

# Residential Additions

## Permit Guide

### Three Step Process to Complete Your Residential Addition

*This permit includes accessory structures, porches, decks, room additions, second story additions, garages, carports, and swimming pools*



### What to Know Before You Apply

- Contractor Registration:** Contractors must be licensed by the State of GA, have a GA business license, and must register with DeKalb Development Services, located on the 2<sup>nd</sup> floor of the Clark Harrison Building at 330 West Ponce de Leon Ave. Decatur, GA 30030
- Zoning Requirements:** Do you know the zoning of the property, all the building setbacks, and the maximum impervious surface allowed? Visit the Division of Planning, located on the 3<sup>rd</sup> floor, or call **404-371-2155**
- Building Heights:** Are you in a Residential Infill Overlay District (RIOD)? To find out, visit the Division of Planning, located on the 3<sup>rd</sup> floor, or call **404-371-2155**
- Historic District:** Are you in an historic district? To find out, visit the Division of Planning, located on the 3<sup>rd</sup> floor, or call **404-371-2155**
- Proof of Ownership:** If you purchased the home in the past calendar year, and your name does not yet appear in the tax records, then you must provide a Warranty Deed or proof of ownership
- Floodplain or Flood Damage:** If a building is in the floodplain, flood damaged, or if you need to verify floodplain status, call **404-371-2012**, visit the 2<sup>nd</sup> floor, or go to [www.georgiadfirm.com](http://www.georgiadfirm.com)
- Demolition:** If you have demolished a structure on your property, have you called for a final inspection? If not, call **404-371-3010** to schedule a final inspection
- Stream Buffer:** If your proposed addition is within 75 feet of a stream, make sure your plans comply with the DeKalb County Stream Buffer Ordinance. To find out more information, call **404-371-4718** or ask for Land Development personnel on the 2<sup>nd</sup> floor
- Complete Applications:** Faster service is provided when customers submit complete applications. Knowing the information above ensures our staff will be able to provide excellent customer service

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### STEP ONE – APPLICATION SUBMITTAL

**Submit required documents, including THREE COPIES OF YOUR SITE PLAN, and all necessary fees to DeKalb Development Services**

#### *Required Documents*

- Site Plan:** A site plan is prepared by an engineer or surveyor registered in the state of Georgia. A site plan or survey may be up to ten years old, as long as the survey reflects all current improvements on the property and changes to the flood map. The site plan should contain the location of building site, property lines, all setbacks, the location of the proposed addition, erosion control measures, tree locations, flood plain, state waters, easements, and location of dumpster and port-o-let, as applicable. *For assistance developing your site plan, see the attached checklist for Erosion and Sediment Control*
- Building Permit Application:** This form is used for a variety of permit types. Complete every section that pertains to you. If the work is a repair to an existing home, only this form is required
- Environmental Requirements for Building Permits:** This form describes job site requirements related to erosion control and tree protection. Please be sure to sign and date the form to acknowledge your understanding of the requirements
- Energy Checklist for Compliance with the 2009 International Energy Conservation Code:** The builder must complete this form to certify the use of energy saving building materials and appliances
- Tree Ordinance Exemption Form:** This form certifies that no trees will be removed during construction

#### *Your project may also require the following documents:*

- Are you a state licensed contractor?** You will need to register with DeKalb County. Please bring your state license, government-issued ID, and your valid business license. The names on all licenses must match
- Are you a specialty contractor?** You will need to bring a valid business license
- Performing the work yourself?** You will need to personally submit a *Homeowner's Affidavit* to verify that you own and occupy the property
- Applying for a permit on behalf of a contractor?** You will need to complete an *Authorized Permit Agent Form*
- Located in a historic district?** If so, you will need a *Certificate of Appropriateness* to ensure that your improvements are consistent with historic guidelines. Call **404-371-2155**, or visit the 3<sup>rd</sup> floor for more information
- Building a second story addition?** You will need an *Engineer's Letter* from a Georgia licensed engineer detailing the ability of the existing structure and foundation to support new construction. The engineer will need to perform a site inspection to evaluate your home. Additional engineering reports may be required during construction
- Building a Pool?** You will need Board of Health approval, appropriate fencing, and an electrical permit. To reach the Board of Health, call **404-508-7900**
- Finishing a basement?** You will need a sketch (to scale) of the basement that shows two manners of egress from the building
- Does your home utilize a septic tank?** The Board of Health will have to authorize any residential addition. Contact them at 404-508-7900 for more information

