

# Chamblee Development 101

## Building Permit Process

October 11, 2016



# Agenda

- *Development Department News*
- *Panel presentation and discussion*
  - Types of Permits Needed
  - Permitting Process
  - Building Codes
  - DeKalb Fire Marshal
- Questions and Answers



# Permits in the Development Process

**Step 1**

PUD, DCI approval (if necessary)

Conditions of Approval

**Step 2**

Land Disturbance Permit (LDP)

Certificate of Completion

**Step 3**

**Building Permit**

Certificate of Occupancy



# Types of Permits

- Trade Permits
  - Mechanical
  - Electrical
  - Plumbing
- Building Permits (Combo permits)
- Demolition Permits
- Sign Permits
- Other Permits
  - Roof
  - Siding
  - Fence
  - Etc. - see list on fee sheet
- Permits are valid for 6 months

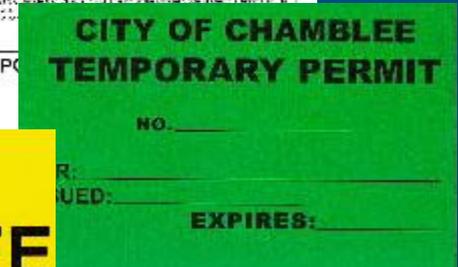
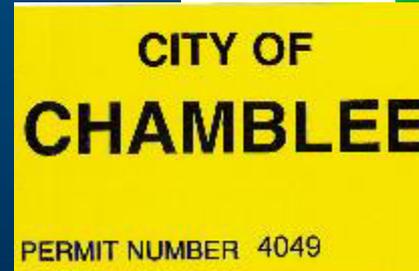
**BUILDING PERMIT**

Permit Number: 190360184284

Foundation on TIE-01-0602

| Type       | Size | Depth | Notes |
|------------|------|-------|-------|
| FOUNDATION |      |       |       |

**NOTICE**



# Building Permitting Process

Jacobs

- Project Management
1. Pre-Application
  2. Intake
  3. Zoning Compliance

Safe Built

4. Plan Review
- Structural
  - Mechanical
  - Electrical
  - Plumbing

Safe Built

5. Building Inspections
- Footings/ Trades, etc.
  - Final

## Fire Department

- Life Safety
- ## Watershed Management
- Backflow Preventer
  - Fats, Oil & Grease (FOG)
- ## Inspections

DeKalb  
County



# Why get a permit?

- Required by law
- Penalty – pay double fees
- Will impact the resell or refinancing of a home
- Safety!



# When are Permits Needed

“Any owner, authorized agent, or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system, the installation of which is regulated by the construction codes, or to cause any such work to be done, shall first make application to the building official and obtain the required permit for the work.” – *Chamblee Code of Ordinances, Sec. 18-32*



# When a permit is not required

- See Chapter 1 of the International Building Code and Permits Required Checklist, list includes:
  - Sheds or playhouses less than 120 sf
  - Retaining wall less than 4 ft in height
  - Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
  - Basic repairs



# Trends in Building Permits

| Permit Measure   | 2016 (Jan-Jun) | 2015         | 2014         | 2013        |
|--|----------------|--------------|--------------|-------------|
| Building permits issued:<br>Commercial                         | 94             | 158          | 117          | 60          |
| Building permits issued:<br>Residential                        | 162            | 248          | 152          | 132         |
| Valuation of commercial<br>construction: alterations           | \$8,716,425    | \$9,646,676  | \$9,780,460  | \$1,361,932 |
| Valuation of<br>commercial/industrial<br>construction: regular | \$114,883,034  | \$47,403,889 | \$23,987,617 | \$2,996,817 |
| Valuation of residential<br>construction: alterations          | \$2,035,107    | \$3,506,494  | \$1,952,869  | \$1,316,420 |
| Valuation of residential<br>construction: regular              | \$6,536,138    | \$12,020,581 | \$8,456,042  | \$4,975,352 |



