

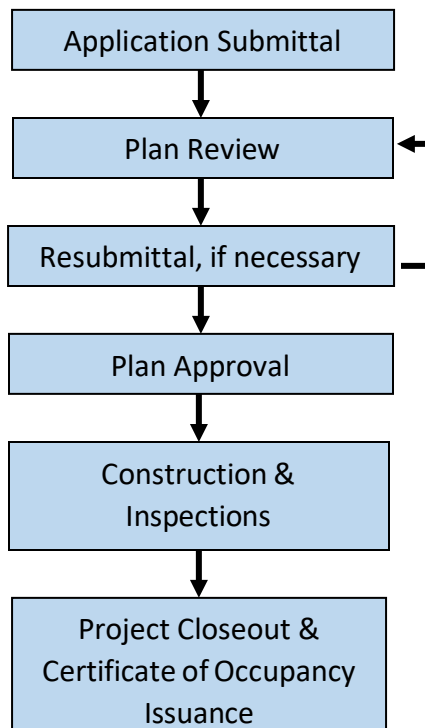
# Residential Building Permit

## Application Packet for:

Single-Family Residential Interior & Exterior Renovations

Single-Family Residential Additions

New Single-Family Homes



## **The Following Information is Included in this Packet:**

- A. Residential Building Permit Process Flowchart
- B. Instructions for Obtaining a Residential Building Permit
- C. Building Permit Application
- D. Single-Family Residential Building Permit Plan Checklist
- E. ROW Encroachment Permit Instructions



# Residential Building Permit Process

## Official Submittal

1. One digital PDF of plans (50 MB max. individual file size.)
2. Completed Application
3. Georgia Residential Energy Code Compliance Certificate
4. ROW Encroachment Form (if necessary)
5. Payment of fees

## Questions?

Just ask. Contact the Planning and Zoning Department at 770-224-0200 or [permits@stonecrestga.gov](mailto:permits@stonecrestga.gov)

## Plan Review

1. Internal Reviews:
  - Planning and Zoning
  - Building
  - Engineering
  - ROW encroachment
2. DeKalb Watershed (new residential units only – not required for additions, demo/rebuild, etc.)
3. DeKalb Health Department (septic tanks only)
4. Internal reviews (those done by City staff) take up to 10 business days **upon approval by other required agencies. Permit applicant is considered incomplete until approval received from all required agencies**
5. Internal review comments are uploaded to the Citizen Serve portal  
Internal reviews for resubmittals take up to 5 business days.
6. Each City resubmittal requires that the applicant submit one digital PDF and response letter addressing review comments.
- 7.
- 8.

## Plan Approval

1. Once plans are approved, the applicant will be contacted to submit the following:
  - a. Remaining fees to be paid, including NPDES fees for projects with >1 acre of land disturbance
  - b. Remaining Required Documents for Permit Issuance:
    - i. Sewer Capacity Letter or Sewer Capacity Evaluation Form – (new residential units only – not required for additions, demo/rebuild, etc.)
    - ii. General Contractor Affidavit or, if owner is acting as G.C., Homeowner's Declaration Form
    - iii. Contractor's Georgia Business License and State License
    - iv. Government Issued ID for General Contractor and/or Authorized Agent (Driver's License, Passport, etc.)
    - v. Authorized Permit Agent Affidavit
    - vi. Erosion control bond, if necessary
  - c. All subcontractor affidavits are required to be submitted before inspections are scheduled.
2. One digital PDF of final plan set (maximum size is 50 MB). A stamped digital version will be emailed to applicant and shall be printed and kept on job site.
3. Once all requisite documents are submitted and verified, the permit can be issued.

## Inspections

1. Schedule building inspections through the Citizen Serve online portal on our website at <https://www.stonecrestga.gov>
  - You will need the permit number and contractor access code to schedule an inspection. For contractors, this will be your contractor license number. For requestors not required to have a license, this will be your business license number. For homeowners doing their own work, this will be your address street number.
2. Building inspection requests submitted by 4:00 pm Monday through Thursday are generally scheduled for the following day. Building inspection requests submitted by 11 am on Friday are generally scheduled for the following business day.

