



# City of Alpharetta

## Residential Permitting Procedures

# NOTICE

This document is a summary of various federal, state, county, and city building construction laws and the rules and regulations. The information within is not all inclusive, nor is it designed to be, but rather presents a general overview of construction laws and processes relative to planning, permitting, constructing, inspecting, and completing a residential construction project in the City.

For the purpose of this document, the following shall apply to the use of words and phrases: Words used in present tense include future tense. Words used in singular tense include plural tense. The word "he" also means "she." The words "shall" or "must" are always mandatory. The words "may" or "can" are permissive. The word "and" indicates all conditions, requirements, or factors so connected must be met or fulfilled, whereas the word "or" indicates that at least one condition, requirement, or factor so connected must be met. The word "structure" means anything that is built and includes the word "building." The word "person" means any individual, corporation, association, firm, partnership or other legal entity. The word "permit" means written governmental permission issued by an authorized official, empowering the holder thereof to do some act not forbidden by law, but not allowed without such authorization.

If any section, subsection, sentence, clause, or phrase of this document is for any reason held to be unconstitutional, such decision shall not effect the validity of the remaining portions of this document.

As a public service, this document may be accessed and downloaded free of charge at:

[www.alpharetta.ga.us](http://www.alpharetta.ga.us)

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## RESIDENTIAL BUILDING CODES

Applies to detached one and two family dwellings and one family townhouses not more than three stories in height and accessory structures located upon residential sites within the City permitted on/after 1/1/2010.

**Please note: If there is a conflict between codes or ordinances, the more restrictive shall apply.**

<b>Accessibility</b>	Georgia Accessibility Code – GSFC Rules & Regs. 120-3-20 – latest revision <i>(Voluntary)</i> - Georgia Accessibility Code – Rules and Regulations of the Georgia Safety Fire Commissioner Chapter 120-3-20, latest revision.
<b>Administration</b>	The Code of the City of Alpharetta, Georgia – latest revision Chapter 1 of Current Georgia State Minimum Standard Codes. Chapter 1 Administration City of Alpharetta Unified Development Code – latest revision
<b>Building</b>	2018 International Building Code (IBC), with Ga. Amendments
<b>Electrical</b>	2023 National Electrical Code, with Ga. Amendments
<b>Energy</b>	2015 International Energy Conservation Code (IECC), with Ga. Amendments
<b>Fire Safety</b>	2018 Standard Fire Prevention Code (IFC), with Ga. Amendments 2018 Life Safety Code, City Sprinkler Code – Ord. No. 220, latest revision
<b>Gas Piping</b>	2018 International Fuel Gas Code (IFGC), with Ga. Amendments
<b>Industrialized Buildings</b>	Industrialized Buildings Rules of the Georgia Commissioner of Community Affairs O.C.G.A. 110-2, latest edition.
<b>Manufactured Housing</b>	Rules and Regulations of the Georgia Safety Fire Commissioner Chapter 120-3-7, latest revision
<b>Mechanical</b>	2018 International Mechanical Code (IMC), with Ga. Amendments
<b>Plumbing</b>	2018 International Plumbing Code (IPC), with Ga. Amendments
<b>Pools</b>	See Swimming Pool Permitting Procedures
<b>Property Maintenance</b>	2003 City Property Maintenance Code, latest edition
<b>Site Walls, Walks, and Drives</b>	City Unified Development Code (UDC) Section 4.4.5 or site specific design by Georgia P.E.
<b>Soils Erosion</b>	Alpharetta Soil Erosion & Sediment Control Ordinance - latest revision
<b>Sprinkler</b>	City Domestic Sprinkler Installation Code, Ordinance No. 220 latest revision.

Georgia Amendments may be found at [Georgia Department of Community Affairs Website](#) visit "Construction Codes," which is listed under "Community Assistance."

*Please be sure to check Errata for Georgia Amendments while on the DCA Website.*

## CITY CLIMATIC & GEOGRAPHICAL DESIGN CRITERIA

All residential buildings and ancillary structures located upon residential lots in the city must be designed and constructed to meet the following climatic & geographical criteria.

**Exception:** Design Temperatures are not applicable to unheated structures.

Decay Damage	Severe
Design Temperature	22°F Winter and 92°F Summer design dry bulb temperatures; 74° as Mean Coincident wet bulb temperature; GDD65=2990; and CDD65=1541
Floor Hazards	Per current FEMA FIRM map for Alpharetta
Frost Line Depth	5" (12" minimum footing depth)
Ground Snow Load	5 psf
Seismic Design Category	"B"
Termite Damage	VERY Heavy
Weathering Probability for Concrete	Moderate
Wind Speed	90 mph (3 second gust) / 75 mph (fastest mile)

### PLAN REVIEW – GENERAL

Site and building plans are to be submitted electronically through the City of Alpharetta Permitting Portal. Building permit application forms and all supporting documentation will be loaded into the "Rel Docs" section of the website after the the application information is filled out. The plans will need to be loaded in PDF format ONLY.

