

INSTRUCTIONS FOR BUILDING PERMITS
RESIDENTIAL STRUCTURE ONLY (New and Existing)
(SINGLE-FAMILY DWELLINGS AND DUPLEXES)

City of Chamblee, Permits & Inspections Department, 770/986-5024

Plans for new single-family or two-family residential construction or expansion of existing structures require zoning and site review by the City Planner, to include tree removal/replacement, grading, height of structure, drainage, storm water detention, lot coverage, setbacks and utility information. See Development Regulations (Ch. 93) found on website: www.chambleega.com. Approval required prior to review of construction documents.

To obtain a residential building permit you must have:

1. **A scaled site plan** or plat map showing the existing/proposed structures, property lines, set-back lines, right-of-way lines, building size and lot size. Clearly define the location and dimensions of any new construction, proposed additions or interior renovation. Additions or accessory structures must meet all current setback requirements, unless a variance is obtained from the City Council. *(Note: NR-1 residential setbacks are: 10' side, 40' rear (front setback determined by Zoning). Side yard setback for a corner lot is 2/3 of the front setback. Maximum lot coverage is 35%. Expansion of any non-conforming portion of an existing structure requires a variance from the City Council. Accessory structures and detached garages may not be built closer than 3' to a rear or side property line. Swimming pools must be 10' from property lines and include proper fencing. Sheds and other residential accessory structures are limited to one story and shall not exceed 120 sq.ft. in size. Fences, accessory buildings and extensive land disturbance require plans for review and permits.)*
2. **Two (2) sets of detailed construction plans**, including (where applicable):
 - A **dimensioned floor plan**, including interior layout, exits, doors, walls, windows, and designated use of rooms. Clearly identify the scope of work. Identify any structural elements to be removed.
 - A **foundation or footing plan** with typical section details.
 - **Interior and exterior wall sections**, including framing, materials and connections.
 - **Roof framing plan** with typical section, connections and materials.
 - **Electrical plan** including information on circuits, wiring, location of outlets and appliances, panel(s), service disconnect and indications of whether service is overhead or underground. For all new residential buildings and service upgrades over 200 amps on existing residential, detailed load calculations and a panel schedule must be provided. Major additions without an expected service upgrade will require load calculations to determine if the current service can accommodate the additional wiring.
 - **Plumbing and HVAC plans** if there are major changes or additions to existing systems. A complete set of plans and specs on the equipment must be submitted for new residential as well as water and sewer pipe locations.
 - For new residential, provide **load calculations for energy performance of mechanical systems and building envelope** per the requirements of the International Energy Conservation Code (2006) as amended by the Georgia Department of Community Affairs. Use REScheck format.

Note: Plans for **new** residential homes must have complete structural and M/E/P details. Plans may be required to be stamped and signed by an architect or engineer at the discretion of the Building Official.

For **decks**, provide detailed plans on the footings, framing, decking, bracing, stairs and railings, along with construction materials and hardware. For **sheds, garages, carports** or other accessory structures, provide foundation plans, framing, wall cover, roof plans, and construction materials. Include electrical, mechanical or plumbing plans where applicable. **Pool** plans must be approved by the Health Dept. Complete a Chamblee **building permit application form** with information on the property owner,

general contractor and a copy of the contracting company's current Business License and State Contractor's License. A Homeowner Affidavit must be signed if the property owner wishes to act as the general contractor, assuming liability for compliance with the current Building Codes. Note that Georgia State Law requires that a homeowner builder must intend to occupy the structure for two years after the work is completed, in order to obtain a building permit.

If the plans are **approved**, the building permit will be issued. Permit fees are based on the cost of the construction and valuation tables with a minimum fee of \$150. (*See Fee Schedule*) If **not approved**, you will be asked to provide additional information or make revisions to submit for review again. The building plan review fee is 25% of the permit fee or a minimum of \$100.00. Licensed sub-contractors must obtain appropriate permits for the Electrical, Low Voltage, HVAC and Plumbing work to be done. A homeowner may obtain these trade permits with submittal of affidavits and fees for each trade permit.

For new construction, demolitions, grading and expansions, permits for demo and/or tree removal must be approved by the City Planner and issued by the Development Director prior to a building permit.

Inspections: Building inspections are generally scheduled for the following day if called in by 2pm. Most building permits will require a footing or foundation inspection, a framing inspection and then a final inspection when all work is done, painted and cleaned up. Inspections are required for the Electrical, HVAC, and Plumbing work, including slab, wall cover, ceiling cover, gas service connect and electrical service connect (**meters must be installed prior to final inspections**). In most cases, several of these inspections can be scheduled for the same visit, especially the "rough" inspections. The General Contractor is permitted to coordinate the sub-contractor work and call in the inspections. For projects involving land disturbance, the City site inspections will be conducted by our erosion control inspector weekly. All sites **MUST** maintain daily erosion and sediment control BMP measures per State requirements!

A final building inspection is mandatory before issuance of a Certificate of Occupancy for a new structure. When approved, the property owner or general contractor must bring the Building Card to the Permits office to verify that all inspections have been completed. A Certificate of Completion will be issued to the general contractor or property owner for renovations or additions to an existing structure.

OTHER IMPORTANT NOTICES:

1. Permits expire six months from the issue date if construction has not begun, or two years from the issue date if construction is not completed.
2. Permits are not transferable and non-refundable.
3. **An inspection card, and a street number must be posted at the construction site.** A copy of the approved plans must remain at the site during construction for contractors and Inspectors to reference.
4. Any trade work such as Electrical, Plumbing, and HVAC requires a separate permit from licensed contractors (or the homeowner with a signed affidavit and permit payment).
5. Chamblee's **NOISE Ordinance** prohibits any loud work in a residential district before 7am and after 6pm, Monday-Friday and on Saturday before 9am and after 6pm and all day Sunday.

Applicable residential building codes are found in the current editions adopted by the State of Georgia as amended by the Georgia Department of Community Affairs of the following:

- International Residential Code - One and Two Family Dwellings (2006)
- International Plumbing Code (2006)
- National Electric Code (2008)
- International Energy Conservation Code (2006)