# 2015 Building Permits

## Chamblee Jurisdiction Performance 2015

|                            | Residential  |             |               |        | Commercial   |              |               |        | Misc/One Stop | Other        | Total         |
|----------------------------|--------------|-------------|---------------|--------|--------------|--------------|---------------|--------|---------------|--------------|---------------|
|                            | New          | Alteration  | Misc/One Stop | Other  | New          | Alteration   | Misc/One Stop | Other  |               |              |               |
| <b>Inspection Activity</b> |              |             |               |        |              |              |               |        |               |              |               |
| Number of inspections      | 293          | 392         | 77            | 0      | 141          | 251          | 16            | 0      | 1631          | 0            | 2801          |
| Number passed              | 244          | 327         | 68            | 0      | 119          | 207          | 15            | 0      | 1367          | 0            | 2347          |
| Inspection passed %        | 83.3%        | 83.4%       | 88.3%         | 0.0%   | 84.4%        | 82.5%        | 93.8%         | 0.0%   | 83.8%         | 0.0%         | 83.8%         |
| % completed on sched date  |              |             |               |        |              |              |               |        |               |              | 100.0%        |
| <b>Permit Activity</b>     |              |             |               |        |              |              |               |        |               |              |               |
| Applications filed         | 35           | 144         | 101           | 0      | 38           | 145          | 24            | 0      | 1059          | 343          | 1889          |
| Valuation - applications   | \$19,285,203 | \$3,752,971 | \$345,570     | \$0.00 | \$88,444,172 | \$15,584,027 | \$1,990,551   | \$0.00 | 690,863       | \$39,664,768 | \$169,758,126 |
| Permits issued             | 32           | 127         | 90            | 0      | 23           | 111          | 24            | 0      | 1024          | 0            | 1431          |
| Valuation - issued         | \$8,207,363  | \$3,506,494 | \$306,723     | \$0.00 | \$35,766,662 | \$9,646,676  | \$1,990,551   | \$0.00 | 994,048       | \$0.00       | \$60,418,518  |
| Avg days submit to issue   | 66.1         | 12.2        | 1.9           | 0.0    | 91.8         | 47.3         | 0.0           | 0.0    | 4.0           | 0.0          | 22.3          |
| Total fees billed          | \$95,386     | \$94,019    | \$16,115      | \$0.00 | \$521,916    | \$320,557    | \$8,100       | \$0.00 | \$130,369     | \$323,235    | \$1,509,697   |
| Avg fees/permit (billed)   | \$1,907      | \$614       | \$162         | \$0.00 | \$12,729     | \$2,122      | \$324         | \$0.00 | \$123         | \$2,627      | \$12          |
| Total fees paid            | \$80,872     | \$74,392    | \$13,955      | \$0.00 | \$311,665    | \$147,261    | \$7,900       | \$0.00 | \$94,933      | \$266,087    | \$997,066     |
| <b>Plan Reviews</b>        |              |             |               |        |              |              |               |        |               |              |               |
| Received                   | 33.0         | 132.0       | 22.0          | 0.0    | 22.0         | 130.0        | 0.0           | 0.0    | 7.0           | 0.0          | 346.0         |
| Approved                   | 31.0         | 121.0       | 19.0          | 0.0    | 24.0         | 123.0        | 0.0           | 0.0    | 6.0           | 0.0          | 324.0         |
| Avg days to first comments | 4.0          | 2.0         | 0.9           | 0.0    | 10.9         | 4.7          | 0.0           | 0.0    | 2.1           | 0.0          | 2.5           |

# Fees

- Cost is dependent on the total valuation of the improvement
- Example: \$250,000 house
  - Permit fee = \$2,312.50
- Minimum fee of a building permit
  - \$80 Stand Alone Trade Permit
  - \$150 Residential
  - \$200 Commercial

|  |  |  |
|--|--|--|
| Calculating Building Valuation                   | Unless otherwise stated, the valuation for all new construction will be based on the actual contract cost of the work or calculated by using the latest construction cost data as published in the Building Safety Journal by the International Code Council. For Interior Completion only, the construction cost is valued at 90% of the calculated ICC building valuation. |  |
| Fee Payment                                      | Plan review fees are non-refundable and due at time of application.  |  |
| Plan Review Fees                                 | Minimum Plan Review Fees   | Residential - \$100.00 Commercial - \$200.00   |
|  | Residential Plan Review  | Additional 25% of permit fee   |
|  | Commercial/Industrial Plan Review  | Additional 50% of permit fee   |
| Permit Fees                                      | Minimum Permit Fees  | Residential - \$150.00 Commercial - \$200.00   |
|  | TOTAL VALUATION  | SEE  |
|  | \$1.00 to \$25,000.00  | \$14.00 for each \$1,000.00, or fraction thereof, to and including \$25,000.00   |
|  | \$25,001.00 to \$50,000.00   | \$350.00 for the first \$25,000.00 plus \$10.00 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00      |
|  | \$50,001.00 to \$100,000.00  | \$600.00 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00      |
|  | \$100,001.00 to \$500,000.00   | \$950.00 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00     |
|  | \$500,001.00 to \$1,000,000.00   | \$3,350.00 for the first \$500,000.00 plus \$5.00 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00 |
|  | \$1,000,001.00 and up  | \$5,850.00 for the first \$1,000,000.00 plus \$3.00 for each additional \$1,000.00, or fraction thereof                                |
| Certificate of Occupancy or Completion (C/O C/C) | New commercial building  | \$100.00   |
|  | New single family detached, condo, townhome  | \$50.00  |
|  | New or renovated commercial tenant space   | \$25.00  |
| Trade Permits (Mechanical, Electrical, Plumbing) | Flat Fee   | \$80   |
|  | Temporary Power Letter   | \$50   |
| Signs Requiring a Building Permit                | Wall mounted - up to 50 sq. ft.  | \$75   |
|  | Wall mounted - 51 to 100 sq. ft.   | \$125  |
|  | Wall mounted - 101+ sq. ft.  | \$200  |
|  | Free standing - up to 40 sq. ft.   | \$100  |
|  | Free standing - 41 to 64 sq. ft.   | \$200  |
|  | Free standing - over 64 sq. ft.  | \$1,000  |
|  | Temporary Signs  | \$25   |
|  | Replacement face - existing business   | N/C  |
|  | Replacement face - new business  | 1/2 fee  |
| Demolition                                       | Interior (bidg or tenant space)  | \$100  |
|  | Single family residential house  | \$150  |
|  | Commercial building  | \$200  |
| Permit Extensions                                | First extension  | \$50/ 3 months   |
|  | Subsequent extension   | \$100/ 3 months  |
| Re-Inspections                                   | Re-inspection fee  | \$50   |
| Other  | Transfer of Permit/change of contractor  | \$200  |
|  | Fence Permit   | \$50 Residential/\$75 Commercial   |
|  | Tent Permit  | \$50   |
|  | Structure move   | \$200  |
|  | Siding replacement   | \$100  |
|  | Roof   | \$100 Residential/\$200 Commercial   |
|  | Inspections outside of normal business hours   | \$75 per hour (\$150 minimum)  |
|  | Replacement of permits, CO's, etc.   | \$25.00  |
|  | Minor Plan Revision Reviews - Review on  | \$75 per hour (\$150 minimum)  |
|  | Adverse to plans after approval  | 200% of original permit fee  |
|  | Fee for work done without a permit   |  |
|  | Temporary Construction Trailer (not including electric)  | \$100.00   |
|  | Preliminary/code compliance/safety inspections   | \$100.00   |