Please visit the website here: [City of Alpharetta Permitting Portal](#)

Submitted plans must include a completed and signed City Building Permit Application form, provided in this information packet and particular to the kind of proposed construction.

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.



# City of Alpharetta Permitting Portal

ELECTRONIC PLAN & DOCUMENT REVIEW SYSTEM

The City of Alpharetta will no longer be using ePlan Solution to submit plans.

Instead, all plans must be submitted via the internet at

<https://permits.alpharetta.ga.us/permits/template/login.aspx>

## HOW TO SUBMIT ELECTRONIC PLANS:

1

Visit: <https://permits.alpharetta.ga.us/permits/template/login.aspx>

2

"Sign Up" or "Login to City of Alpharetta Permitting Portal"

3

Once your account is set up, follow the prompts by filling out the project information, then please upload your documents in the following order. Please note that all documents MUST be uploaded as a PDF file.

4

Upload to "Rel Docs"

### Submittal:

1. All building plans and specifications for the City of Alpharetta Plan Examiners to review.

### Prior to Permit Issuance:

1. Completed "Application"
2. Copy of Contractor's License
3. Copy of Contractor's Driver's License
4. Copy of Contractor's Business License (Occupational Tax Certificate)
  - a. If the homeowner is completing the work, the homeowner is required to complete, notarize, and upload "Homeowner Acting as a General Contractor Affidavit."
5. If someone other than the contractor is picking up the future permit, the qualifying agent must upload a notarized "Authorized Permit Agent Form."
6. Notarized "Building Valuation Letter"

All documents listed above in quotations are available on the City of Alpharetta's website, under Community Development, Resources: Applications, Forms, & Downloads.

## NEED ASSISTANCE?

Please reach out to our Permit Technicians at 678-297-6080 / 678-297-6070 or by email at [PermitTech@alpharetta.ga.us](mailto:PermitTech@alpharetta.ga.us)

## 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 [Secretary of State's Licensing Website](#)

## SITE 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 site plan at the time of permit issue.

Residential building permit application submittals for all other construction shall include a site plan, drawn to a minimum 1" = 30' scale.

One electronic copy of the site plan shall be retained in the City permit file. One printed approved copy of the site plan must be on the permitted site and available to inspectors at all times.

**Site 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.
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.

This, plus additional information, is required to obtain a City Engineering Permit ("Pink Card") from the Alpharetta Engineering Department. **This card will be required for new houses, pools, additions, and decks affecting specimen trees.**

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.

## **BUILDING PLAN REQUIRED – NEW CONSTRUCTION & ADDITIONS**

One set of building plans shall be submitted into City of Alpharetta Permitting Portal 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. Once plans are approved in the Permitting Portal the applicant will print the approved city stamped plans and have on site for 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:**

- 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.
- 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.
- 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.
- 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 reviewed by city plan reviewers prior to framing inspection.
- 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.
- 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.

## GEORGIA ENERGY CODE COMPLIANCE

Georgia Energy Code for Buildings, herein referred to as the *IECC*, requires all construction to comply with energy savings requirements adopted by Georgia. The 2015 IECC establishes MINIMUM standards for energy conservation in construction. Compliance with this energy code by designers and builders is MANDATORY.

Dwellings on the National or Alpharetta Register of Historic Places are exempt from IECC requirements, as are areas of existing dwellings, where finish wall covers are not removed, or removed but already filled with existing insulation during renovations.

The IECC requires all replacement windows, skylights, and doors to meet IECC requirements. See 'Appendix RA' of the IECC Ga. Amendments for detailed glazing guidelines.

This code only applies to the area of construction identified in the permitting documentation.

Example: If a permit is issued to build a new house, then the whole house must meet IECC compliance.  
If a permit is issued to finish a basement, then only the basement must meet IECC compliance.

