

Residential Permitting Procedures



City of Peachtree Corners

Residential Permitting Procedures

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PLAN REVIEW - GENERAL

Site and building plans are to be submitted between the hours of 9:00am – 3:30pm Monday - Friday. Building permit application forms and all supporting documentation must be left with plan reviewers for processing, as workloads permit.

Submitted plans must include a completed and signed City Building Permit Application form.

No subcontractor permits can be issued without prior issuance of a building permit, excepting those occurrences where no work requiring a building permit is associated to technical trade or utility service systems improvements, such as furnace or water heater replacements and electrical service system upgrades or similar improvements.

If a basement is being finished under a separate building permit, technical trade permits must be issued separately for the basement work and related directly to the basement finish building permit.

CONTRACTOR LICENSE REQUIRED

Since July 1, 2008, a state-issued contractor's license is required to perform residential contracting in Georgia. A copy of the license, qualifying agent license, and qualifying agent's photo ID must be presented when first applying for a permit after receiving the license. If a person other than the qualifying agent appears in person to obtain the permit, they must present a fully executed "Authorized Permit Agent Form," a copy of which may be found on our website.

Some specific trades, when performing work limited to that trade, are exempt for licensing if they are classified as "Limited Specialty Contractors" by the state. Check with this office if you are not sure if a license is required.

For information on contractor licensing in Georgia, go to **www.sos.georgia.gov/plb/contractors**.

HOUSE LOCATION PLAN REQUIRED – NEW CONSTRUCTION & ADDITIONS

Residential interior alterations or renovations, which do not include any change in location or height of any exterior wall or roof line, do not require submission of a house location plan (HLP) at the time of permit issue.

Residential building permit application submittals for all other construction shall include at least two (2) house location plans, drawn to a minimum 1" = 30' scale.

One copy of the house location plan shall be retained in the City permit file. The second copy of the house location plan must be on the permitted site and available to inspectors at all times.

No building or similar structure, nor any part thereof or attached to, shall encroach into any setback area, easement, or required buffer area, without prior written City officials approval.

Applicants submitting plans showing buildings or related structures located less than one foot (1'-0") from a setback or easement, or five feet (5') from a buffer, shall be required to submit an as-built site survey to building officials prior to receiving a certificate of occupancy or completion. This survey must include information required in items 1 – 8 above and must be prepared by a Georgia registered surveyor.

Surveys showing encroachment not approved by governing officials will result to a denial to issue any type of certificate of occupancy, until such time as the building official's written authorization is obtained.

No building or structure of any type including drives or walks shall be located upon any easement without first obtaining written authorization from the holder of that easement. Written authorizations must be presented to City building officials for review at the time of original permit application. No permit can be issued without this review.

Any change from City approved site plans to as-built site plans must be resubmitted by the permit holder and approved by both building and engineering officials through a revised site plan.

House Location Plans shall be of sufficient clarity to show at least the following information:

1. Site street address, subdivision name, lot/block number, if applicable, and name and signature of the person or firm submitting the site plan.
2. Site boundary survey with north arrow.
3. All street names, widths, and location of right-of-way.
4. Location of all setbacks including distance between structures on adjacent properties.
5. Location and type of all easements, buffers, and drainage structures or facilities on site.
6. Location of flood plain areas and minimum lowest floor elevation required, if site applicable.
7. Location of all existing and proposed buildings or structures to include dimensioned structure footprints showing cantilevered exterior wall sections including chimneys, porches, decks, etc.
8. Location and type of any existing or proposed patios, walks, steps, drives, and other paved areas.
9. Location, height, and type of any site retaining walls, ancillary buildings, or other structures.

RESIDENTIAL ENGINEERING PERMIT

A Residential Engineering Permit is required for new houses, pools, sites designated RDP and RDS on the final plat, sites within the Chattahoochee River Corridor and additions affecting specimen trees or other significant resources such as stream and zoning buffers. The Residential Engineering Permit may be required for disturbance adjacent to detention ponds, wetlands and flood plain areas. COE approval may be required for wetlands disturbance. ARC approval will be required for work within 2000 feet of river bank if the work exceeds the maximum limits on the final plat.