## Project Closeout

1. The following project closeout documents are required at the conclusion of all projects:
  - a. City of Stonecrest final inspections (must be requested by applicant).
    - i. Site final
    - ii. Building final
    - iii. Zoning final (new residential only)
  - b. In addition to City inspections, projects within GDOT right-of-way require GDOT final inspection
  - c. Additional documents as required based on project scope, if needed.
2. Once all required project closeout documents are submitted and verified, a Certificate of Occupancy/Completion will be issued



## INSTRUCTIONS FOR OBTAINING A RESIDENTIAL BUILDING PERMIT

Use this permit for:

- Interior & exterior single-family residential renovations
- Single-family residential additions
- New single-family homes

All construction must comply with zoning and building requirements. The City's Code of Ordinances may be viewed online through Municode at: [THE CODE OF THE CITY OF STONECREST, GEORGIA | Code of Ordinances | Stonecrest, GA | Municode Library](#)

**Individual PDF files may not exceed 50 MB. Larger files should be separated into individual PDFs.**

- A. **Submit a PDF digital version of a site plan** showing all existing structures, new structures or additions, curb cuts, sidewalks, landscaping, utility locations and property/right-of-way/set-back lines and other pertinent details. For interior finish only, no site plan is required. Plans must be to scale and include address and contact information for the owner and design professionals. See Site Plan Review Checklist in this application packet for more information.
- B. **Submit a PDF digital version of the plans** as required for the construction of all new buildings, additions or remodeling involving structural changes. All plans should be clearly drawn to scale (feet/inches). For interior remodel, site plans are not required unless requested by the Department, but applicants must clearly indicate the scope of work within the structure.

Depending on the type of construction, plans may be required to be prepared by a registered design professional. See the City's Code of Ordinances for details on structural plan requirements. Site plans may be required to be prepared by a registered surveyor at the discretion of the Planning and Development Department.

- C. **Fees.** Building permit fees are based on standard Valuation Tables. Payment of Fee is required with the first submittal.
- D. **Plan Revision and Resubmittal Process.** Code compliance comments from the Department will be sent jointly via email to the contact person listed on the application. All resubmittals must be submitted electronically along with a separate document that includes detailed responses to any comments provided. The applicant must work directly with any other outside review agencies, if required (see attached flowchart).
- E. **Plan Approval.** When the plans are approved, an approval letter will be emailed to the primary contact listed on the application. This letter will notify the applicant of any outstanding items necessary to issue a permit. In addition, the applicant will be asked to submit one final digital copy of all plans. The applicant must also provide all required outstanding, supporting documentation appropriate to the project (i.e. bonds, REScheck, external approvals, etc.) outlined in the approval letter. Once the plans are digitally signed by staff, the applicant will receive an electronic copy via email to be printed and provided on site through the duration of the project. Once the project is approved and all documents have been accepted, the City will issue the permit.

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Notes to Contractors or Homeowner acting as Contractor:

- The street address and/or suite numbers must be clearly posted at all project locations.
- Construction dumpsters may not be placed in the street.
- The inspection card and an approved set of the plans must remain on the site at all times during construction.
- Permits are not transferable, nor are they refundable.
- Permits expire if work is not begun within 180 days or substantially completed within two years of issuance.
- A **Certificate of Occupancy** or **Certificate of Completion** may be obtained when all permits issued have approved final inspections and all required fees, bonds, site work, documentation, and landscaping reviews have been completed.

