

## Permit Checklist

- [Permit Application](#)
- Site Plan
- Contractor Info/License or [Homeowner Declaration Form](#)
- Encroachment permit approval if doing work in the right-of-way

## Do I need a contractor?

- required.
- If you plan on subcontracting work, the subcontractors must submit a [Subcontractor Form](#).
  - Unlicensed contractors often attempt to secure owner-initiated building permits by stating that the property owner is personally providing his or her own labor and materials. This is one reason why you should always ensure that your contractor is licensed.
  - If a contractor is doing the work, have the contractor apply for the required permits. You may protect yourself from possible liability if the contractor applies for the proper permit in his or her name.

## Do I need a permit for land disturbance?

Some land disturbing activities require a land disturbance permit.

### What is land disturbing activity?

Land disturbing activity is, "Any activity which may result in soil erosion from water or wind and the evolvment of sediments into state waters or onto lands within the state, including, but not limited to, clearing, dredging, grading, excavating, transporting, and filling of land but not including agricultural practices as described in Subsection 310-2(a)(5) of this UDO."

### Are there location limits?

Additions need to meet setback requirements, which vary by zoning district and can be found on the [Space Dimensions Table](#). In many cases, the required front setback has to be within the range of neighboring houses, rather than the setback required on the Space Dimensions Table. For additional information on these "contextual setback requirements", see Section 230-3 of the Unified Development Ordinance or contact the Development Department.

Additions cannot be located within 75 feet of a stream or within sewer, drainage, or power line easements. Additions may also be restricted in floodplains.

To have a building permit approved on a single-family residential property, you will need to show that the property meets tree density requirements. For more information, please see the [Tree Removal Guide](#).

## Permitting Information

Submit an application and all required documents to the Development Department via e-mail to [ChambleeDevelopment@chambleega.gov](mailto:ChambleeDevelopment@chambleega.gov), or in person at the Planning and Development Department office.

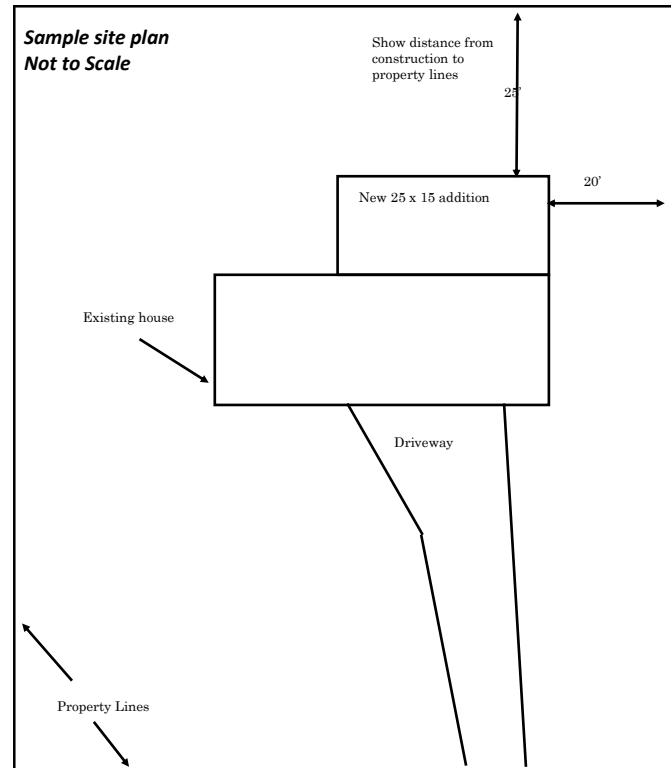
Permits are issued between 8:30am and 5:00pm Monday-Friday. The typical review time is five business days. Please contact us if you have any questions.

# What is a site plan and do I need one?

A site plan is a detailed drawing of your property showing property lines, existing structures and site features, and the location and dimensions of any proposed work. Site plans are often created by licensed surveyors, but in many instances can also be drawn by homeowners or contractors. All residential additions require a site plan.

## Site Plan Requirements

1. A survey may be required by the Development Department. Reasons may include the presence of stream buffers, lot coverage issues, or questions about setback accuracy.
2. All site plans must accurately show the location of property lines, existing structures, lot size (acres or square feet) and site features (streams, easements, trees that may be impacted or that are needed to meet tree density requirements). See [Tree Removal Guide](#) for tree requirements.
3. The location of the proposed construction must be accurately shown, along with dimensions of the addition and distances to property lines.
4. Existing and proposed impervious surface must be provided, including all surfaces that water cannot go through, such as structures, decks, porches, patios, driveways, walkways, sidewalks, gravel, pools, etc.
5. An Erosion Control Measures Guide will be provided for guidance with silt fence and other measures.



## Construction details and floor plans

Permit applications must include construction details, floor plans, and architectural elevations showing the height of the proposed addition. Examples are available by request [at \[chambleedevelopment@chambleega.gov\]\(mailto:at\_chambleedevelopment@chambleega.gov\)](mailto:at_chambleedevelopment@chambleega.gov) or [on the Department's website](#).

## Inspection Information

### What will the building inspector look at?

**A typical project will require the following inspections:**

**Footings** Footing inspections shall be made after trenches are excavated, forms erected, and PRIOR to placing of concrete.

**Slab** Inspection shall be made PRIOR to placing concrete.

**Frame/Rough Inspection** This inspection is made after the roof, all framing, bracing and fasteners are in place.

**Final** Inspection made AFTER the structure is completed.

**The Development Coordinator will let you know your project's required inspections when the permit is issued.**

### How do I schedule a required inspection?

Please call the **Inspection line** and leave all information requested in the message: (404) 450-0012, via e-mail at [inspections@chambleega.gov](mailto:inspections@chambleega.gov), or use the [online portal](#). Inspection requests received before 4:00 pm will be performed on the next business day.

### **REMINDER:**

**Permits are only issued after plan review. The time required to conduct this review will depend on the completeness of the information we receive in the plans.**