

## Occupancy Permit Cheat Sheet

### 1. Are you doing any work on your space other than painting and flooring?

- ☐ **Yes.** Your scope does not qualify for an Occupancy Permit. Please complete the Commercial Alteration/ Repair Guide and in addition to your scope of work make sure you indicate you are a new tenant in the space.
- ☐ **No.** You qualify for an Occupancy Permit. (Go to 2)

### 2. Is the space you are moving/ taking over equal to or more than 5000 square feet?

- ☐ **Yes.** All spaces equal to or more than 5000 sq ft are required to have plans consistent with the Occupancy Plan Checklist. (Go to 4)
- ☐ **No.** the space is less than 5000 sq ft. (Go to 3)

### 3. Is your business classified as Business (office) or Mercantile (retail) under 5000 square feet?

- ☐ **Yes!** Fill out the Occupancy Permit Application and the sketch of tenant space.
- ☐ **No.** Fill out the Occupancy Permit Application and have 3 copies of a floor plan consistent with the Occupancy Plan Checklist.

### 4. Read the next two pages of this packet. This will explain the process, fees, and whether you need to submit any additional paperwork. Make sure you complete the application in its entirety. Online submittals typically reduce review times compared to walk-in applications. All included documents must be uploaded into attachments. **Apply at** [www.dekalbcountyga.gov/planning-and-sustainability/e-permitting](http://www.dekalbcountyga.gov/planning-and-sustainability/e-permitting)

### 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.**

# Occupancy Permit Guide

## Three Step Process to Complete Your Occupancy Permit

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

Application



Review and Approval



Inspections and CO

### What to Know Before You Apply

- ☐ **Are you making any changes?** If you make changes to the building, you will need an Alteration Building Permit. No changes may be considered for an Occupancy Permit except painting & flooring.
- ☐ **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 qualify for an *Occupancy Permit*
- ☐ **How long has the space been vacant?** An *Occupancy Permit* is only applicable to spaces vacant for less than 6 months
- ☐ **Is your type of business allowed?** Visit the 3rd floor or call 404-371-2173 to verify your business use is allowed at that address.

### STEP ONE – APPLICATION SUBMITTAL

**ONLINE SUBMITTAL:** All submittals online typically reduce review times for Occupancy Permits. Alternatively, 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***

- ☐ **Occupancy Permit Application:** Complete every section as all information is required to process your permit in a timely manner.

#### **Spaces less than 5,000 square feet for Business or Mercantile Occupancies ONLY**

- ☐ **Sketch Floor Plan:** Submit a sketch of your space as instructed on the form included in this packet.

#### **Spaces greater than or equal to 5,000 square feet OR less than 5,000 square feet and NOT Business or Mercantile Occupancies**

- ☐ **Scaled Floor Plan:** In addition to your application, submit THREE COPIES of your Floor Plan and Key Plan consistent with the Occupancy Plans Submittal Checklist

#### **Assembly Occupancies**

- ☐ **Letter of Entertainment:** All Restaurants, Bars, Nightclubs, Lounges, Late Night Establishments and Event Centers will be required to complete the Letter of Entertainment that is signed and notarized with both the tenant and property owner's information.

## DEPARTMENT OF PLANNING & SUSTAINABILITY

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

- ☐ **Total Permit Fee, \$445.00:** The permit fee includes a structural plan review, a life safety code review, a zoning review, a life safety code inspection, and a Certificate of Occupancy

Fee Type	Fee Amount
Development Fee	\$245.00
Fire Marshal Fee	\$200.00
<b>Total</b>	<b>\$445.00</b>

- ☐ **F.O.G. Fees:** Additional fees and inspections may apply if a school, daycare, restaurant, or any institution that may be serving food or have food preparation.
- ☐ DeKalb County accepts Visa, MasterCard, checks, money orders, and cashier's check. The County does not accept American Express, cash, or counter checks (checks without your name printed on it). **Make checks payable to "DeKalb County"**

### **STEP TWO – REVIEW AND APPROVAL**

- ☐ **Zoning Review:** Zoning Staff will review your plans to ensure consistency with the Zoning Code, including Overlay Districts
- ☐ **Life Safety Code Review:** All plans will be reviewed to verify conformity with Life Safety Code
- ☐ **Review follow-up:** The plan review staff will inform you if there are redline comments (corrections) or next steps
- ☐ **Permit Approval:** When your application is **APPROVED**, you will be notified via email to return to DeKalb Development Services, located on the 2<sup>nd</sup> floor, to pick up your permit. If your plans are **NOT APPROVED**, you will be notified via email to 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 documents 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 inspection(s), you may obtain your CO from DeKalb Development Services

