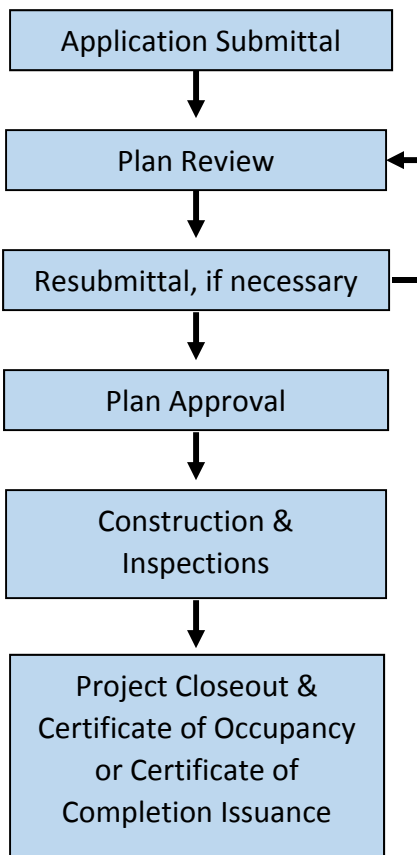


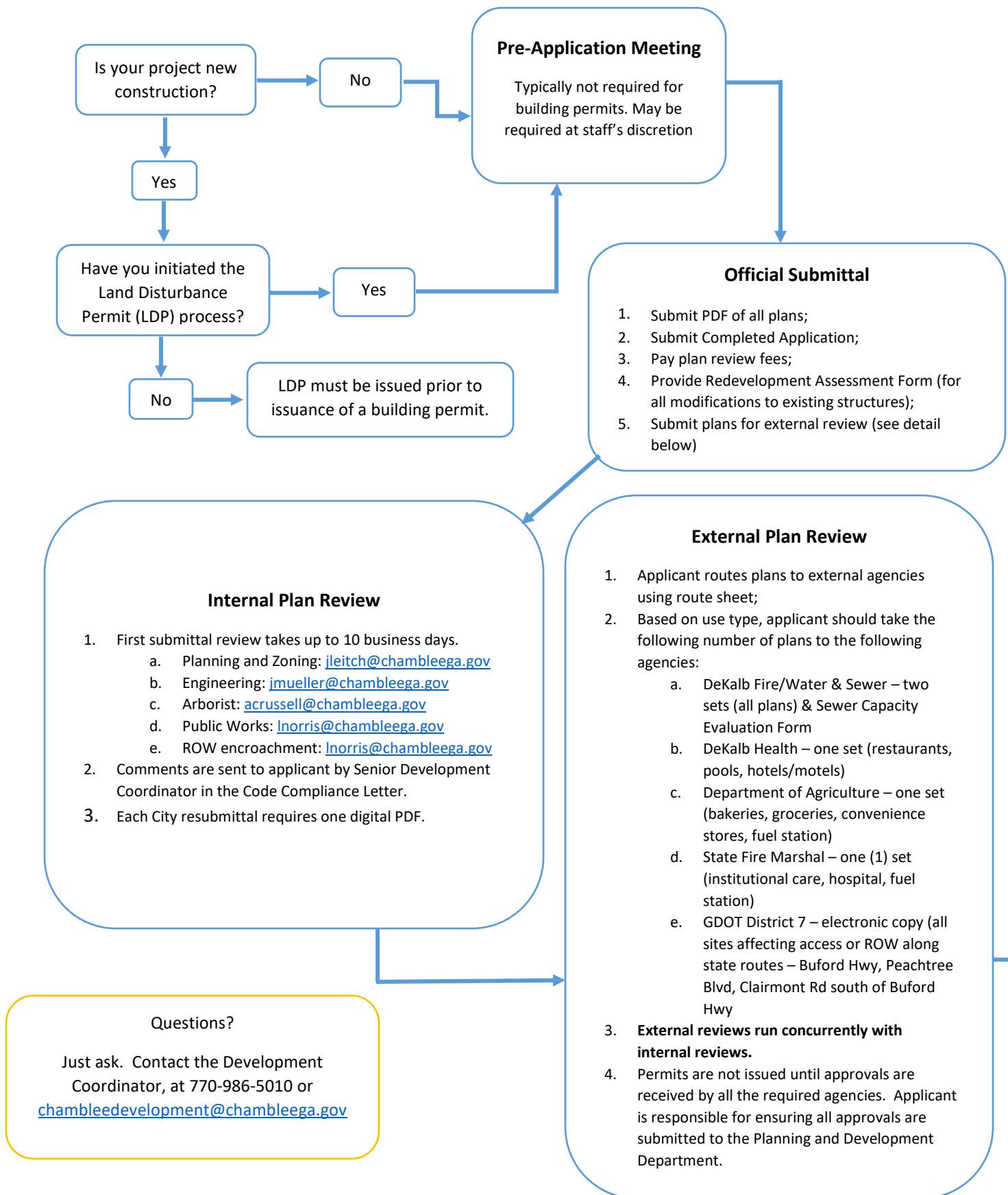
# Commercial Building Permit Application Packet



