

APPLICATION SUBMITTAL REQUIREMENTS

Please make sure you submit all the required documents with your application:

A complete application is required at the time of submittal. Missing required documentation will result in failed reviews and resubmittal fees.

- Scope of Work can be attached if more space is needed
- Site plan with distances to each property line and/or easement labeled
- Deck framing detail for all decks
- Port-a-potty (on property once permit is issued)
- Dumpster (on property once permit is issued)
- Swimming pool plans, including site plans and equipment locations. Distance from all property lines shall be labeled.
- Foundation plan, *if applicable*
- Accessibility plan, *if applicable*
- Life Safety Plan for non-residential construction
- Floor plan, *if applicable*
- Signed and sealed architectural plans*, *if applicable, with a code summary*
- MEP plans, signed and sealed, *if applicable*
- COMcheck or REScheck energy compliance worksheets, *if applicable*
- Building elevations for all non-residential construction, or when required by Planning Dept.
- Typical wall sections, *if applicable*
- HOA approval documentation, *if applicable*

*Per O.C.G.A. 43-4-4(b)(30, new or existing assembly occupancies, educational, health care, correctional or detention facilities, hotels, dormitories or lodging facilities, multifamily housing and care facilities require the plans to be prepared by a State of Georgia licensed architect. These drawings shall bear the seal and signature of the architect of record.

Certain applications require photocopies of contractor license, registered agent documents, WASA tap receipts, WASA grease tap plan approvals, Water Department receipts, Health Department approvals for construction, or other documentations.