IECC Chapter Four [RE] (4) [RE] governs 1 & 2 family dwellings and townhouses of not more than three stories in height. IECC is not viewable on-line, BUT is available to view in our offices at 2 Park Plaza, Alpharetta, GA. Georgia Amendments to the IECC are available on-line at: [Georgia Department of Community Affairs Website](#) (See Construction Codes listed under Community Assistance)

The building division requires every building permit applicant to submit an IECC Compliance Affidavit or a city approved software report showing compliance, with all applications for building permits. Only 'REScheck', a prescriptive report that is keyed to the 2015 IECC are approved for construction of 1 & 2 family dwellings and townhouses in Alpharetta.

When using *REScheck*, all minimums must at least meet the minimums of IECC Table 402.1.2.  
When using *Energy Rating Index* programs, all data must be in compliance to IECC Section 406.

Compliance to IECC requirements entails addressing three (3) separate areas of concern; the Building Thermal Envelope, the Mechanicals, and Air Sealing.

A home's Building Thermal Envelope consists of its walls, floors and ceilings separating conditioned (*heated & cooled*) space from unconditioned (*outside*) space. See Table 402.1.2

A home's Mechanicals consist of its water heating system and heating and air conditioning system. All heating and air conditioning systems must now be designed using ACCA Manual J and Duct Design, per ACCA Manual D, with R-8 insulated ducts in attics, or other city approved engineered design.

A home's Air Sealing system consists of closing all outside air entry points through the building thermal envelope, plus sealing all concealed air transfer openings within the building thermal envelope and conditioned area. See 'Appendix RA' of the IECC Ga. Amendments for detailed air sealing guidelines.

Several things have changed in the new IECC, some are significant and involve contractors and homeowners doing permitting and construction in a slightly different manner, so as to comply to the new IECC.

Prior to building permit application, builders and/or homeowners will have to meet with their insulators, plumbers, HVAC and glazing subcontractors to successfully fill out the IECC Compliance Affidavit required at permitting.

Builders and/or homeowners must choose one of the four options offered on the IECC Compliance Affidavit to comply to the energy code: Only one can be used.

1. By the 'Component' approach.
2. By the 'REScheck' software approach.
3. By the 'Energy Rating Index software approach.

**Note:** If choosing a software approach, a completed software 'compliance report' must be presented to city plan reviewers at time of permitting.

Once an 'approach' method has been chosen:

1. Insulators will provide the R-values to be used at all building thermal envelope locations.
2. Plumbers will provide water heater sizing, per Georgia amended IPC Table 506, type (gas or electric), and Energy Efficiency Factor specifications from the manufacturer.
3. HVAC contractors or mechanical engineers will design a heating cooling system by using ACCA Manual J and ductwork by using ACCA Manual D and list all equipment/duct specifications and load calculations on the affidavit and on the IECC Compliance Certificate, which must be on site at Final inspection.
4. Glazers will provide window and door U-Factors and SHGC's from NFRC labels on windows and doors and list this information on the affidavit or in the software program selected.

### Sloped or Vaulted Ceilings

IECC now requires sloped or vaulted ceilings to be insulated to R-30 value. R-19 is no longer acceptable, unless proven by one of the three software program listed above.

**Note:** Energy industry experts have advised building officials R-19 can still be used in sloped or vaulted ceilings, however the 'trade-off' insulation increases at other thermal envelope locations required to meet IECC compliance are so massive and expensive as to be unfeasible.

Builders will now have to frame sloped or vaulted ceilings with a minimum 2x10 or 2x8, with a 2x2 furred onto the bottom of the 2x8, to meet IECC compliance. This will produce at least a 10" (nominal) framing cavity, which must be filled with R-30 insulation, a new IECC requirement for sloped or vaulted ceilings.

### IECC Compliance Inspection Changes

**Exterior Insulation Inspection:** If a builder chooses to use a combination of wood wall cavity insulation and exterior insulation (R-11 in the stud cavity + R-2 at the exterior side of the framed wall) to meet the IECC required R-13 value for exterior walls, then city inspectors must inspect the exterior insulation before the house wrap air barrier is installed. This inspection, if required, must take place after the Exterior Structural Sheathing inspection and before the Rough & Frame inspection. If a builder chooses not to use a combination of wall cavity and exterior insulation to meet IECC compliance and use only the stud cavity insulation, the Exterior Insulation inspection is not required.

### Rough & Framing Inspection

City inspectors will continue to inspect for IECC compliance during Rough & Framing inspection and will now be looking more closely at new IECC compliance factors, as follows:

1. Inspectors will inspect air sealing at all sill plates, top plates between floors and wall to foundation locations, and around all windows and doors.
2. IECC requires all wall insulation behind tubs and showers and fireplaces to be restrained in place.