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

- A. Commercial Building Permit Process Flowchart
- B. Instructions for Obtaining a Commercial Building Permit
- C. Commercial Building Permit Submittal Checklist
- D. Building Permit Application
- E. Owner Permission Affidavit
- F. Redevelopment Assessment Form
- G. Sewer Capacity Evaluation Form

# Commercial Building Permit Process



## Plan Approval

1. Once plans are ready for approval, the applicant will be contacted by the Senior Development Coordinator to submit the following, if applicable:
  - a. Remaining fees to be paid.
  - b. Remaining Required Documents for Permit Issuance:
    - i. DeKalb County Sewer Capacity Letter or Approved Sewer Action Plan
    - ii. Georgia State License
    - iii. Georgia Business License
    - iv. Government Issued ID for General Contractor and/or Qualified Agent (Driver's License, Passport, etc.)
    - v. Qualifying Agent Form (notarized)
    - vi. LEED or Green Globes Checklist
    - vii. Federal Aviation Administration FAA Form 7460-1 and any and all responses received from FAA (projects in the Runway Protection Zone Overlay District)
    - viii. All subcontractor affidavits (no inspections until submitted)
2. Submit one final PDF version for digital signatures, if required. Plans will be signed electronically and returned to the applicant electronically.
3. Once all requisite documents are submitted and verified, a permit will be issued and a Pre-Construction Meeting will be scheduled, if necessary. The applicant must bring a printed copy of the approved plans to the Pre-Construction Meeting.

## Inspections

1. Schedule building inspections through the online portal at <https://chamblee.portal.iworq.net/CHAMBLEE/permits/601>:
  - a. 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.
3. Email for Fire Inspections at [dekalbfmo@dekalbcountyga.gov](mailto:dekalbfmo@dekalbcountyga.gov).
4. Fire Inspections requests submitted by 3 pm will be scheduled for the next business day.

## Project Closeout

1. The following project closeout documents are required at the conclusion of all projects:
  - a. In addition to inspections required by the City of Chamblee, the following agencies must provide a final inspection based on use type:
    - i. DeKalb Fire/Water & Sewer (all projects)
    - ii. DeKalb Health (restaurants, pools, hotels/motels)
    - iii. Department of Agriculture (bakeries, groceries, convenience stores, fuel stations)
    - iv. State Fire Marshal (institutional care, hospital, fuel station)
    - v. State Insurance Commissioner (elevator)
    - vi. County/State DOT (work within County/State ROW)
    - vii. Federal Aviation Administration (in Runway Protection Zone Overlay District)
  - b. Digital copy of plan set with inspection signatures (TIFF file format) – as determined necessary by the CBO.
  - c. Performance Bond (incomplete roads, sidewalks, landscape)—150%.
  - d. Maintenance Bond (detention ponds)-- \$5.00/cubic foot of storage.
  - e. Maintenance Bond (roads, sidewalks, landscape)—60%
  - f. Stormwater Maintenance Agreement executed and recorded (detention ponds).
  - g. Stormwater As-builts reviewed and approved by Engineer (detention ponds).
  - h. Confirmation of recorded easements and other dedications.
  - i. Green building certification fee (all buildings over 20,000 sf). Fee for buildings 20,000-50,000 sf is \$0.26/sf; fee for buildings over 50,000 sf is \$17,500. Fee is refunded upon submittal of final documentation of green building certification.
2. Once all required project closeout documents are submitted and verified, a Certificate of Occupancy/Completion will be issued.