## DEPARTMENT OF PLANNING & SUSTAINABILITY

Chief Executive Officer  
Michael Thurmond

Director  
Andrew A. Baker, AICP

# Occupancy Permit Application

<b>PROJECT</b>	Date	Business Name	AP #
	Business Physical Address (Including City and Zip)		Suite #

<b>PROJECT DETAILS</b>	<b>Select One:</b> <input type="checkbox"/> Assembly: <input type="checkbox"/> Place of Worship <input type="checkbox"/> Restaurant <input type="checkbox"/> Nightclub <input type="checkbox"/> Bar <input type="checkbox"/> Other _____	
	<input type="checkbox"/> Business <input type="checkbox"/> Educational <input type="checkbox"/> Daycare <input type="checkbox"/> Factory & Industrial <input type="checkbox"/> High Hazard <input type="checkbox"/> Institutional <input type="checkbox"/> Mercantile <input type="checkbox"/> Storage	
	Provide a detailed description of what the space will be used for:	
	Square Footage of Space Being Occupied by Business _____ Is there a Fire Sprinkler _____ Total Square Footage of Building _____ Is there a Fire Alarm _____	

<b>PRIMARY APPLICANT</b>	<b>Relationship to Project</b> <input type="checkbox"/> Property Owner <input type="checkbox"/> Owner's Agent <input type="checkbox"/> Contractor <input type="checkbox"/> Contractor's Agent <input type="checkbox"/> Tenant <input type="checkbox"/> Architect / Design Professional	
	Applicant's Name	Company Name
	Address (Including City, State and Zip)	Phone
	Email	Mobile
	Additional Applicant	Phone

<b>OWNERS</b>	Property Owner's Name	Company Name
	Address (Including City, State and Zip)	
	Email	Mobile
	Tenant/Business Owner's Name	Company Name
	Address (Including City, State and Zip)	Phone
	Email	Mobile

<b>FEES</b>	<b>Total Minimum Fees \$445</b> (\$195 Minimum Permit Fee; \$50 Certificate of Occupancy; \$200 Fire Review & Inspection). Please note that additional fees may apply depending on the type of permit being submitted. Please contact us by email at <a href="mailto:permitinfo@dekalbcountyga.gov">permitinfo@dekalbcountyga.gov</a> or by phone at (404) 371-2155, option 3, for the calculation of fees, or refer to our fee schedule located at <a href="http://www.dekalbcountyga.gov/planning-and-sustainability/planning-sustainability">www.dekalbcountyga.gov/planning-and-sustainability/planning-sustainability</a>
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Select one option:

- ☐ 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  
☐ A change in the occupant and/or name to unoccupied space

**Initial acknowledgement of each statement:**

\_\_\_\_\_ I have made no changes in any way (i.e. no changes to finishes, 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 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 complete the Business License process.

\_\_\_\_\_ 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.

**Please note that only a contact listed on this application may print and sign his or her name to this form.**

I, \_\_\_\_\_, do solemnly swear that the information on this application is true, and that no false or misleading 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 \_\_\_\_\_ Date \_\_\_\_\_

**Please answer all questions:**

1) Flood Plain: ☐ Yes ☐ No If yes, applicant to complete supplemental SFHA form.

2) Zoning District \_\_\_\_\_ Historic / Overlay \_\_\_\_\_

3) GIS: ♦Ownership / iasWorld match application? ☐ Yes ☐ No

♦Address to be added ☐ Yes ☐ No

♦DoIT ticket number \_\_\_\_\_

4) Tax District \_\_\_\_\_

5) Open Permits under address / Duplicate permits? ☐ Yes ☐ No

5) ID of applicant verified?

6) Applicant / Signature Match: ☐ Yes ☐ No

7) Property Owner Match: ☐ Yes ☐ No

8) Scope of work covered by license: ☐ Yes ☐ No

9) Form Signed? ☐ Yes ☐ No

10) EPlans submittal? ☐ Yes ☐ No

Permit processed by: \_\_\_\_\_

Comments:

# FOR SPACES LESS THAN 5000 Sq. Ft.

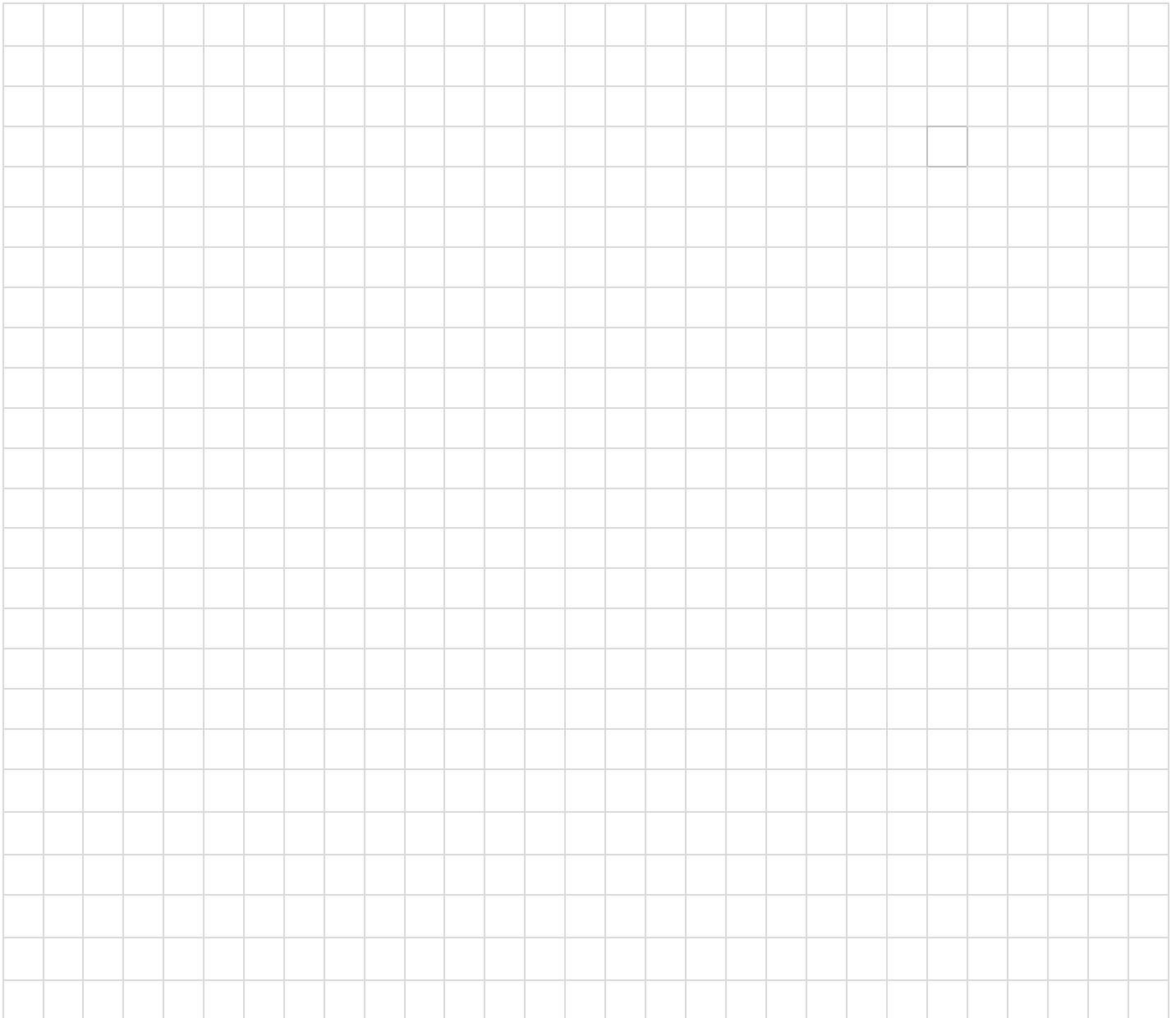
Business (Office) or Mercantile (Retail) Only

Does NOT include: Assembly, Educational, Institution, Daycare, or Residential Occupancies

## Sketch of Tenant Space

Please draw a sketch of your tenant space (floor plan) in the blank space below and include the following information:

- TOTAL SQUARE FOOTAGE AND DIMENSIONS OF SPACE BEING OCCUPIED
- LABEL THE USE OF EACH ROOM/AREA AND THEIR INDIVIDUAL DIMENSION
- LOCATION OF ALL EMERGENCY LIGHTING, EXIT SIGNS & FIRE EXTINGUISHERS
- ALL WALLS, ENTRANCES/EXITS, DOORS, STAIRS, & BATHROOMS



# FOR SPACE 5000 Sq. Ft. OR LARGER AND ALL ASSEMBLY, EDUCATIONAL, INSTITUTIONAL & RESIDENTIAL OCCUPANCIES

## AS-BUILTS

In order to obtain a Certificate of Occupancy, as-built plans must be presented.

