

RESIDENTIAL BUILDING PERMIT PLAN CHECKLIST

CHECKLIST OVERVIEW

This checklist will assist applicants seeking a **Residential Building Permit** for a single lot, residential detached project to prepare and submit complete and compliant Construction Plans for review. All work must be in conformance with an approved site plan and applicable City ordinances, codes, and policies. Some requirements may not apply to all projects.

Submittal Requirements for Plan Review:

1. Provide a Site Plan, drawn to scale, that shows the following:

	a. All property lot lines
	b. Building footprints and dimension to the lot lines
	c. Abutting street(s)
	d. Curb cut(s)
	e. Setbacks applicable to that zoning district
	f. The use, square footage and height of the building(s)
	g. Vehicle parking area(s)

2. Provide information to verify the following Zoning requirements are met:

	a. Impervious Surface Area calculation (% of lot area) - Section 230-2
	b. Floor Area Ratio (FAR) - Section 230-2
	c. Open Space (% of lot area) - Section 230-2 [Only applies to NR-3 and VR districts]
	d. Max. building height
	e. Lot Size - Section 230-2
	f. Lot width - Section 230-2
	g. Front yard - Sections 230-2, 230-5
	h. Side yard - Section 230-2
	i. Rear yard - Section 230-2
	j. Accessory Use Provisions (if applicable) - Chapter 240, Article 2 under use code
	k. Hedges, fences, and walls requirements
	l. Supplemental Use Provisions (if applicable) - Chapter 240, Article 3 under use code
	m. Location, Design and Construction of Parking Areas Requirement - Section 250-7
	n. Special Conditions based on zoning history of the site (if applicable). If applicable, attach conditions in table format, indicating required and provided provisions.

3. Provide information to verify the following Tree requirements are met:

	a. If site contains 2" DBH and greater that will be affected or removed, submit Detailed sketch showing proposed changes.
	b. Include a Tree Survey Plan and Inventory that includes:
	c. To scale map or site plan prepared and sealed by registered surveyor, certified engineer or landscape architect.
	d. Note the location of all specimen trees or stands of trees plus all other trees which will be preserved and counted toward meeting site density requirements
	e. Include specimen trees and their critical root zones with labels/inventory of size and species. Include trees to remain and those proposed for removal.
	f. Include all other trees to be counted toward meeting density requirements, with labels/inventory of size and species. (Existing trees less than two (2) inches DBH do not need to be shown and cannot be included toward Existing Density Factor).
	g. For forested areas over two (2) acres, sampling methods may be used to determine tree densities.
	h. Show all tree protection zones, tree save areas, and buffers with existing trees.
	i. Tree Replacement Plan
	j. If site cannot bear replanting of required density, submit alternative as required under Minimum Density Requirements
	k. Pay \$150 Fee to City of Chamblee

4. Erosion and Sedimentation Control

	a. Show grading & drainage: Existing and proposed ground contours/elevations, indicating cut and/or fill operations; may include stockpiling.
	b. Show limits of disturbance and note number of disturbed acres.
	c. Show BMPs for erosion and sedimentation Control.
	d. Delineate streams and wetlands or certify there are none are on the site or within 200 feet of the site.
	e. Show 75 foot stream buffer for any streams on property.

5. Building Plans

	a. Architectural plans showing compliance with International Residential Code.
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APPLICATION AND PERMIT FOR RIGHT OF WAY / UTILITY FACILITY ENCROACHMENT

To: City of Chamblee
3210 Cumberland Drive
Chamblee, GA 30341
Phone: (770) 986-5019
Fax: (770) 986-1027

Utility Project Reference #: _____

City Reference #: _____

Application is hereby made by: _____

Mailing Address: _____

for permission to construct, operate, and maintain the following described utility facility installation within the public rights of way for (road): _____

in the City of Chamblee, at the following described location(s): _____

in accordance with the attached plan and subject to the rules, regulations, and any special requirements set forth herein. All general and special provisions noted on the plans shall be observed during the installation, operation, and maintenance of said facilities. Descriptions of utility facility to be installed (*attach sketch*):

Trench in pavement: (L) _____ x (W) _____	Trench outside pavement: (L) _____ x (W) _____
Number of bores under road: _____	Total length of bores: _____
Number of poles (wood): _____	Number of poles (steel): _____
Estimated date of completion: _____	Size & specifications of pipe: _____ x (L) _____
Special Requirements: _____	

Permit requested this _____ day of _____, 20_____

Signature: _____

Print/Type Name: _____

Print/Type Title: _____

24 Hour Emergency Contact and Phone Number: _____

Permission is granted to make the above described Utility Facility Encroachment in accordance with the plans and provisions hereof. This permit is to be strictly construed and no work other than that specifically described above is hereby authorized – subsequent normal maintenance excepted.