## INSTRUCTIONS FOR OBTAINING A COMMERCIAL BUILDING PERMIT

### Use this permit for:

- Interior & exterior commercial and multifamily
- Commercial and multifamily additions
- New commercial and multifamily construction

All construction must comply with zoning and building requirements. The City's Code of Ordinances may be viewed online through Municode at: [www2.municode.com/library/ga/chamblee/codes/code\\_of\\_ordinances](http://www2.municode.com/library/ga/chamblee/codes/code_of_ordinances).

### **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/setback 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 [Section 18-11 of the City 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.

All plans should be clearly drawn to scale (feet/inches) and include the details below. For interior finish or tenant build-outs, clearly indicate the scope of work within the structure.

1. **Structural plans** including interior layouts, exits, door/windows, designated use of the rooms, dimensions of the building and interior spaces, typical interior/exterior wall sections, foundation details, floor/roof/wall framing, stairways, finish schedules, site retaining walls, piers/columns, detention vaults, parking decks, etc., detailing the types of construction materials to be used and with general notes as needed. Designs must conform to current building codes as adopted and amended by the State and City.
2. **Electrical plans** must indicate existing/new circuits, outlets/switches, fixtures, panels, service locations, emergency lights, exit signs, and locations of alarm systems, low voltage systems (phone, data, TV, irrigation systems and security), fault current, load calculations and panel schedules as per the latest approved edition of the National Electrical Code. Detail location of Georgia Power transformers.
3. **Mechanical and plumbing systems** or additions to existing systems must be detailed (mechanical rooms, one-line plumbing detail with fixtures (esp. greasetraps/jacuzzis/spas), specs on heating/air cond. systems/ducts/vents/fans, sprinkler system, kitchen hoods, paint booths. Food service establishments must have Board of Health checklist and DeKalb Watershed Dept. F.O.G. permit forms with equipment and greasetrapp locations. Tap fees for new connections are paid to DeKalb County Water/Sewer Dept.

### FOR ALL NEW CONSTRUCTION (as required):

1. Document **compliance with Ch. 17 (IBC) for Special Inspections and Quality Assurance**.
  2. Provide specifications for energy performance of mechanical & electrical systems and the building envelope in compliance with the current International Energy Code (**COMcheck**).
- C. DeKalb County Fire Marshal's Office Review:** A route sheet will be provided by the City along with a completed Chamblee building permit application form with permit number at time of submittal. Plans must be routed by the applicant to the Fire Marshal's Office for review. The office is at 330 W. Ponce de Leon Dr., Decatur GA 30030. For intake fees, processes and hours, call 404-371-9256. See other Fire Marshal requirements, forms, fee schedules and instructions at <https://www.dekalbfirerescue.org> Plans for fire alarms, sprinkler systems, fire suppression systems, paint booths or fuel tanks must also be reviewed by the DeKalb Fire Marshal before a permit can be issued by the City.

