

Chief Executive Officer
Lorraine Cochran-Johnson

DEPARTMENT OF PLANNING & SUSTAINABILITY

Director
Juliana A. Njoku

BUILDING PERMIT APPLICATION

Date: _____

Shaded area for office use Building Permit Number	Check Applicable Type:
	<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

PROJECT NAME / TENANT NAME / SUBDIVISION NAME	LDP NUMBER	NUMBER OF UNITS

PROJECT ADDRESS		City	State	Zip
Building #	Floor #	Apt #	Suite #	Lot #

PROPERTY OWNER'S NAME		
Address		
Phone	Mobile	Fax
Email		

APPLICANT <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		

CONTRACTOR <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 #

Type of Work: <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	Estimated Cost \$
Please provide a full description of work: 	
Construction Type: <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	Occupancy Classification:

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

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

Setbacks: Front _____ Rear _____ Left _____ Right _____	Impervious Area (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 applying 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