



SUBMITTAL REQUIREMENTS for BUILDING PERMITS

NOTE: ALL FEES ARE DUE AFTER THE FINAL REVIEW. WE ACCEPT CASH, CHECKS, VISA, MASTERCARD AND AMERICAN EXPRESS

NEW SINGLE FAMILY RESIDENTIAL

- Building Permit Application- Completed
 - Residential Subcontractor Affidavit Form- Completed and Notarized
- 3 Sets Site Plans
- 3 Sets Architectural Drawings (drawn to scale)
 - All rooms must be identified as to use
 - Mechanical, Electrical and Plumbing equipment/ fixtures must be shown on plans
- Residential Erosion Control/ Tree Protection Agreement Form
- DeKalb County Sewer and Water Permits
- State of Georgia Contractor's License
- Current Business License
- River Corridor Properties require a Hold and Release Affidavit
- Certificate of Occupancy- Fee only required with new Certificate of Occupancy
 - If new - complete the building permit application

RESIDENTIAL – ADDITION

- Building Permit Application – Completed
 - Homeowner Affidavit Form- Completed and Notarized
- 3 Site Plans
- 3 Sets Architectural Drawings (drawn to scale)
 - All plans must show Existing to Proposed
 - All rooms must be identified as to use
 - Mechanical, Electrical, and Plumbing equipment/fixtures must be shown on Plans
- Residential Erosion Control/ Tree Protection Agreement Form
- DeKalb County Sewer and Water Permits
- State of Georgia Contractor License
- Current Business License

- River Corridor Properties require a Hold and Release Affidavit

RESIDENTIAL – ALTERATIONS

- Building permit application – Completed
- 3 Sets Architectural Drawings (drawn to scale)
 - All Plans must show existing to proposed
 - All rooms must be identified as to use
 - Mechanical , Electrical and plumbing equipment/ fixtures must be shown on Plans
- State of Georgia Contractor License
- Current Business License

RESIDENTIAL DECKS & PORCHES

- Building permit application – Completed
- 3 Sets Architectural Drawings (drawn to scale)
 - All Plans must show existing to proposed
 - All rooms must be identified as to use
 - Mechanical , Electrical and plumbing equipment/ fixtures must be shown on Plans
- State of Georgia Contractor License
- Current Business License

ACCESORY STRUCTURE- ALTERATION

- Per City of Clarkston Code of Ordinance

SWIMMING POOL

- Pool Permit Application- Completed
- 3 Site Plans – Dimensioned, detailed plans showing pool location, profile section of pool equipment location, related plumbing from pool to pool equipment, related electrical components including but not limited to; pool lights, pool equipment, disconnect, pump size and rating , source of power and equipotential system & barrier and or alarm requirements
- Commercial/ Public pools require DeKalb County Health Department Review Approval Stamp and Approved Final Inspection at project completion

COMMERCIAL – NEW CONSTRUCTION

- Building Permit Application – Completed
- 3 Sets of Structural Drawings – (Sealed when Required)
- Digital Copies of Drawings
- DeKalb County Sewer and Water permits
- DeKalb County Watershed Management Pre- Treatment Permit (If installing grease Trap)
- Drawings must show all MEP'S
- State of Georgia Contractors License
- Current Business License
- Certificate of Occupancy- Fee only required with new Certificate of Occupancy
 - o If new - compete the building permit application

COMMERCIAL – ALTERATIONS

- Building Permit Application – Completed
- 3 Sets of Structural Drawings – (Sealed when Required)
- Digital Copies of Drawings
- DeKalb County Sewer and Water permits
- DeKalb County Watershed Management Pre- Treatment Permit (If installing grease Trap)
- Drawings must show all MEP'S
- State of Georgia Contractors License
- Current Business License

MISCELLANEOUS

- Trade Permit Application
 - o Trade permit application- completed
 - o State of Georgia Trade Contractors License
 - o Current Business License
- Temporary Power Request- Electrical
 - o Required for ALL New Power Request
 - o Temporary Power Release Affidavit
- Retaining Wall
 - o Retaining Wall Permit Application – Completed
 - o 3 Sets Drawings (Engineered if required)
 - o 3 Sets Site Plans, showing proposed wall location – drawn to scale

- Retaining wall indemnification form- Completed
- River corridor Properties require a hold and release Affidavit
- Current business license

- Demolition Permit
 - Demolition application – completed
 - Land Disturbance Permit application completed-
 - Refer to land disturbance permit for requirements
- Land Disturbance Permit
 - See Checklist on Land Disturbance Permit Application
- Sign – Stand Alone (Monument & Wall Sign)
 - See Sign permit Application
- Gas pressure Test – Mechanical/ Plumbing
 - See Re- establishing Service Procedure
 - See Fuel Line Inspection Form (completed by staff)

CELL TOWER ELECTRICAL

- 3 Sets of plans and structural analysis
- Business License
- When required (State license)