- D. Sewer Capacity.** The applicant must complete and submit the attached Sewer Capacity Evaluation Request form to DeKalb County Department of Watershed Management.
- E. Fees.** Building permit fees are based on standard ICC Valuation Tables. (See [Fee Schedule](#).) A Plan Review Fee of 50% of the Permit Fee will be charged on all commercial building permits (min. permit fee/\$200; min. plan review fee/\$200). Payment of the Plan Review fee is required with the first submittal.
- F. Plan Revision and Resubmittal Process.** Code compliance comments from the Fire Marshal and 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).
- G. Plan Approval.** When the plans are approved, an approval letter will be emailed to the contact person listed on the application. This letter will notify the applicant of any outstanding items necessary to issue a permit. The applicant will be asked to submit at least one electronic final version of all plans, if needed. The applicant must also provide all required outstanding, supporting documentation appropriate to the project (i.e. bonds, COMcheck, Board of Health, DeKalb Watershed, etc.) outlined in the approval letter. Once the plans are digitally signed, they will be returned electronically to the applicant. Once the permit is issued the City will contact the applicant about arranging a Pre-construction meeting, if required. A permit card will be distributed at that time. The applicant must bring a printed set of the plans to the Pre-Construction Meeting. These plans will remain onsite during construction.

**Additional information to be submitted with Building Permit Application:**

1. Complete Building Permit Application.
2. DeKalb County Sewer Capacity Letter or Approved Sewer Action Plan.
3. Redevelopment Assessment Form (For all modifications to existing structures per UDO Section 270-9).
4. Federal Aviation Administration FAA Form 7460-1 and any and all response received from FAA
5. Copies of the current Georgia Business License, qualifying Georgia State License for the General Contractor and GSWCC (Soil & Erosion Control certification) card, along with contact information for site supervisors. (must be submitted prior to issuance of building permit)
6. Subcontractor Affidavits (may be submitted after issuance of building permit)
7. LEED or Green Globes Checklist, if applicable.

\*\*\*\*\*

**Code Requirements:**

New construction or major renovations involving design professionals must comply with the provisions stated in **Chapter 17 of the International Building Code**. Documentation from the Responsible Design Professional should be in the **ACEC/SEAOG SI GL 01- 2009 format**. The General Contractor should submit his documentation when obtaining the permit. Records of all Special Inspections shall be maintained on site for review by the City's Building Official. A final report from the Special Inspectors and/or RDP/SER will be required prior to issuance of a Certificate of Occupancy. The Building Official may require additional engineering reports as required on the project. Submit COMcheck documentation required to comply with the current International Energy Conservation Code.

Applicable codes as adopted and amended by the Georgia Department of Community Affairs (DCA) can be found in the current editions on the DCA website at

[www.dca.ga.gov/developmnet/constructioncodes/programs/codeAdmendments.asp](http://www.dca.ga.gov/developmnet/constructioncodes/programs/codeAdmendments.asp), and include the following:

- INTERNATIONAL BUILDING CODE
- GEORGIA ACCESSIBILITY CODE
- INTERNATIONAL PLUMBING CODE
- FIRE SPRINKLER CODE: NFPA #13
- INTERNATIONAL FUEL GAS CODE
- FIRE ALARM CODE: NFPA #72
- INTERNATIONAL MECHANICAL CODE
- COMMERCIAL COOKING: NFPA#96
- NATIONAL ELECTRICAL CODE
- CHEMICAL EXTINGUISHING SYS: NFPA#17A
- INTERNATIONAL FIRE CODE
- LIFE SAFETY CODE: NFPA #101
- INT'L ENERGY CONSERVATION CODE
- INT'L RESIDENTIAL CODE
- INT'L EXISTING BUILDING CODE

*Verify all current Fire & Life Safety Codes with DeKalb County Fire Marshal's Office*

Notes to Contractors:

- 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 6 months or completed within two years of issuance.
- A **Certificate of Occupancy** or **Certificate of Completion** may be obtained when all permits issued have approved final Building and Fire Marshal inspections and all required fees, bonds, site work, documentation and as-built/stormwater and landscaping reviews have been completed.

