

## Move-In-As-Is & Change of Ownership/ Business Name Cheat Sheet

### 1. Are you taking over an existing business?

- Yes!** Verify there is a current business license and fill out the Building Permit Application and the Change of Ownership/Business Name Certification (do not sign Certification) (Go to 3)
- No**, this is a vacant space not currently Occupied (Go to 2.)

### 2. Is your business classified as Business (office) or Mercantile (retail) and under 3000 ft. sq.?

- Yes!** Fill out the Building Permit Application and the Move In As Is Affidavit (do not sign Affidavit) (Go to 3)
- No**. Fill out the Building Permit Application and bring 3 copies of a floor plan to be submitted through Permitting Intake.

### 3. Read the first two pages of the packet you received. This will explain the process, tell you the fees and if you need to submit any additional paperwork.

### 4. Filling out your Building Permit Application.

- a.  Project Name (Business Name), Project Address (including suite numbers), Property Owner's Name, Applicant Details (including email address) and date from the first page. Make sure the Project Name matches the name on your Business License Application.
- b.  Description of work (this should be something like "none" or "no changes), total square footage, then read the bottom half, sign and print name on the second page.

### 5. We will process your application and send you an email with how to pay online. Make sure that you fill out the sections clearly and completely. Payment will be a minimum of \$445. (\$820 for anything requiring a Fats, Oils, Grease Review). Then, we will review your documents and email you when completed.

# Commercial Move In As Is Permit Guide

## Three Step Process to Complete Your Move in as is

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



### What to Know Before You Apply

- Are you making any structural changes?** If you make changes to the structure, you will need an Alteration Building Permit. No structural changes may be considered *Move in as is*
- Is your type of business different from the previous tenant?** If you are moving into an existing space that previously contained a different type of business or occupant, you will not be considered *Move in as is*
- How long has the space been vacant?** A *Move in as is* permit is only applicable to spaces vacant for less than 6 months

### STEP ONE – APPLICATION SUBMITTAL

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

#### *Required Documents*

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

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

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**Spaces of any size**

- Change of Ownership/Change of Business Name Certification:** Submit a notarized copy of the Change of Ownership/Change of Business Name Certification form affirming that the only changes to the business will be the ownership and/or the business name. In addition, the applicant must affirm that the same type of business will be conducted under the new ownership or business name. A Life Safety and Accessibility Code inspection will be required to obtain a Certificate of Occupancy

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

- Base Permit Fee, \$425.00:** The base permit fee includes a structural plan review, a life safety code review, a life safety code inspection, and a Certificate of Occupancy

Fee Type	Fee Amount
Base Fee	\$425.00
Technology Fee	\$20.00
<b>Total</b>	<b>\$445.00</b>

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

**STEP TWO – REVIEW AND APPROVAL**

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

**STEP THREE – INSPECTIONS AND CO**

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

*Thank you for investing in DeKalb County*

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Chief Executive Officer  
Michael Thurmond

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Director  
Andrew A. Baker, AICP

**BUILDING PERMIT APPLICATION**

Date: \_\_\_\_\_

<b>Shaded area for office use</b> <b>Building Permit Number</b>	<b>Check Applicable Type:</b> <input type="checkbox"/> Non-Residential <input type="checkbox"/> Residential <input type="checkbox"/> Apartment <input type="checkbox"/> Condo Stack Flats <input type="checkbox"/> Condo Townhouse <input type="checkbox"/> Townhouse Fee Simple
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<b>PROJECT NAME / TENANT NAME / SUBDIVISION NAME</b>	<b>LDP NUMBER</b>	<b>NUMBER OF UNITS</b>
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<b>PROJECT ADDRESS</b>			City	State	Zip
Building #	Floor #	Apt #	Suite #	Lot #	

<b>PROPERTY OWNER'S NAME</b>		
Address		
Phone	Mobile	Fax
Email		

<b>APPLICANT</b>	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Tenant Leasing Commercial Space	<input type="checkbox"/> Contractor	<input type="checkbox"/> Authorized Agent	<input type="checkbox"/> Architect/Engineer
Applicant's Name					
Company Name					
Address					
Phone	Mobile	Fax			
Email					

<b>CONTRACTOR</b>	<input type="checkbox"/> Property Owner	<input type="checkbox"/> To Be Determined	<input type="checkbox"/> State of Ga Licensed Contractor	<input type="checkbox"/> 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 #	

<b>Type of Work:</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Fire Damage <input type="checkbox"/> Demo <input type="checkbox"/> Exterior Work <input type="checkbox"/> Driveway <input type="checkbox"/> Other	<b>Estimated Cost \$</b>
<b>Please provide a full description of work:</b>  	
<b>Construction Type:</b> <input type="checkbox"/> IA <input type="checkbox"/> IIA <input type="checkbox"/> IIIA <input type="checkbox"/> IB <input type="checkbox"/> IIB <input type="checkbox"/> IIIB <input type="checkbox"/> IV <input type="checkbox"/> VA <input type="checkbox"/> VB	
<b>Occupancy Classification:</b>	

<b>Total Square Footage</b> Include only areas pertaining to this scope of work. This should be a combined total of all of the items below (if applicable). _____			
<b>Finished Floor Area</b> Primary Structure _____  Finished Basement _____	<b>Unfinished Area</b> Attic _____  Basement _____	<b>Garage</b> _____  Detached garages require separate permits	<b>Outdoor Areas</b> Deck _____  Porch _____  Patio _____