## **RESIDENTIAL BUILDING PERMIT SUBMITTAL CHECKLIST**

**(Note: Individual PDF files may not exceed 50 MB. Large files should be separated into individual PDF files not exceeding 50 MB.)**

### **Initial Submittal:**

- Complete Building Permit Application
- Georgia Residential Energy Code Compliance Certificate (New Construction only)
- ROW Encroachment Form (if required)
- Plan Review Fee
- PDF Digital version of plans

### **Plan Revisions:**

- PDF digital version of plans
- Document including detailed responses to any plan comments
- Any other requested supporting documents from reviewers

### **Prior to Issuance of Permit:**

- Building Permit Fee
- C/O or C/C Fee
- PDF digital version of final plan set
- Homeowner Declaration Form (if homeowner is acting as General Contractor)
- Copy of current Georgia Business License (not required for Homeowners acting as General Contractor)
- Copy of qualifying Georgia State License for the General Contractor (not required for Homeowners acting as General Contractor)
- Copy of GSWCC (Soil & Erosion Control certification) card (not required for Homeowners acting as General Contractor)
- General Contractor affidavit (not required for Homeowners acting as General Contractor)
- Subcontractor Affidavits (may be submitted after issuance of building permit but prior to any subcontractor work being done)
- Outside Agency Approvals, if applicable
- Any other required supporting documents and/or bonds, if necessary



## SINGLE-FAMILY RESIDENTIAL BUILDING PERMIT PLAN CHECKLIST

### CHECKLIST OVERVIEW

All work must be in conformance with an approved site plan and applicable City ordinances, codes, and policies. Some requirements may not apply to all projects.

### Submittal Requirements for Plan Review:

#### 1. Provide a Site Plan, drawn to scale, that shows the following:

	a. All property lot lines
	b. Building footprints and dimension to the lot lines
	c. Abutting street(s)
	d. Curb cut(s)
	e. Setbacks applicable to that zoning district per <a href="#">City Ordinance</a>
	f. The use, square footage, and height of the building(s)
	g. Vehicle parking area(s)

*Site plan requirements may be waived for interior-only permits at the discretion of the Department.*

#### 2. Erosion and Sedimentation Control (not required for interior-only permits)

	a. Show grading & drainage: Existing and proposed ground contours/elevations, indicating cut and/or fill operations; may include stockpiling.
	b. Show limits of disturbance and note number of disturbed acres.
	c. Show BMPs for erosion and sedimentation Control.
	d. Delineate streams, stream buffers, and wetlands or certify there are none are on the site or within 200 feet of the site.

#### 3. Building Plans

	a. Architectural plans showing compliance with International Residential Code.
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# Building Permit Application

Job Address:		City:	State:	Zip:
Unit/Apt/Suite/Floor #s:		Number of residential units:	Purpose: <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alter <input type="checkbox"/> Repair	
Project/Business Name:		Scope of work: <input type="checkbox"/> Interior <input type="checkbox"/> Exterior    Structural Review Required? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Building Type: <input type="checkbox"/> Single-family detached residential <input type="checkbox"/> Townhome(s) <input type="checkbox"/> Multi-family residential, mixed-use, or non-residential		Description of work to be performed:  <input type="checkbox"/> Land Disturbance: Total Disturbed Acreage: _____		
Construction areas (check all that apply): <input type="checkbox"/> Heated area square feet _____ <input type="checkbox"/> Deck square feet _____ <input type="checkbox"/> Unheated basement square feet _____ <input type="checkbox"/> Unheated garage square feet _____				
Business Owner Name (non-residential permits only):		Phone #:	Right-of-way encroachment? <input type="checkbox"/> Yes <input type="checkbox"/> No	Stream within 200 feet of property? <input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Property/Building Owner (of Job Address):</b>			<b>General Contractor Co. (If homeowner, provide Declaration Form):</b>		
Name:			Company Name:                      Contact Name:		
Address:			Address:		
City:	State:	Zip:	City:	State:	Zip:
Tel #:	Mobile #:		Tel #:	Mobile #:	
E-Mail:			E-Mail:		

