change Form</p>

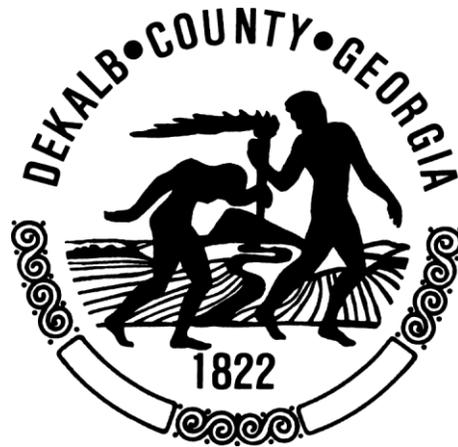
Business Name Change:	Completed Change Form
Business Description Change:	Completed Change Form
Hotel/Motel Excise Tax	Completed Excise Tax Form
Rental Car Excise Tax	Completed Excise Tax Form
Alcohol Excise Tax	Completed Excise Tax Form
Depository Financial Institution	PT-440 Return of Business License Tax Form

5. Contact Information:

For a complete list of contacts in the Business License Unit, go to PlanningDeKalb.net/developmentservicescontacts

6. Forms and Information

To obtain forms and additional information related to the Business License unit, go to http://dekalbcountyga.gov/finance/fin_BusinessAlcohol.html



330 West Ponce de Leon Avenue

Decatur, Georgia 30030

Suites 100 - 500

404.371.2155 – PlanningDeKalb.net

For a complete staff directory, go to
PlanningDeKalb.net/DevelopmentServicesContacts