Residential Engineering Permit Plan Requirements:

1. All items as required on a House Location Plan
2. Grading plan showing limits of disturbance
3. Erosion and Sediment Control Plan
4. Hydrology/ Stormwater Review may be required
5. Other requested information as needed for clarification of project
6. Site inspection(s) are required

BUILDING PLAN REQUIRED – NEW CONSTRUCTION & ADDITIONS

At least two sets of building plans shall be submitted with each residential building permit application form. Building plans must be reviewed for codes compliance and signature date stamped by building officials prior to any building permit being issued for construction. Signature date stamped building plans must be on site and available to inspectors during all inspections.

Building plans shall be drawn no smaller than $1/8" = 1'-0"$ scale and shall be of sufficient clarity to indicate the nature and extent of the work to be performed. Building plans shall show in detail that it will conform to building and technical codes and all related laws, ordinances, rules and regulations in effect at the time of permit issue.

Building plan shall include at least the following, as applicable to the work to be performed:

1. Provide a dimensioned foundation plan showing location of all footings at foundation walls, exterior walls, and interior load bearing walls.

Include details of footings, foundation walls, and concrete floors. Show heights, widths, depths, thicknesses, reinforcing steel, connections, supports, and other details necessary to ascertain codes compliance.

2. Supply a dimensioned floor plan of each floor level to be improved including elevated decks, balconies, porches, etc.. Label each room and area for its use, such as *bedroom, kitchen, deck, etc..*

Show location and size of all windows, doors, and openings between rooms, etc..

3. Show location of exterior and interior bearing walls supporting floors or roofs above.

Include notes or details regarding bearing wall construction. List size and spacing of wall studs and show or note how all bearing walls will be anchored to the foundation.

Locate and show size and composition of all headers and support beams to be used.

4. Include floor and roof framing notes or details, such as type, size, and spacing of floor / ceiling joists and rafters to be used.

If vertical wood posts or metal columns are used to support elevated floors or roofs, provide details of their construction to include size, length, and composition, anchoring and connection details.

If manufactured trusses are to be used, provide truss supplier's detailed drawings for your project.

Note: Truss drawings must be approved by city plan reviewers prior to framing inspection.

5. Show location of water heaters, electrical service & distribution panels, heating and air conditioning equipment, plumbing fixtures, major appliances, cabinets, countertops, and other built-in items.
6. Include dimensioned elevation (vertical side) views of all exterior walls and roof lines and roof pitches for new construction.

Show dimensioned elevation views of all construction affected exterior wall and roof lines for addition or alteration to existing buildings.

Any change from City reviewed building plans to as-built on site construction shall be submitted through a revised building plan and reviewed by building officials for codes compliance prior to making a change.

GENERAL NOTES REGARDING BUILDING & SUBCONTRACTOR PERMITS

1. Building and subcontractor permits are required prior to starting any construction work in the city.
2. Homeowners residing in subdivisions with covenants in place should obtain written approval for their addition or renovation construction from their homeowners association, prior to obtaining a building permit.
3. Most all City subdivisions are normally subject to restrictions imposed by covenants or subdivision regulatory committees. Homeowner closing documents will normally spell out what improvements can or cannot be made to a property.

If you are not sure of covenant restrictions, contact the subdivision Homeowners Association.

Approval, granted by covenants or subdivision regulatory committees, does not authorize proceeding with construction. Permits are still required prior to commencing any construction work in subdivisions.

It is legally important to understand that the City does not enforce covenants or subdivision regulations, but it is equally important to be aware that the City is bound to uphold covenant laws, Arbitration agreements and Court rulings.

3. Building permits must be obtained before Subcontractor trade permits can be issued for construction.

Exception; *When no other work is planned or associated to the subcontractor work that will take place at your site, a “Stand Alone” subcontractor permit may be issued without first obtaining a building permit.*

Typical examples of Stand Alone subcontractor permits issued are; Water heater repairs, AC compressor replacements, and Electrical service change outs.

For night or weekend emergency repairs, a subcontractor permit is still required, but the installer must obtain the permit on the next City business day during normal permit issue hours.

4. If you are a homeowner building or remodeling your own home or have hired a contractor, require all hired contractors and subcontractors to provide you with a City issued permit for their work, showing your work site address, prior to allowing them to proceed with any construction work.
5. It shall also be a responsibility of a contractor to assure that all hired subcontractors have a valid city issued permit prior to starting any work on site.
6. Georgia law, O.C.G.A. 43-14, requires all persons contracting or performing for hire any plumbing, electrical, low voltage, heating-air conditioning or utility work in Georgia to be duly and currently licensed by the Georgia State Construction Industry Licensing Board for that work.