<b>Indicate additional permits required to complete this job</b> <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical / Low Voltage <input type="checkbox"/> Plumbing <input type="checkbox"/> Other <input type="checkbox"/> None	<b>Is there a sprinkler system?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Sanitary Facilities</b> <input type="checkbox"/> Septic <input type="checkbox"/> Sewer	<b>Elevators</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b># of Stories</b>	<b># Total Rooms</b>	<b># Bathrooms/Restrooms</b>	<b># Kitchens</b>	<b># Bedrooms</b>
<b>Exterior Finish Materials</b>		<b>Roofing Materials</b>		

<b>Setbacks:</b> Front _____ Rear _____ Left _____ Right _____	<b>Impervious Area</b> (Square Feet) _____	Lot Size: _____  Easement: <input type="checkbox"/> Yes <input type="checkbox"/> No
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**THIS SECTION 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](http://www.planningdekalb.net).

# Move In As Is Affidavit

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

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

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

## Applicant Information

Name \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_

## Parcel/Business Information

Business Name \_\_\_\_\_  
Address \_\_\_\_\_ Suite # \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Tenant Square Footage \_\_\_\_\_ Occupancy Classification \_\_\_\_\_ Sprinklered Y / N \_\_\_\_\_ Fire Alarm Y / N \_\_\_\_\_

Describe Business:

### OPTIONAL INFORMATION – PROVIDE IF KNOWN

Previous Business Name \_\_\_\_\_  
Parcel Number \_\_\_\_\_  
Building Square Footage \_\_\_\_\_ Building Construction Type \_\_\_\_\_ Occupant Load \_\_\_\_\_

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

**Owner/Applicant Affirmation**

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

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

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

\_\_\_\_\_  
Signature of Tenant/Owner

\_\_\_\_\_  
Printed Name of Tenant/Owner

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Signature and Seal of Notary Public

\_\_\_\_\_  
My Commission Expires

**Official Use**

Zoning \_\_\_\_\_ Construction Type \_\_\_\_\_ Occupant Load \_\_\_\_\_

Comments \_\_\_\_\_

APPROVALS

## Change of OWNERSHIP Certification Change of BUSINESS NAME Certification

**Please fill out both pages of form COMPLETELY then sign before a notary.**  
*This form, if applicable, can be used in lieu of building plan submittal for most occupancy classifications.*

Existing Business Name	_____
New Business Name	_____
Existing Business Owner Name(s)	_____ Telephone _____
New Business Owner Name(s)	_____ Telephone _____
Type of Business / Business Activities	_____
Address	_____ Suite # _____ City _____ Zip Code _____

I, *(Print New Business Owner's Name/Names)* \_\_\_\_\_  
am proposing the following changes to the above-listed location:

*(Select only one)*

- A change in the ownership of the business only  
 A change in the name of the business only  
 A change in the ownership plus a change in the name of the business

I also acknowledge that the following items are all required for approval:

*(Initial before each statement)*

\_\_\_\_\_ **I have made no changes in any way** (i.e. no changes to finishes, paint, floor nor any modifications or repairs including mechanical, gas, plumbing and/or electrical work, load bearing walls, non-load bearing walls, exits, occupancy classification, occupant load, etc.) to the above-listed space. I also affirm that **I will be conducting the same type of business** as is currently being conducted at the above-listed location.

\_\_\_\_\_ *I understand that a valid Certificate of Occupancy and associated documents must be on file with DeKalb County for this business at the above-listed location. Restaurants and bars will require that the Letter of Entertainment, the DeKalb County Board of Health Compliance Checklist, and the Fats, Oils, and Grease (F.O.G.) documentation be revised/resubmitted to reflect these changes.*

\_\_\_\_\_ *I understand that a current and valid Business License must be on file with DeKalb County for this business at the above-listed location.*

*Please complete page 2*



**Change of OWNERSHIP Certification**  
**Change of BUSINESS NAME Certification**

*Continued from Page 1*

*(Initial before each statement)*

\_\_\_\_\_ I understand that my business must be in compliance with all current zoning regulations as determined by DeKalb County.

\_\_\_\_\_ I understand that a life safety inspection will be conducted of my business. The inspector may discover life safety violations that will need to be corrected in a timely manner. I also understand that the inspector may discover life safety violations such that I will be required to submit plans and obtain a permit to correct the violations. After the completion of an approved life safety inspection, I will proceed to the permit office to obtain a Certificate of Occupancy.

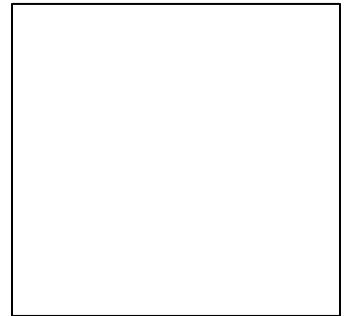
\_\_\_\_\_ I understand that after I receive my new Certificate of Occupancy I will need to proceed to the Business License department to obtain a revised or new Business License.

I, (Owner's Signature) \_\_\_\_\_  
attest that, to the best of my knowledge, all of the above information is true.

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
*Signature of Notary Public*

\_\_\_\_\_  
*My Commission Expires*



*Notary Seal*

*The portion below to be filled out by DeKalb County Plans Examiners*

<i>Building Development Administration</i>
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<i>Fire Marshal Office</i>
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**Comments**

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