Restraints may be as simple as installing industry standard wire restraints in stud cavities, not to exceed 16" on center spacing from bottom to top of wall, may be minimum 16 gauge wire stapled to the inside stud edge with the same spacing as standard wire restraint (for stud spacing less than 12" on center) or may be restrained with wall covers.

If restraining with wall covers, builders must make arrangements with city inspectors to inspect the placement of insulation in these concealed wall cavities, prior to covering these wall cavities.

3. All windows and exterior doors with 50% or more glazing are required to have NFRC rating labels attached by the manufacturer, showing the U-Factor and SHGC rating of the window or door. Inspectors will check these labels for IECC Affidavit compliance at this inspection. These labels must be in place at this inspection.

## Insulation Inspection

City inspectors will inspect all wall cavity and band board insulation and insulation in ceiling and floor areas to be covered at this inspection.

**Note:** The new IECC requires all wall and floor insulation to be in direct contact with the heated side of the wall or floor insulated.

This means if the width of the framing member exceed the depth of the insulation, such as 2x10 floor joists with R-19 (6" thick) insulation installed, the R-19 insulation must be pushed up to contact the underside of the heated floor sheathing and restrained in place with wires or other approved restraints.

Inspection includes verifying a minimum R-19 insulation in place under HVAC service platforms in attics. Inspectors will also use this inspection to pick up any remaining air sealing inspection areas to assure all concealed areas are in IECC compliance. Do not apply any floor, wall or ceiling covers until this inspection has been passed and signed off on permit yard cards by city inspectors.

## Final Insulation Inspection

Final insulation inspection will be similar to those in the past, except for three new IECC additions.

1. Exposed basement insulation must be restrained in place.
2. Insulators must install permanent insulation depth markers in attic spaces.
3. Builders must post IECC Compliance Report next to the air handler or the electrical panel.

## Additional Insulation Notes

1. If opting to insulate the floor underside above a basement to minimum R-19 and the basement is unfinished, basement walls do not have to be insulated, but all exposed water piping and HVAC ductwork in the unfinished basement must be insulated to IECC standards.

When this condition occurs, doors connecting the heated first floor to the unheated basement must meet *IECC* requirements for an exterior door, including thresholds and door perimeter seals.

2. Thresholds at stairwell tops and bottoms are trip hazards. To avoid these hazards, stairwells must be designed to include a minimum 3 foot depth landing between the door threshold and the first stair riser.
3. All stairwell landings must be at the same level as the floor on the opposite side of the door.
4. In addition, when choosing this option, stairwell ceilings must be insulated to R-19 and stairwell walls, from the stairwell ceiling to a point below the bottom of the first floor framing, must be insulated to exterior wall requirements for the option chosen.
5. Basement mass walls (Concrete/CMU) must be insulated to minimum R-5 value and basement exterior wood walls and first floor bandboards must be insulated to a minimum R-13 value when the basement is finished, regardless to whether the floor above the basement is insulated or not.

### **REScheck Compliance:**

*REScheck* is a US DOE software program that may be downloaded free from [www.energycodes.gov](http://www.energycodes.gov) for use in determining *IECC* compliance options. If using *REScheck*, you must use the **Georgia Version**. Unless you are familiar with using REScheck software, download the '*REScheck Software User's Guide*', while at the DOE website. This user's guide is imperative to understanding and using this software program correctly.

After download and to establish the correct minimum compliance values for use in Alpharetta, select the **City of Alpharetta** as your destination location. REScheck will automatically preset all climatic defaults specifically for *IECC codes* compliance in Alpharetta, Georgia.

Other *REScheck* Versions and other City/County selections are invalid for City of Alpharetta compliance.

*One (1) signed copy of the REScheck printed report for the work to be permitted must be submitted with each building permit application form at the time of permit issue. One copy will be stamped "Reviewed For Codes Compliance" and will be given back to you at permit issue. This copy must be on the construction site and available to city inspectors during inspections. The remaining copy will be retained in the city permit record file for the construction.*

### **GREEN COMMUNITIES ORDINANCE**

On January 20, 2009, the City of Alpharetta enacted the Green Communities Ordinance, portions of which are highlighted below:

#### **Green Building Incentives:**

1. The City of Alpharetta offers expediated plan review, plan processing and permitting for LEED, EarthCraft, WaterSense and Energy Star certified projects.
2. The City of Alpharetta offers expediated building and site inspections for LEED, EarthCraft, WaterSense and Energy Star certified projects.

In addition, the Green Communities Ordinance regulates outdoor lighting in its Night Sky requirements. More information on the Night Sky requirements may be found at [www.alpharetta.ga.us](http://www.alpharetta.ga.us).

