



# Department of **CITY PLANNING**

Office of Buildings – Residential Workstream  
55 Trinity Avenue, Suite 3800  
Atlanta, Georgia 30303  
Tel: 404.330.6906  
Email: [residential-oob@atlantaga.gov](mailto:residential-oob@atlantaga.gov)

## Checklist for Plan Submission **ADDITION/CONVERSIONS WITH ADDITIONS** **ALTERATIONS WITH SITE WORK/SITE WORK ONLY** **OF ONE- OR TWO-FAMILY DUPLEX RESIDENCE**

### **GENERAL INFORMATION**

1. **Cover sheet to include:**
  - ✓ Project Name
  - ✓ Project Owner
  - ✓ Project Address
  - ✓ Scope of Work
  - ✓ Applicable Codes listed – IRC 2018 with Georgia State amendments.
2. **Plans:**
  - ✓ Must be legible, to scale, double line drawings (single line not accepted), include dimensions.
  - ✓ Labeled "Issued for Construction" or "Released for Construction".
  - ✓ Plan Reviewers may require additional information for clarification of project.
3. **Traffic Requirements:**
  - ✓ Applicant to submit Survey and/or Site Plan for review of all new or replacement aprons and curb cuts.
  - ✓ Separate permit will be required from Office of Traffic in the Dept. of Public Works for aprons and curb cuts.
  - ✓ For additional information contact – Office of Traffic at 404-330-6501.
4. **Barrier-Free requirements:**
  - ✓ New One or Two Family construction receiving City assistance must comply with Sec. 8-2182 of the City of Atlanta Housing Code.
5. **Modular Structures:**
  - ✓ State of Georgia, Department of Community Affairs' seal of approval is required.
  - ✓ Foundation plan – must show footing and/or slab detail, support piers to include sizes.
  - ✓ Provide information outlined on the checklist for New One or Two Family for the Zoning, Arborist, and Site Development sections.
  - ✓ For additional information contact DCA at 404-656-3836.
6. **Scope Differences & Complexities:**
  - ✓ Due to the scope and complexity of proposed projects, we recommend you carefully read the checklist to determine the requirements for plan submission.
  - ✓ Contact the Office of Buildings at 404-330-6150 for additional information concerning the proposed project.

### **BUILDING PLAN REVIEW REQUIREMENTS**

1. **Floor Plan for all proposed structures must show:**
  - ✓ Rooms labeled according to use.
  - ✓ Window and door sizes.
  - ✓ Thickness of walls.
  - ✓ Width of stairs, height of riser, tread depth, and height of handrail/guardrail.
2. **Elevations for all proposed structures:**
  - ✓ Minimum of two existing & proposed elevations for all sides affected.
  - ✓ Minimum of four proposed elevations for detached additions.
  - ✓ Show any openings (vents, basement access, etc.) and exterior wall finishes.



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**3. Foundation Plan for all proposed structures:**

- ✓ Footing and/or slab detail, support piers to include sizes.

**4. Floor Framing Plans for all floor levels in the proposed structures:**

- ✓ Indicate floor joists, girders with sizes for all floors. If using pre-engineered components submit manufacturer specifications.

**5. Ceiling Framing Plan for all proposed structures:**

- ✓ Indicate ceiling joists to include sizes for all floors.

**6. Roof Plan for all proposed structures**

**7. Roof Framing Plan for all proposed structures:**

- ✓ Indicate sizes of beams for ridges, valleys, hips, and rafters or any other roof components. If using pre-engineered components submit manufacturer specifications with sealed truss drawings.

**8. Structural Plans for all proposed structures:**

- ✓ Typical wall section from foundation through roof – specify size and type of Girders, Beams, Headers, Joists, Rafters, Trusses (TJI & LVL).
- ✓ Deck / Porch details - floor plan, columns/posts, attachment to main structure, stairs/ramps, handrail/ guardrail.
- ✓ Engineer's letter required if scope of work includes 2<sup>nd</sup> story addition, certifying the existing foundation can accommodate the additional load.
- ✓ Addition to duplex - provide a 1-hour fire rated separation wall detail that is to be constructed according to the International Residential Code.

**9. Retaining Walls:**

- ✓ Greater than 4 ft. in height, must be designed and the plan sealed by a professional engineer.
- ✓ 4 ft. or less in height, may be approved using engineering publications.
- ✓ Wall details to include type, height, footing and components of the wall(s).