Primary Contact Name:		Primary Contact Phone:		Primary Contact Email:	
Type of Construction (VB, IIB, IA, etc.) – Single-family residential = VB			Occupancy Type (Business, Residential, Mercantile, etc.):		
Contractor's Business License #:		State License #:		<input type="checkbox"/> Qualifying Agent <input type="checkbox"/> Licensed Individual	
Qualifications Held: <input type="checkbox"/> Residential Basic Contractor <input type="checkbox"/> Residential Light Commercial <input type="checkbox"/> General Contractor					
Sub-contracted work for this job <input type="checkbox"/> Electric <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Low Voltage <input type="checkbox"/> Other _____					
<p>Notice: No changes shall be made from that which is stated in this application, or in attached plans and specifications, except by submitting a revised application, plans and/or specifications and receiving approval of the Chief Building Official for such change. Granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I hereby certify that I have read and examined this application and the information provided is true and correct. I further certify that all construction will comply with the current City and State Building Codes. This permit is void if no construction activity commences within six months of issuance date or an extension is granted per City Code.</p> <p>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 person or property. I agree to exonerate, indemnify and save harmless the city 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. I also agree to allow all inspections and right of entry per Section 120-2 of the UDO.</p> <p><b>**Note: Only the Property Owner, Architect, General Contractor or other Authorized Agent should sign this application as an applicant. EXCEPTION: If a tenant is applying to move into a commercial space, then the tenant should sign as the applicant.</b></p>					
Signature of Applicant: _____				Date: _____	
Signature of Property Owner: _____				Date: _____	

# Georgia Residential Energy Code Compliance Certificate\*



Builder/Design Professional: \_\_\_\_\_

Phone: \_\_\_\_\_

## **Envelope Summary:**

- List the R-Value for the following components:

Flat ceiling/roof: _____	Sloped/vault ceiling: _____
Exterior wall: _____	Above grade mass wall: _____
Attic kneewall: _____	Attic kneewall sheathing: _____
Basement stud wall: _____	Basement continuous: _____
Crawlspace stud wall: _____	Crawlspace continuous: _____
Foundation slab: _____	Floors over unconditioned space: _____
Cantilevered Floor: _____	Other insulation: _____

- Fenestration Components:

Window U-factor: _____	Window SHGC: _____
Skylight U-factor: _____	Skylight SHGC: _____
Glazed Door U-factor: _____	Opaque Door U-factor: _____
	(<50% glazed)

- Building Envelope Tightness (BET):

BET test conducted by: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Fan Flow at 50 Pascals = \_\_\_\_\_ CFM<sub>50</sub> Total Conditioned Volume = \_\_\_\_\_ ft<sup>3</sup>  
 ACH<sub>50</sub> = CFM<sub>50</sub> x 60 / Volume = \_\_\_\_\_ ACH<sub>50</sub> (must be less than 7 ACH<sub>50</sub>)

## **Low Rise Multifamily Visual Inspection Option**

(The visual inspection option may be conducted by a third-party instead of the BET test for R-2 buildings only.)

Visual inspection conducted by: \_\_\_\_\_ Phone: \_\_\_\_\_

## **Mechanical Summary:**

Water Heater Energy Factor: \_\_\_\_\_ Ef Fuel type:  Gas  Electric  Other

Number of Heating and Cooling Systems: \_\_\_\_\_

Heating System Type (choose one):

Gas: \_\_\_\_\_ AFUE  Air-Source Heat Pump: \_\_\_\_\_ HSPF  
 Other: \_\_\_\_\_ Efficiency: \_\_\_\_\_

Cooling System Type (Standard DX, Heat Pump, Geothermal, etc.): \_\_\_\_\_

Cooling System Efficiency: \_\_\_\_\_  SEER  EER  Other

Heating/Cooling Load Calculations Performed by: \_\_\_\_\_ Phone: \_\_\_\_\_

Total Heating Load (Based on ACCA Man. J or other approved methodology): \_\_\_\_\_ Btu/h