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- Repairing Fire Damage?** If you are repairing a building damaged in a fire, you will need the following:
  1. Copy of the Fire Incident Report. To obtain a copy of this fire report, you need to call 770-724-7740. The reports office is located at 1960 West Exchange Place, Room 203; Tucker, Georgia 30084
  2. An official letter showing the current tax assessed value of the fire damaged building. This letter can be secured from the DeKalb County Tax Assessors Office located at 120 West Trinity Place, Room 208 Decatur, GA 30030. Phone: 404-371-0841
  3. A letter showing the replacement cost of the damaged structure

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

- DeKalb County accepts Visa, MasterCard, checks, money orders, and cashier's check. The County does not accept cash, American Express, Discover 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. If your project is located in an Overlay District, your plans will be routed to the Planning Division, located on the 3<sup>rd</sup> floor. If your plans meet all zoning and overlay regulations, your plans will be routed to the Land Development Department, located on the 2<sup>nd</sup> floor
- Land Development Review:** The engineering staff at the Development Review Counter, located on the 2<sup>nd</sup> floor, will review your plan for buffers, floodplain, and other civil engineering issues
- Permit Approval:** When your permit is **APPROVED**, you can retrieve it at the DeKalb Development Services intake counter, located on the 2<sup>nd</sup> floor. If your plans are **NOT APPROVED**, make corrections and resubmit, with the 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 during construction you deviate from your original plans, you must apply for a Permit Revision, which requires plan sets, fees, and the process described above**
- Install your erosion control devices according to Best Management Practices (BMP's), as outlined in the Manual for Erosion and Sedimentation Control in Georgia
- Schedule BMP inspection prior to further land disturbance activity through the Inspection Request Line at **404-371-3010**
- After you have completed construction, schedule your required building inspections through the Inspection Request Line at **404-371-3010**
- Certificate of Occupancy (CO):** Bring your permit card to DeKalb Development Services with all required inspections signed and approved to receive your Certificate of Occupancy (CO) or Certificate of Completion (CC)

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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<b>THIS SECTION IS FOR NON RESIDENTIAL APPLICANTS ONLY</b>
<p>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.</p> <p>Is this business an adult establishment as defined above by the DeKalb County Code, or does it offer any form of adult entertainment?</p> <input type="checkbox"/> Yes <input type="checkbox"/> 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** (\$195 Minimum Permit 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) 371-2155 for the calculation of fees or refer to our fee schedule located at [www.dekalbcountyga.gov/planning-and-sustainability/planning-sustainability](http://www.dekalbcountyga.gov/planning-and-sustainability/planning-sustainability)

## ENVIRONMENTAL REQUIREMENTS FOR BUILDING PERMITS

The following environmental measures must be in place before permits will be issued.

1. Erosion control measures shall be adequate to protect saved trees on site, state waters, intermediate regional floodplain, drainage systems, required buffers, and adjacent properties, including county or state right-of-ways. ALL EROSION CONTROL MEASURES ARE TO BE INSTALLED AND MAINTAINED AT ALL TIMES UNTIL FINAL LANDSCAPING.
2. All required buffers and floodplains shall be clearly demarcated using sediment barriers and/or tree protection fencing. All state waters, buffers, and floodplains shall have a double row of type "C" silt fence along entire limits.
3. Tree protection fencing will be installed prior to any land disturbing activities, and maintained until final landscaping. No parking, storage, or other construction activities to occur within tree protection areas. Removal or damaged trees designated as save will result in a court summons and will require recompense with 4 inch caliper trees (number to be determined per incident).
4. Tree protection fence will be installed in such a way to adequately protect the critical root zone of all saved trees. Critical root zone means an area of root space that is within a circle circumscribed around the trunk of a healthy tree using a radius of one (1) foot per once (1) of a DBH. Exceptions to strict adherence may be made with prior approval from Environmental Plans Review & Inspections.
5. Prior issuance of the Certificate of Occupancy (CO), all disturbed areas will have a minimum of 90 vegetative cover using sod or other approved landscape materials. Coverage will be determined by viewing any square yard on site.
6. Site is to comply with the requirements of the tree ordinance. Cal (4047) 371-4913 for the Environmental Development Inspector at least 72 hours prior to requesting a Certificate of Occupancy.
7. No finished grade on the lot shall exceed 3:1 slope without prior approval.
8. No trash, building debris, or construction waste will be buried inadvertently on any building site.

**I acknowledge that I have received and will comply with the requirements listed above, or a court summons and/or a stop work order can be issued.**

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_

## TREE ORDINANCE EXEMPTION CERTIFICATION

### *Section 14-39(c)(1) as adopted 2-9-99 and amended 12-14-99*

Building permit # \_\_\_\_\_

Address \_\_\_\_\_

Tax Parcel I.D. \_\_\_\_\_

This Tree Ordinance Exemption Certification applies only to owners of single family residences making additions to existing homes or adding accessory structures, or constructing a new house for the owner's personal residence.

