

## INSTRUCTIONS FOR OBTAINING A BUILDING PERMIT

(*Multifamily Dwellings and Commercial Structures*)-----

**City Of Chamblee**  
**Development Department**  
**Permits & Inspections Office, 770/986-5024**

All new construction, site development, major renovation, change of use and building expansions must comply with Zoning and Site Engineering requirements prior to submitting construction plans for review. Contact the Development Department (770-986-5010, ext.223) for zoning and site plan review processes and requirements. Zoning Ordinances and Development Regulations can be found on the City's website at [www.chambleega.com](http://www.chambleega.com).

**Following zoning and site plan approval, prepare site and building construction plans to include the following information/details for building plan review.**

**A.** Provide an approved **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 or tenant build-outs, indicate the location of the work on the site and within the building footprint. Plans must be to scale and include address and contact information for the owner and design professionals.

**B. Prepare three (3) sets of engineered/architectural plans** as required for the construction of all new buildings, additions or remodeling involving structural changes. Commercial construction costing in excess of \$100,000.00 must have plans certified (sealed and signed) by a Georgia registered engineer or architect (including the mechanical, plumbing and electrical plans). Plans for schools, auditoriums, or other buildings intended for the mass assemblage of people or group housing projects, whether they be single, double, or multi-family, **MUST** be sealed and signed. Other projects, at the discretion of the Building Inspectors, may be required to be stamped and signed by a registered design professional.

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 Ga. 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 greasetrap locations. Tap fees for new connections are paid to DeKalb County Water/Sewer Dept.

**FOR ALL NEW CONSTRUCTION (as required):** (*see instructions on back of this form for details*)

4. Document **compliance with Ch. 17 (IBC) for Special Inspections and Quality Assurance.**
5. Provide specifications for energy performance of mechanical/electrical/plumbing systems and the building envelope in compliance with the current International Energy Code (**COMcheck**).

**C. Submit three (3) sets of construction/site plans to the DeKalb County Fire Marshal's Office, along with a completed original Chamblee building permit application form.** The office is at 330 W. Ponce de Leon Dr., Decatur GA 30030, 4<sup>th</sup> Floor (do not log in at the DeKalb Permits office). Call 404-371-2899 for plan review questions. When called to pick up the plans, verify that they have been approved. See other Fire Marshal requirements, forms and instructions at <https://www.dekalbfirerescue.org>.

**Plans for fire alarms, sprinkler systems, fire suppression systems, paint booths or fuel tanks must be reviewed by the DeKalb Fire Marshal before a permit can be issued by the City.**

**D. Return two (2) sets of Fire Marshal approved plans and the application form to the Chamblee Permits & Inspections Department.** Building Code plan review generally takes 3-5 days for small projects and 1-2 weeks for large projects. If the plans are **approved**, a permit will be issued. Building permit fees are based on construction costs. (*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). If the plans are **not approved or need additional detail**, comments and red lines will be provided. Revise the plans and resubmit them to the City Permits office. **Payment of the Plan Review fee is generally required with the first submittal.**

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

- A. 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. Contractor and sub-contractor Affidavits must be completed.
- B. 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 01-03/16/2006 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.
- C. Submit COMcheck/REScheck documentation required to comply with the current **International Energy Conservation Code**.

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**Applicable codes as adopted and amended by the Georgia Department of Community Affairs:**

<b>INTERNATIONAL BUILDING CODE (2006)</b>	<b>GEORGIA ACCESSIBILITY CODE (1997)</b>
<b>INTERNATIONAL PLUMBING CODE (2006)</b>	<b>FIRE SPRINKLER CODE: NFPA #13 (2002)</b>
<b>INTERNATIONAL FUEL GAS CODE (2006)</b>	<b>FIRE ALARM CODE: NFPA #72 (2002)</b>
<b>INTERNATIONAL MECHANICAL CODE (2006)</b>	<b>COMMERCIAL COOKING: NFPA#96 (2001)</b>
<b>NATIONAL ELECTRICAL CODE (2008)</b>	<b>CHEMICAL EXTINGUISHING SYS: NFPA#17A (2002)</b>
<b>INTERNATIONAL FIRE CODE (2006)</b>	<b>LIFE SAFETY CODE: NFPA #101 (2000)</b>
<b>INT’L ENERGY CONSERVATION CODE (2006)</b>	<i>Verify all current Fire &amp; Life Safety Codes</i>
<b>INT’L RESIDENTIAL CODE (2006)</b>	<i>with DeKalb County Fire Marshal’s Office</i>

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**NOTE 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 inspections, a 100% Fire Marshal inspection and all required bonds, site work, documentation and as-built/stormwater and landscaping reviews have been completed. The General Contractor or Property Owner must surrender the signed building card to the Permits & Inspections Office. Contact the Chamblee Permits office for details and fees.