Total Cooling Load (Based on ACCA Man. J or other approved methodology): \_\_\_\_\_ Btu/h

Cooling Sensible Load: \_\_\_\_\_ Btu/h Cooling Latent Load : \_\_\_\_\_ Btu/h

Total Air Handler CFM (based on design calculations): \_\_\_\_\_ CFM

Duct Tightness Test Conducted by: \_\_\_\_\_ Phone: \_\_\_\_\_

CFM<sub>25</sub> per 100 ft<sup>2</sup> of conditioned floor area = CFM<sub>25</sub> x 100 / Conditioned floor area served

If all ducts are not located within conditioned space, builder must verify that either the postconstruction duct leakage to outdoors (PCO) is ≤ 8 cfm/100 ft<sup>2</sup>, the post construction total duct leakage (PCT) is ≤ 12 cfm/100 ft<sup>2</sup>, or the rough-in test (RIT) with air handler installed is ≤ 6 cfm/100 ft<sup>2</sup>. State which method was used to conduct the duct tightness test: duct blower (DB), modified blower door subtraction method (MBDS), or automated multipoint blower door (AMBD).

System	Method (DB, MBDS, AMBD)	Test (PCO, PCT, RIT)	CFM <sub>25</sub>	Area served (ft <sup>2</sup> )	Test Result
1					
2					
3					

\*Note: This permanent certificate shall be posted on or in the electrical distribution panel. Certificate shall be completed by the builder or registered design professional. Where there is more than one value for each component, certificate shall list the value covering the largest area.





## HOMEOWNER DECLARATION FORM

The undersigned hereby applies for consideration as a property owner desiring to perform construction on his/her residence. In making this request for a "home owner" permit, the undersigned states the following to be true:

1. Applicant resides or intends to reside on premises. Property described in permit application is currently owned by applicant. Applicant must reside in completed structure and does not plan to offer same for sale for a period of 24 months as per OCGA section 43-41-17. Applicant has not made a previous Homeowner Declaration where he/she has failed to reside at the premises thereafter.
2. Applicant will serve as the general contractor and accept inherent responsibilities for the work authorized by the approved permit in accordance with Georgia's licensing law pertaining to Residential and General Contractors, and including workman's comprehensive liability.
3. Applicant agrees to hire properly licensed contractors for work that is further sub-contracted. All plumbing, electrical and HVAC work will require separate sub-contractor forms, including work performed by applicant in lieu of licensed contractors.
4. Applicant agrees to perform all work in accordance with all applicable codes and strictly adhere to the inspection requirements. The undersigned acknowledges that all required inspections must be performed in an established sequence and that any work done in violation of the codes must be corrected or may be ordered to be removed.
5. Applicant acknowledges that he/she is aware that a permit issued under the provisions of the code may be revoked for false statements or misrepresentation as to the material fact in the application on which the permit was based.
6. Applicant further acknowledges that he/she is aware that any knowingly false statements made in the permit application will subject said applicant to possible prosecution. Georgia Criminal Code, Section 16-10-71 (False Swearing).

**PROPERTY ADDRESS:** \_\_\_\_\_

**TYPE OF WORK TO BE PERFORMED:**

**CHECK ALL THAT APPLICANT IS RESPONSIBLE FOR (DO NOT CHECK IF THE WORK WILL BE SUBCONTRACTED OUT TO LICENSED TRADESPERSONS:**

- |                                   |                                      |                                |
|-----------------------------------|--------------------------------------|--------------------------------|
| <input type="checkbox"/> BUILDING | <input type="checkbox"/> PLUMBING    | <input type="checkbox"/> OTHER |
| <input type="checkbox"/> HVAC     | <input type="checkbox"/> ELECTRICAL  |                                |
| <input type="checkbox"/> GAS      | <input type="checkbox"/> LOW VOLTAGE |                                |

**APPLICANT'S NAME:** \_\_\_\_\_ **APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