The City will not issue subcontractor trade permits to any non-licensed person performing any of these trades, except that a homeowner performing his own subcontractor work on his personal home may obtain his own permit for that work. All work permitted must comply with all codes and laws.

NEW CONSTRUCTION & ADDITION BUILDING PERMITS

Applies to detached one or two family dwellings and one family townhouses not more than three stories in height and any accessory structures on residential building sites which are governed by the currently adopted International Residential Code (*IRC*), with current Georgia Amendments.

Building and subcontractor permits are required prior to any residential new construction work being performed on any site, except site work authorized by a valid City Residential Engineering Permit (*REP*).

To obtain a building permit for construction work in the City, any property owner or their authorized agent must present the following information to City building officials at 310 Technology Parkway, Peachtree Corners, GA 30092. *Normal hours of permit issue; 9:00am – 3:30pm Monday – Friday.*

Required Documentation For New Construction & Addition Building Permits

1. Site plan. (*See Site Plan Required included herein*)
2. Building plan. (*See Building Plan Required included herein.*)
3. Georgia Energy Code Compliance Report.
4. Approved Gwinnett County Sewer Permit receipt. (*New construction & Relocated dwellings only*)

Approved Residential Engineering Permit Card . (*Applies to new houses, pools, sites designated RDP and RDS on the final plat, sites within the Chatahoochee River Corridor or where trees or buffers are adjacent to disturbed area project construction.*)

5. Written proof of a valid contractor business license. (*Exception: Owner-builder for personal use.*)
6. Georgia State Contractor's License (*Exception: Actual Owner-Builder, for personal use.*)
7. Completed and signed City Building Permit Application Form.
8. Pay all City required building permit fees. (*See Permit Fee Calculations included herein.*)

MECHANICAL, ELECTRICAL, LOW VOLTAGE, AND PLUMBING (MEP) PERMITS

Required prior to any MEP work or improvements being performed at the proposed work site.

Required Documentation For Obtaining Residential Subcontractor Permits

1. Submit proof of a valid Georgia contractor license for the proposed type work.
2. Provide a Georgia valid picture I.D. including personal signature.
3. Submit proof of valid Georgia contractor business registration.
4. Complete and sign City Subcontractor Permit Application form.
5. Pay all City required Subcontractor permit fees.

INTERIOR REMODEL & BASEMENT FINISH BUILDING PERMITS & PLANS

Applies to interior remodels and basement finishes in detached one or two family dwellings and attached one family townhouses. Building and subcontractor permits are required prior to any interior construction work.

To obtain interior construction permits, any property owner or his/her authorized agent must present the following information to building officials at 310 Technology Parkway, Peachtree Corners, GA 30092. Permit issue hours: 9:00am – 3:30pm Monday – Friday.

Subcontractor permit issue: 9:00am – 3:30pm Monday – Friday.

Required Documentation For Interior Building Permits

1. Completed and signed Residential Building Permit Application Form.
2. Building plan. *(See below.)*
3. Georgia Energy Code Compliance Report.
4. Gwinnett County Septic Permit receipt. *(Applies only if bedrooms are added as part of interior finish and dwelling is on septic tank or other private sewage disposal system)*
5. Written proof of a valid contractor business license. *(Exception: Owner-builder for personal use.)*
6. Georgia State contractor's License. *(Exception: Actual Owner-Builder for personal use.)*
7. Pay all City required building permit fees. *(See Permit Fee Calculations included herein.)*

Required Plans for Interior Remodeling & Basement Finish Permits.

Two sets of building plans must be submitted with each interior building permit application form. Plans must be reviewed for codes compliance by building officials prior to any interior building permit being issued.

Plans must be scaled and dimensioned and shall be of sufficient clarity to clearly indicate the nature and extent of the work to be performed. Plans must at least include the following:

1. Complete floor plan for each level being improved. Show all existing and new walls, stairways, plumbing fixtures, appliances, cabinets, and other built-in items existing and proposed new.
2. Label each room and provide floor area: *Example: bedroom =250sf., kitchen =300sf, closet =100 sf.,*
3. Show location and size of all windows, doors and openings between rooms.
4. Show any change to existing floors, bearing walls or ceiling/roof, provide structural change details.
5. Mechanicals Plan: Show location of water heaters, HVAC equipment and outlets, electrical panels, switches, lights and outlets. **Note:** *If planning to use existing HVAC equipment to heat/cool new finished area, provide load calculations to prove existing equipment is adequate for total area.*

Approved building plans must be on site and available to inspectors for all inspections.