## **COMMERCIAL BUILDING PERMIT SUBMITTAL CHECKLIST**

### **Initial Submittal:**

- Complete Building Permit Application
- Redevelopment Assessment Form (For all modifications to existing structures per UDO Section 270-9).
- 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
- Federal Aviation Administration FAA Form 7460-1 and any and all response received from FAA
- Copy of current Georgia Business License
- Copy of qualifying Georgia State License for the General Contractor
- Copy of GSWCC (Soil & Erosion Control certification) card
- General Contractor affidavit
- Subcontractor Affidavits (may be submitted after issuance of building permit but prior to any subcontractor work being done)
- Outside Agency Approvals
  - Sewer Capacity Letter or Sewer Action Plan
  - Others are required depending on construction and/or use
- Any other required supporting documents and/or bonds, if necessary
- Electronic set of final engineered/architectural plans



# Building Permit Application

<b>Job Address:</b>		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 _____	

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.

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.

**\*\*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.**

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Property Owner: \_\_\_\_\_ Date: \_\_\_\_\_





## Owner Permission Affidavit

Subject Property Address: \_\_\_\_\_

Property Owner:

Name (Person, Firm, Corporation, or Agency): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Email: \_\_\_\_\_

Authorized Applicant:

Name (Person, Firm, Corporation, or Agency): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Email: \_\_\_\_\_

I (Property owner/agent) am applying for, or I hereby give authority to the authorized applicant to file an application for the following address: \_\_\_\_\_

Type of Application: \_\_\_\_\_

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

\_\_\_\_\_  
Property Owner's printed name

This instrument was signed before me on this date: \_\_\_\_\_

County: \_\_\_\_\_ Georgia Notary Signature: \_\_\_\_\_

*Affix seal/stamp as close to signature as possible*



## Redevelopment Assessment Form

(Applies to all existing structures except for Single-Family Detached Residential structures, per Chamblee UDO Section 270-9)

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

APPLICANT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**PROJECT TYPE:** (Check all that apply)

- Renovation
- Alteration
- Addition
- Repair
- Other \_\_\_\_\_

**THRESHOLD ASSESSMENT:**

Total construction cost post renovation/improvement, cumulative: **TCC =** \_\_\_\_\_

(Attach documentation for all improvements made over the last 3 years. See UDO [Section 270-9](#). Interior-only renovations are 50% of the cost valuation based on the ICC Building Valuation Data Construction Cost Table)

Fair Market Value of existing structure(s): **FMV =** \_\_\_\_\_

(Attach DeKalb County Tax Assessor documentation for all buildings on the site. The information can be obtained from the following website: <https://propertyappraisal.dekalbcountyga.gov/search/>)

Percent calculation: **TCC/FMV =** \_\_\_\_\_

**ASSESSMENT:** (Check one)

- Improvements not required because less than 30% improvement
- $\geq 30\%$         $\geq 60\%$         $\geq 70\%$

---

**See Page 2 of this form for *Redevelopment Thresholds Summary Table*.**

---

Mandatory compliance is not intended to result in total improvement costs greater than or equal to 125% of FMV value but applicant shall meet items in order of priority listed in Section 270-9 of the UDO until the 125% cap is met.

### ***Redevelopment Thresholds Summary Table***

<b>Code to be applied</b>	<b>Redevelopment costs as a percentage of the fair market value of the structure</b>			
	<b>Less than 30%</b>	<b>30% or more</b>	<b>60% or more</b>	<b>70% or more</b>
Section 230-26 (Streetscape design)	Not mandatory	Mandatory	Mandatory	Mandatory
Section 250-7 (Parking)	Not mandatory	Not mandatory	Not mandatory	Mandatory
Section 230-27 Building architecture)	Not mandatory	Not mandatory	Mandatory	Mandatory
Section 230-29 (Storefront Streets)	Not mandatory	Not mandatory	Mandatory	Mandatory
Remaining provisions of Chapter 230, Article 2 (Civic Design) not listed above	Not mandatory	Not mandatory	Not mandatory	Mandatory
Section 250-21 (Dumpsters)	Not mandatory	Not mandatory	Mandatory	Mandatory
Remaining provisions of Chapter 250 (Off-Street Parking and Loading Standards) not listed above	Not mandatory	Not mandatory	Not mandatory	Mandatory
Section 320-21 (Off-street surface parking lot planting requirements)	Not mandatory	Not mandatory	Mandatory	Mandatory
Remaining provisions of Chapter 320, Article 2 (Buffers) not listed above	Not mandatory	Not mandatory	Not mandatory	Mandatory
Subsection 350-2(a)(1)(b) (Sidewalks crossing driveways)	Not mandatory	Not mandatory	Mandatory	Mandatory
Remainder of UDO	Not mandatory	Not mandatory	Not mandatory	Mandatory