Permit approved this _____ day of _____, 20_____

CITY OF CHAMBLEE PUBLIC WORKS DEPARTMENT

By: _____
(Director)

CALL CHAMBLEE PUBLIC WORKS DIRECTOR (770-986-5019) 24 HOURS PRIOR TO BEGINNING WORK

Date Completed: _____ Signed by Utility Rep.: _____

GENERAL PROVISIONS FOR UTILITY FACILITY ENCROACHMENT IN THE CITY OF CHAMBLEE

1. It is expressly stipulated that this permit is a license for permissive use only and the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property rights in holds.
2. Prior to the initiation of any work under this permit, the applicant shall determine the location of any and all other installations for utilities upon, over or across the right-of-way and shall install, operate and maintain the facilities in such a manner as not to damage or interfere with the operation of the existing facilities.
3. Whenever necessary for the construction, repair, improvement, maintenance, safe and effective operation, alteration or relocation of all or any portion of the roadway or other City/County facilities as determined by the City of Chamblee, any of all said facilities and appurtenances authorized hereunder shall be immediately removed from the right-of-way or reset or relocated thereon, as required by the City of Chamblee, and at the sole expense of the Permittee unless reimbursement is authorized by separate agreement. Should the Permittee fail to remove or relocate facilities, upon due notice from the City/County, Permittee shall be liable for any extraordinary cost or damages incurred by the City of Chamblee as result thereof.
4. Applicant agrees to indemnify and hold harmless the City of Chamblee and all officers, employees or agents of the City of Chamblee or any political subdivision thereof, against any and all claims, damages, demands, actions, causes of action, costs and expenses of whatsoever nature, which may result from any injury to, or the death of any persons, or from the loss of or damage to, property of any kind or nature, when such injury, death, loss or damage arises out of the construction operation, maintenance, repair, removal or relocation of the facilities covered by this permit.
5. The City of Chamblee, its engineers, officers or employees shall not be held responsible or liable for injury or damage that may occur to facilities covered by this permit, or to any connection or connections thereto, by reason of City/County maintenance and construction activities or City/County contractor or Permittee operations. The City of Chamblee's contractor shall not be held liable for any damage that may occur to utility facilities if the Permittee has been notified of a construction conflict and given reasonable time to mark or relocate its facilities but has failed to do so. The facility owner shall be responsible for interfacing with the Utilities Protection Center (UPC) to determine notification.
6. If the City of Chamblee undertakes to improve this roadway or other City/County owned facilities, it shall be the responsibility of the Permittee to plan with the City of Chamblee and its contractor a schedule which will clearly set forth at which state of operations the Permittee will be required to perform any adjustment to its facilities necessary to accommodate the City/County improvements.
7. During the initial installation or construction of facilities authorized by this permit, or during any future repair, removal or relocation thereof or any miscellaneous operations, the Permittee shall, at all times, maintain flagman, signs, lights, flares, barricades, and other safety devices in accordance with the Manual On Uniform Traffic Control Devices and as may be necessary to properly protect traffic upon the roadway and to warn and safeguard the public against injury or damage.
8. It is expressly provided that with respect to any limited access highway, the Permittee shall not have or gain direct access, whether ingress or egress, from the main traveled way of said highway or its on or off ramps to any facilities authorized by the permit except upon specific approval by the City of Chamblee.
9. It is the applicant's responsibility to verify the limits of public right-of-way and perform land surveying if necessary for location of the utility facilities authorized hereby.

10. No inherent or retained right or privilege of any abutting property owner is affected by this permit nor is the City of Chamblee responsible for any claim which may develop between the Permittee and any property owner concerning the use of the right-of-way. Permittee is responsible for maintaining reasonable access to private driveways during installation of its facilities and for restoration of driveways to the owner's satisfaction. The Permittee will be required to replace any disturbed area with "in kind" materials throughout entire permit area unless a satisfactory replacement is approved by the City/County and abutting property owners.

11. Approval of this permit does not constitute approval of design or construction details for the proposed facilities. Applicant is responsible for compliance with all applicable governmental codes and regulations.

12. Use of explosives within the City/County right-of-way is prohibited unless approved by separate permit.

13. Applicant shall be responsible for obtaining approvals for the proposed installation which may be required by any local government or agency on roads or streets under their jurisdiction.

14. Permittee shall give the City of Chamblee a minimum of 24 hours notice prior to beginning any work under this permit.

15. This permit shall be void unless work hereunder is begun within ninety (90) days of the date of its approval.

16. The provisions of this permit are regulatory and not contractual. No interest or right of an applicant granted by this permit may be transferred to another except by written consent of the City of Chamblee.

17. This permit may be revoked at the discretion of the City of Chamblee upon thirty (30) days written notice to the Permittee.

18. Any utility cut made within the roadbed of any City/County road shall be replaced as required by the City of Chamblee/DeKalb County Standard Drawing #804. In addition, said cut shall be plated until such time as the concrete has cured to design compressive stress and promptly asphalted.

19. Permittee shall be responsible for obtaining any other state and federal permits necessary for work performed under this permit.

20. The Permittee's attention is drawn to the requirements of the Georgia Sedimentation and Erosion Control Act. If strict adherence to those requirements is not met, the City/County has the authority to revoke this permit.

SPECIAL PROVISIONS FOR UTILITY FACILITY ENCROACHMENT: _____



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:	_____	County District:	_____
	GPI		
	(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