# Residential Permit Application Checklist

- 2 sets of architectural drawings, or
- 2 sets of hand drawn scaled drawings
- All plans include room identification
- Electrical outlets, plumbing fixtures, mechanical units must be shown
- Spans and lumber sizes or manufacturer's truss specifications
- Footing and foundation wall details
- Window sizes and if tempered
- A Res/Check is required
- Four-sided elevations with building height dimensions
- Square footage of heated and unheated areas



# Link between the UDO and Building Codes

- Adoption of minimum standard codes as per the Uniform Code Act, UDO Section 100-12
- See Georgia Department of Community Affairs Website, <http://www.dca.state.ga.us/development/constructioncodes/programs/codes2.asp>
- Chamblee Municipal Code CHAPTER 18, "BUILDINGS AND BUILDING REGULATIONS" establishes role of the Building Official



The screenshot shows the Georgia Department of Community Affairs website. The header features the Georgia Department of Community Affairs logo and a search bar. The main content area is titled "Georgia's Construction Codes" and includes a "Program Description" section. The "Program Description" section explains that Construction Codes have become an important issue for Georgia's local governments, building professionals, and citizens alike. It provides a general overview of the Georgia's Construction Code Program, including enforcement, local amendments, current codes, and whom to call if you have questions regarding construction codes and related issues in Georgia. The "In General" section states that the Uniform Codes Act is codified at chapter 2 of title 8 of the Official Code of Georgia Annotated (O.C.G.A. Section 8-2-20)(b). There are twelve adopted codes. Each of these separate codes typically consist of a base code (e.g. The International Building Code as published by the International Code Council) and a set of Georgia amendments to the base code. Eight of these codes are "mandatory" (are applicable to all construction whether or not they are locally enforced) and four are "permissive" (only applicable if a local government chooses to adopt and enforce one or more of these codes). These codes are as follows:

**Mandatory Codes:**

- International Building Code
- International Residential Code for One- and Two-Family Dwellings
- International Fire Code
- International Plumbing Code
- International Mechanical Code
- International Fuel Gas Code
- National Electrical Code
- International Energy Conservation Code

• For information and questions regarding the Life Safety Code (NFPA 101) or the Georgia Accessibility Code please contact the State Fire Marshal's Office by clicking [here](#).

**Permissive Codes:**

- Disaster Resilient Building Code IRC Appendix
- Disaster Resilient Building Code IRC Appendix
- International Swimming Pool and Spa Code
- International Property Maintenance Code
- International Existing Building Code
- National Green Building Standard

As noted above, the building, one and two family dwelling residential, fire, plumbing, mechanical, gas, electrical and energy codes are mandatory codes, meaning that under Georgia law, any structure built in Georgia must comply with these codes, whether or not the



# 8 Mandatory Codes

1. **International Building Code;**
2. **International Residential Code for One- and Two-Family Dwellings;**
3. **International Fire Code;**
4. **International Plumbing Code;**
5. **International Mechanical Code;**
6. **International Fuel Gas Code;**
7. **National Electrical Code; and**
8. **International Energy Conservation Code.**



# Fire Code/ Life Safety Code

- What it covers
- When it applies
- How it is enforced



# Upcoming Classes

| Date, Time        | Subject                     | Description  |
|-------------------|-----------------------------|--|
| 11/08/16, 6:30 PM | Land Disturbance Permitting | Types of permits needed, Permitting process, Site Codes (Buffers, Trees, Soil Erosion, Floodplain, Stormwater) |
| 12/13/15, 6:30 PM | Code Enforcement            | Violations and Non-conforming Uses, who to contact, Penalties and actions                                      |



# Where to find more information

- Website: [www.chambleega.gov](http://www.chambleega.gov)
- Office visit: 3506 Broad Street
- Call us at 770-986-5024