For as-built floor plans **submit three (3) sets of plans in person to:**

DeKalb County Department of Planning and Sustainability  
Plans Review Division, 2<sup>nd</sup> floor  
330 W. Ponce de Leon Avenue  
Atlanta, GA 30030

**Plans submitted must provide clear and sufficient information applicable to the requirements of the project in order for the plans examiner to conduct a complete review.**

**Listed below are the items required to meet the criteria for a commercial plan review.**

- A. Name of commercial tenant
- B. Project address (include building and suite number)
- C. Scope of Work Narrative
- D. State of Georgia Registered Architect/Engineer/Design Professional Signed, Sealed and Dated Stamp with registration number on all sheets (see requirements in the Registered Architect/Engineer section below), O.C.G.A. Title 43
- E. Occupancy Classification per NFPA 101 Life Safety Code (LSC), Chapter 6
- F. Occupancy Classification per International Building Code (IBC), Chapter 3
- G. Occupancy Fire-Rated Separation, including rated design assemblies used for structural fire resistance and fire-resistance rated construction separation of adjacent spaces
- H. Type of Construction
- I. If an automatic sprinkler system is provided, and whether the sprinkler system is required
- J. Occupant Load Calculations per Life Safety Code: Occupancy, Total Occupant Load, include calculations, NFPA 101 Chapter 7
- K. Fixture Requirements
- L. List the following codes and editions:
  - International Building Code (IBC)- 2012 edition with Georgia Amendments
  - National Electric Code (NEC) - 2017 edition
  - International Fuel Gas Code (IFGC) - 2012 edition with Georgia Amendments
  - International Mechanical Code (IMC) - 2012 edition with Georgia Amendments
  - International Plumbing Code (IPC) - 2012 edition with Georgia Amendments
  - International Energy Conservation Code (IECC) - 2009 edition with Georgia Amendments
  - International Residential Code (IRC) - 2012 edition with Georgia Amendments
  - International Fire Code (IFC) - 2012 edition with Georgia Fire Marshal Amendments
  - Georgia Accessibility Code - GAC 120-3-20 - 1997 edition
  - National Fire Protection Association 101 Life Safety Code (LSC) - 2012 Edition
  - U.S. Department of Justice A.D.A. Standards for Accessible Design (ADA) - 2010 edition
  - Chapter 120-3-3 Rules and Regulations for the State Minimum Fire Standards in Georgia

**KEY PLAN**

- A. Show proposed space within a building
- B. Show adjoining tenants and identify them by occupancy
- C. Identify use of all tenant spaces
- D. Zoning district, property and overlay if applicable

**SITE PLAN**

- A. Location of project in relation to property lines
- B. Location of project in relation to other buildings on site, if applicable
- C. Identify parking spaces

**FIRE & LIFE SAFETY REVIEW**

- A. Plan set must include a Life Safety Plan
- B. Show all means of egress
- C. Construction Type, with specified reference to 2012 IBC and 2012 NFPA 220 (as modified on GAC 120-3-20, NFPA 101 Table 8.2.1.1). Note construction materials and components of the structure on the plans (i.e. load bearing walls, interior walls, columns, etc.).
- D. Capacity (as identified by the authorities having jurisdiction, such as the DeKalb County School Board).
- E. Locations of ALL exit signs.
- F. Location of all emergency lighting.
- G. Locations of fire extinguishers (Note size, type and rating).
- H. Location of furnaces and water heaters. If unit is in attic/penthouse, note the location. Note BTU input rating of hot water heaters, and note CFM and BTU of furnace.
- I. Location and type of stove (residential or commercial appliance).
- J. Location of ALL stairs (inside and outside), ramps, and slope of ramps (Ex: 1:12)
- K. Location of fixed fire protection devices (Ex: kitchen hood suppression or Sprinkler systems). System design must be done and submitted by GEORGIA licensed fire suppression or sprinkler contractor. Fire systems permits for hoods, sprinklers, and alarms require separate permits.

**REGISTERED ARCHITECT/ENGINEER**

Submit plans with Architect/Engineer/Design Professional seal, as required for all plans that meet any of the following criteria:

- A. Over 5,000 square feet,
- B. Buildings greater than one story, or
- C. All Assembly, Educational, Institutional and Residential occupancies (i.e. Healthcare and Adult and Child Daycare facilities)

**FOOD SERVICE INDUSTRY**

For more information call FOG Main Line **(404)687-7150** or visit:

[www.dekalbwatershed.com/departments/fog/permit\\_information.htm](http://www.dekalbwatershed.com/departments/fog/permit_information.htm)