## **ARBORIST REVIEW REQUIREMENTS**

**1. Site Plan to include:**

- ✓ Location of proposed addition(s), driveway, decks, porches, pool, accessory structures, impervious surfaces, etc.
- ✓ Location of existing structures or impervious surfaces that remain.
- ✓ Location of existing/proposed retaining walls, indicate top and bottom elevations.
- ✓ Survey of all trees on property whose critical root zone is impacted by limits of land disturbance.
- ✓ Show the critical root zone (CRZ) of the trees which extend into the limit of disturbance. Calculate the % of impact to CRZ.
- ✓ Tree inventory plan – label species (hardwood hwd or pine) of existing trees, indicate diameter at breast height.
- ✓ Place an X on the tree symbol for each tree to be destroyed.
- ✓ Tree Replacement Plan – minimum 2.5" caliper, shown and labeled as to species (from COA recommended tree list). Overstory and mid-canopy trees are required until tree density requirements are met per zoning. Spacing requirements are measured from existing and proposed trees and to be spaced as follows: Overstory-35ft., Mid Canopy-25ft., Ornamental, Understory, and Screening trees - 15ft.
- ✓ Show and label 4 ft. orange tree protection fences which must be located at the edge of critical root zone or work limits.
- ✓ Existing topography at 2ft contour intervals.
- ✓ Proposed topography (cut and fill) at 2ft contour intervals.
- ✓ Existing and Proposed underground utilities, (i.e. water, gas, electric, sewerage, etc.), must be shown from the main line connecting to the proposed house.



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- ✓ Show and label the construction material staging area.
- ✓ Limit of land disturbance.
- ✓ If lot is greater than one acre, wetlands, flood plains, streams, mature stands of trees, and other significant aspects of the natural environment to be shown on plan.
- ✓ If no trees are in or around the area of the proposed work provide two different photos of the site which clearly shows no trees will be impacted and "No Trees Impacted Statement".
- ✓ If trees in the public right of way are impacted or destroyed, then approval from the Office of Parks Arborist is required. The approved plans should be submitted to the Office of Buildings, Arborist division. For additional information contact the Office of Parks at 404-5456-6813.
- ✓ Go to Department of Planning and Community Development's Arborist Division for the complete checklist of requirements.  
<https://www.atlantaga.gov/government/departments/city-planning/office-of-buildings/arborist-division/arborist-forms-and-checklists>

## **SITE DEVELOPMENT REVIEW REQUIREMENTS**

### **1. Survey:**

- ✓ Recent boundary and topological survey sealed and signed by Georgia Registered Land Surveyor, if proposed work within or near a stream buffer, floodplain, wetland or sewer easement.

### **2. Grading/Site Plan to include:**

- ✓ Location of proposed house, driveway, decks, pool, accessory structures, impervious surfaces, etc.
- ✓ Location of existing/proposed retaining walls, indicate top and bottom heights, include structural wall details if greater than 3 ft. in height.
- ✓ Demolition plan showing location of existing structures or impervious surfaces that remain.
- ✓ Finished floor elevations for existing and proposed structures.
- ✓ Construction entrance.
- ✓ Disposition of excavated materials.
- ✓ Grading plan required for all projects involving any significant changes of grade. Not required for minor improvements with no grad changes and minimal land disturbance.
- ✓ Grading plan must be signed and sealed by Georgia Registered Land Surveyor, architect, landscape architect or other qualified professional.
- ✓ Grading plan to include the following statement: "No graded slope shall exceed 2h: 1v".
- ✓ Show existing & proposed ground contours and elevations for cut and fill operations.
- ✓ Dirt Statement to include gross quantities of cut, fill, demolition debris, and haul volumes in cubic yards.
- ✓ If disturbed area is greater than 1.0 acre or within or near a stream buffer, floodplain, or wetland must include the certification of the GSWCC Level II Design Professional (name, number & expiration date of certificate) who prepared the erosion, sedimentation & pollution control (ES&PC) plan.
- ✓ Show existing and proposed easements (drainage, sewer, etc.)
- ✓ Location and top elevations of sanitary, storm sewers and structures. See checklist for additional information.
- ✓ Location and size of existing public sanitary sewer within details, if connection required.
- ✓ Stormwater Management minimum requirements must be met. See checklist for additional information.
- ✓ Soil & erosion control plan showing all required best management practices with required notes.
- ✓ Delineate the limits of the 100-year flood and 100-year base flood elevation(s).



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- ✓ Delineate all state waters and wetlands that are within 200 ft. of proposed project limits and applicable buffers.
- ✓ Comprehensive checklist for the Department of Watershed Management is available at: <http://www.atlantawatershed.org/forms/>

## **ZONING REVIEW REQUIREMENTS**

### **1. Survey and/or Site Plan to include:**

- ✓ Location of existing house, driveway, decks, porches, pool, accessory structures, Impervious surfaces, etc.
- ✓ Location of proposed additions.
- ✓ Location of existing and proposed retaining walls, indicate top and bottom heights.
- ✓ Indicate setbacks and/or existing easements with dimensions from property lines.
- ✓ Calculations for lot coverage, floor area ratio.
- ✓ Recent as-built survey may be required from registered Georgia Land Surveyor.

### **2. Variances:**

- ✓ Two copies of variance and/or special exception letter granted by Board of Zoning Adjustments with Office of Planning stamp, if required.

### **3. UDC/Planning Approvals:**

- ✓ Two sets of proposed plans stamped by UDC and/or Office of Planning for certain zoning and/or Beltline overlay districts.

## **SEWER CERTIFICATION**

- ✓ Sewer capacity certification is required for conversions.
- ✓ Complete the form for submission – floor area and occupancy type is required.