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DEPARTMENT OF PLANNING & SUSTAINABILITY

Director  
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**REQUIRED DOCUMENTS BY LAND DEVELOPMENT FOR REVIEW BEFORE ISSUANCE OF CERTIFICATE OF OCCUPANCY FOR NEW HOUSE CONSTRUCTION AND LARGE ADDITION**

- 1- As-built survey as a pdf (do not take pic and convert it to pdf, but scan as pdf or directly save it from CAD file as pdf). As-built shall be prepared using the following checklist:  
<https://www.dekalbcountyga.gov/sites/default/files/user2017/Requirements%20for%20Residential%20As-Built%20Surveys.pdf> ---Checklist is also attached---
- 2- Approved plans showing the county approval stamps.
- 3- Water quality certificate (**Applicable if a water quality BMP has been approved for the project**)
- 4- A copy of the recorded plat showing the location of the units after construction (metes and bounds, distances and bearings to Point of Beginning) (**Applicable for townhouses and condos subdivision**)
- 5- Elevation certificate (**Applicable if property/lot/building is adjacent to detention pond or floodplain**)

**REQUIREMENTS FOR AS-BUILT LOT SURVEYS NEEDED TO OBTAIN  
A CERTIFICATE OF OCCUPANCY**

1. Drawing to scale with Point of Beginning, sealed by an Architect, Engineer, or a Surveyor, licensed in the State of Georgia.
2. The magnetic north direction and scale used for the survey drawing.
3. The shape, dimensions, and bearings of the property lines.
4. The nearest adjacent street and the driveway to the street.
5. The name of the nearest street with the centerline and right-of-way width.
6. The zoning district building set-back line and dimensions from the right-of-way or the property line
7. Any easements or variances on the property.
8. Any streams, waterways, or detention systems on the property, or distance to such (if within 200 feet) on adjacent property.
9. Any 100-year flood elevation on the property or adjacent property.
10. The slope of the driveway and landings.
11. Direction of surface water flow across the property.
12. Any retaining walls on the property and the height of the wall or the elevation to both the top and bottom of the wall.
13. Note any restraint system at the top of retaining walls over 30" in height.
14. Any encroachments on the property or the adjacent property side of the street.
15. Any storm drain inlets in front of the property along the property side of the street.
16. The dimensions from the end of the driveway radius at the curb to the nearest storm drain within 6ft of the end of the driveway.
17. The property address.
18. The height of the building and the size of the primary residence in square feet.
19. Identify the property zoning district with the map district, land lot, block and parcel, the percent of the lot covered by impervious surfaces, and the lot area.
20. The primary building and accessory structure's location and shape of the property.

The tolerance for residential as-built lot surveys property lines are +/- 00°30'00" bearing and 1.0 foot distance. As-built lot surveys will be compared to the approved building permit drawings or final plats.

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