I, \_\_\_\_\_, the owner of the above property, hereby certify that the scope of construction as stated on this building permit will not require the removal of more than five (5) trees between the size of 8 inches in diameter at breast height (DBH) and 29 inches DBH.

I hereby certify that I have not removed more than five (5) trees between 8 inches DBH and 29 inches DBH in this calendar year. I fully understand that the removal of any trees pursuant to the above referenced building permit may require compliance with Section 14-39 of the Land Development Ordinance.

I fully understand that removal of any specimen overstory trees, 30" DBH and larger, or any specimen understory tree 10" DBH or greater is not permitted unless I have approval from the DeKalb County Arborist or the Zoning Board of Appeals. **Sec. 14-39(g) (8) f**

\_\_\_\_\_  
Owner's signature

\_\_\_\_\_  
Date

## DEPARTMENT OF PLANNING & SUSTAINABILITY

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### Residential Zoning Review Checklist Addition to the Existing House

In an effort to improve our Zoning Review process and decrease the number of resubmittals in the Zoning Plans Review/Compliance Section, this checklist has been compiled. Please ensure that the information below is included on the site plan before submittal.

Please provide three (3) copies to an engineer's scale of the site plans with each house addition submittal.

\_\_\_\_\_ Complete the Building permit Application, Tree Form, Energy Form and Environment Form per the checklist.

\_\_\_\_\_ Write in the true owner (individual or entity) of the property. If the property has been sold recently, the Geographical Information Systems (G.I.S.) Department must update this information with a recorded or unrecorded deed. Staff will provide a handout with this information.

\*\*\*Note: Properties in an entity name would constitute having a contractor for the investment property. Moreover all investment properties require a contractor.\*\*\*

\_\_\_\_\_ If you are a homeowner (i.e., own the house and live, or will live in the house), you must complete the Homeowner's Affidavit Form.

\_\_\_\_\_ Limited Specialty Contractors may perform certain jobs, and General Contractors are required for structural changes pursuant to State Law 43-41 implemented July 1, 2008 under the authority of the State of Georgia Secretary of State Office. General Contractors have the following designations: RBC, RBI, RBQ, RLC, RLI, RLQ, GCC, GCI or GCQ.

\_\_\_\_\_ Basement finishes require a simple floor plan identifying the rooms (i.e., bedroom, bathroom, recreation room & etc.). Note: A section kitchen is not authorized.

\_\_\_\_\_ Converting an attached carport or garage to heated floor site require a review of the site per a site plan/survey to ensure the residential zoning district requirement of four (4) off-street parking spaces.

\_\_\_\_\_ Total square footage of the lot.\*

\_\_\_\_\_ Actual addition to the house (size in square feet) should be entered on the Building Permit Application.

\*\*\* Note: Architectural plans are required in the field by the Building Inspectors, since the site plan/survey is only reviewed in the office.\*\*\*

\_\_\_\_\_ A breakdown of the calculations for percentage of lot coverage (includes but not limited to buildings, driveways, decks, porches, etc.).

\_\_\_\_\_ Square footage of any accessory structures (existing or proposed).

\_\_\_\_\_ Existing easements and utilities.

\_\_\_\_\_ Average front setback based on adjacent lots within 75 feet of subject lot per Section 27-788(a).

\_\_\_\_\_ Actual height of proposed building(s).



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- \_\_\_\_\_ Accessory structures require a separate permit per Sections 7-30 and 27-731. Additionally, accessory structures height may not exceed 20 feet or the height of the existing principal structure, whichever is less, and shall comply with the requirements of the respective residential district.
- \_\_\_\_\_ Show the minimum lot standards required for the zoning districts in notes section.
- \_\_\_\_\_ Show sewer mains and sewer tap locations for the site. Indicate whether existing or proposed. If sewer main does not exist, please provide approval of a septic tank permit from the Health Department.
- \_\_\_\_\_ Show sidewalk locations and widths as approved on the final plat.
- \_\_\_\_\_ Note case number for any rezoning and rezoning conditions, special use or variances on the site that relate to proposed addition. Depict any conditions associated with the property on the site plan.
- \_\_\_\_\_ Indicate whether the lot is **INFILL OVERLAY** district next to the name of the Subdivision or lot number.
- \_\_\_\_\_ Architectural, Landscape Architect, Engineer (civil) and/or Land Surveyor's stamp, signature and date on the site plan along with 24-hour contact information.

\*Indicates information that should be contained in the general notes section of the site plan.

For more information, you may contact the Department of Planning & Sustainability Zoning Plans Review/Compliance Section at (404) 371-4915.