# SEWER CAPACITY EVALUATION REQUEST

Department of Watershed Management

## Project Information:

Project Address:	_____	Project Name:	_____
	_____	Type of Development:	_____
	(City, State, Zip Code)		(Private or Government)
Intended Tie-In Manhole:	_____	Land Lot and Parcel ID:	_____
Total Peak Flow Requesting:	_____ GPI	County District:	_____
	(Calculated Peak Flow - Existing Peak Flow)		

## Developer's Information:

Company's Name:	_____	Address:	_____
Contact Name:	_____	City, State, Zip Code:	_____
Phone Number:	_____	Email Address:	_____

## Engineering Firm's Information:

Company's Name:	_____	Address:	_____
Contact Name:	_____	City, State, Zip Code:	_____
Phone Number:	_____	Email Address:	_____

## Please include the following items in your submittal package:

- Proposed Peak Daily Flow Calculation based on attached guidelines (See Appendix A)
  - Existing Developments
  - New Conditions
- Separate detailed calculation sheet signed by the owner or owner's representative for each project (See Appendix B)
- Estimate of anticipated peak hour flow and instantaneous peak hour flow for each industrial, commercial, and mixed-use project, and for each residential project that is over four stories in height
- Geographical Information System (GIS) map clearly showing the proposed site (s) surrounds areas, and utilities
- Proposed utility plan, if available

Name:	_____	Date:	_____
Signed:	_____	Seal:	_____
(By Professional Engineer)			

*Capacity Evaluation Request will not be accepted until form is fully completed and all supplemental information is attached. Once Capacity Request Package has been reviewed and accepted by our internal staff, a letter will be completed within 60 days.*

## Internal Use Only

Date Capacity Request Reviewed and Accepted:	_____	Received By:	_____
		Signed:	_____

**Appendix - B**

**Table 1: Sanitary Flow Contributions from Site Specific Sources**

CONTRIBUTOR	UNIT	Design Average Daily Flow (gpd)
Residence, single family	per residence	240
Residence, multiple family (including apartments)	per unit	240
Commercial/Mercantile Building	per 1,000 square feet	75
Industrial/Warehouse (not including food service)	per 1,000 square feet	75
Offices (not including food service)	per 1,000 square feet	175
Shopping Center (not including food service)	per 1,000 square feet	100
Restaurant/Coffee Shop/Fast Food/ Bar/Tavern	per 1,000 square feet	1,650
Amusement/Recreation/Arcade	per 1,000 square feet	200
Barber Shop/Beauty Salon	per customer station	333
Caterer	per 1,000 square feet	3,300
Church (not including food service or day schools)	per 1,000 square feet	65
Coin Laundries	per machine	400
Commercial Laundries	per machine	640
Hospitals	per bed	200
Nursing Home	per bed	125
Motel/Hotel	per room	100
Police/Fire Station - w/ residents	per bed	125
Police/Fire Station - w/o food service	per 1,000 square feet	175
School - w/ kitchen	per 1,000 square feet	200
School - w/ cafeteria	per 1,000 square feet	250
School - w/ cafeteria and gym	per 1,000 square feet	400
Service Station	per fuel pump unit	120
Theater/Museum/Auditorium	per 1,000 square feet	65
Other facility not listed:	Subject to Approval by the County	

gpd = gallons per day

**Total**

NOTE: Design peak flow rates shall be calculated by multiplying the total design average daily flow rate determined per the table above by a peaking factor of 4.0.

May-17