DEMOLITION PERMITS & PLANS

The Building Officials may issue Demolition permits for residential construction, upon receiving written request from a property owner. Requests must be approved by building official, prior to commencing demolition work.

Request shall include liability statements relieving the City of liability incurred due to demolition. Requests shall include property owner's written agreement to remove all debris from the site and dispose of debris in an authorized landfill or as directed by Georgia DNR/EPD. **No on-site burial of debris is allowed.**

If demolition includes removal of buildings/structures or suspected asbestos/lead paint materials from a site, a Georgia certified abatement contractor must be utilized and Georgia DNR/EPD notification is required.

No Certificate of Completion will be issued for demolition, nor will any building permit be issued for continuing construction until the demolition permit holder provides building officials with written proof of asbestos abatement.

A pest/vermin abatement letter from a pest control agency stating you have taken the appropriate measures to assure the property is rodent free and safe for demolition.

If you do not have proof utilities have been shut off from each utility company, you are required to submit an affidavit liability agreement relieving the City of liability for said utilities prior to issuance of permit.

Two scaled and dimensioned site plans are required from the applicant listing the site street address and the submitter's name, address, and telephone number.

Plans must show property boundary, locations, and diameters of existing trees within thirty feet of demolition, location of structures to be demolished and any structures to remain, such as wells, septic's, sewers, etc., plus any Community Development Department additional requirements.

Site plans must be pre-approved by city Zoning Administrator, prior to submission to building officials.

Demolition permit applicant must present building officials two sets of demolition plans showing the layout of the entire floor where the demolition will occur. These interior plans must clearly show items to be demolished and items to be left in place. When existing structural components are to be disturbed during demolition, or removed and reused, a professionally sealed structural bracing plan shall be included in the plan sets.

Construction may not proceed beyond the building official approved demolition stage, until the City has issued a valid building permit for proposed construction.

Demolition Permit Fees: - Residential demolition permit fees are \$300.00 for a whole structure and \$200.00 for partial structure.

SITE WALL BUILDING PERMITS & PLANS

Site wall building permits are required for any site wall constructed over four feet (4'-0") in height or for site walls of any height receiving a structural surcharge load from any other structure. Wall heights are measured from top of footing or base block/timber course to top of wall on the exposed side of the wall.

Site walls do not include building foundation walls, but do include 'wing' and other similar walls, which may be attached to building foundation walls.

Site walls over four feet in height at any point along the wall or site walls of any height receiving a surcharge from another structure, must be engineered by a Georgia licensed Architect or Engineer (PE). Multiple shorter walls, whose horizontal separation is less than twice the height of the lower wall, and whose total height is over four feet, are subject to the engineering and permitting requirements of this section.

Wall plans must be reviewed by building officials for codes compliance prior to permit issue. Walls must be inspected during construction and, after Final inspection, a *Certificate of Completion* may be issued.

Two scaled and dimensioned site plans are required to obtain a building permit for a site wall. Site plans must list the site street address and submitter's name and telephone contact number.

Site plans must show the property boundaries, building setbacks, all buffers and easements, locations and diameters of existing trees within thirty feet of construction, location of existing and proposed structures, to include but not be limited to, the primary house, detached garages, drives and walks, storage sheds, pools, and any other ancillary structures.

Site plans must show the location of the proposed new site wall, height and length of walls, and show planned finished grades of yards within ten feet (10') of tops and bottoms of walls.

Site walls over four feet in height must have safety barriers as described in the Additional City Construction Requirements section herein. Safety Barrier details must be included in the site plan submittal.

Plans for site walls may require a City of Peachtree Corners Land Disturbance Permit. Two copies of the approved site plans must be presented to building officials at site wall building permit issue.

To obtain Erosion Control pre-approval for site wall permits, applicants must submit site plans to City of Peachtree Corners Planning and Zoning for approval. Site plans must contain all information listed above.

Block & Wood site wall construction, where using dead-man, geo-grid, or similar stabilization methods, are subject to **IBC Chapter 17 – Special Inspections** provisions.

Permit applicants must submit Inspector Credentials for Building Official review at plan review submission.

Site wall fees are based on the cost of construction.