## GENERAL NOTES REGARDING BUILDING & SUBCONTRACTOR PERMITS

1. Building and subcontractor permits are required prior to starting any construction work in the city, excepting work specifically exempt from requiring a permit in *Exception No. 1 & Exception No. 2 to §4.4.5A of the City's Unified Development Code*.
2. Prior to obtaining a building permit, the Community Development Department strongly encourages that homeowners within subdivisions with covenants consult their homeowner's association and seek written approval for their renovation, addition, or any other construction project.
3. Most subdivisions within the City of Alpharetta have covenants or restrictions that were created by its subdivision regulatory committee. Homeowner closing documents normally include said covenants, which details the type of improvements that may or may not be made upon the property.

If you are unsure if your home may be subject to covenants or restrictions, please contact your homeowner's association.

**Even though your homeowner's association or subdivision may approve your proposed improvement / construction, this does not authorize you to begin construction. City of Alpharetta Building Permits are still required before commencing any construction work within a subdivision.**

4. 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 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.*

5. 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.
6. 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.
7. 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 2018 International Residential Code (*IRC*), with current Georgia Amendments.

Building and subcontractor permits are required prior to any residential new construction work regulated by the City's *Unified Development Code §4.4.5.A* being performed on any site, except site work authorized by a valid City issued Land Disturbance Permit (*LDP*).

To obtain a building permit for construction work in the City, any property owner or their authorized agent must submit the following information to City building officials through the City of Alpharetta Permitting Portal submitted permit, all supporting documentation will be loaded into the "Rel Docs" section of the website. Including building and site plans.

Please visit the website, by clicking here: [City of Alpharetta Permitting Portal](#)

### Required Documentation For New Construction & Addition Building Permits

1. Site plan *(See "Site Plan Required" on page 7)*
2. Building plan *(See "Building Plan Required" on page 8)*
3. Georgia Energy Code Compliance Report *(See page 9)*
4. Approved Fulton County Sewer Permit receipt *(Required for new construction & relocated dwellings only)*
5. City of Alpharetta Impact Fees receipt *(Required for new construction & relocated dwellings only)*
6. Approved Engineering Permit Card ("Pink Card") from City Engineering Department *(Required for new homes, pools, or where trees will be disturbed by proposed construction)*
7. Written proof of a valid contractor business license *(Not required if Home-Owner is acting as General Contractor)*
8. Georgia State Contractor's License *(Not required if home-owner is acting as general contractor but must provide Affidavit of Home-Owner Acting as General Contractor, which is provided on page 19 of the Residential Building Applications and Forms packet)*
9. Completed and signed City Building Permit Application Form
10. Pay all required City Building Permit Fees *(See "Calculating Building Permit Fees" on page 20)*

## 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 of work through the online portal: [City of Alpharetta Subcontractor Permitting Portal](#)

2. Provide a Georgia valid picture I.D. including personal signature. If the licensed card holder isn't picking up the permit, the card holder can complete a fully executed authorized permit agent form to allow someone else to pick up permit.
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. *(Fee Schedules on Application)*

## 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 submit the following information to City building officials through the City of Alpharetta Permitting Portal permit, all supporting documentation will be loaded into the "Rel Docs" section of the website. Including all building and site plans.

Please visit the website, by clicking here: [City of Alpharetta Permitting Portal](#)

### Required Documentation for Interior Building Permits

1. Completed and signed Residential Interior Permit Application Form
2. Building plan *(See next paragraph)*
3. Georgia Energy Code Compliance Report *(See page 9)*
4. Fulton 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 *(Not required if Home-Owner is acting as General Contractor)*
6. Georgia State Contractor's License *(Not required if home-owner is acting as general contractor but must provide Affidavit of Home-Owner Acting as General Contractor, which is provided don page 19 of the Residential Building Applications and Forms packet)*
7. Pay all required City Building Permit Fees *(See "Calculating Building Permit Fees" on page 20)*

### Required Plans for Interior Remodeling & Basement Finish Permits

One set of building plans must be submitted into the City of Alpharetta Permitting Portal with the interior building permit application form. Plans must be reviewed for codes compliance by building officials prior to any interior building permit being issued.

Please visit the website, by clicking here: [City of Alpharetta Permitting Portal](#)

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 .

If demolition includes removal of a building down to the foundation, an Engineering Permit, normally referred to as a 'Pink Card', must be presented to building officials at demolition permit application.

In addition to the Pink Card, one scaled and dimensioned site plan are required from the applicant listing the site street address and the submitter's name, address, and telephone number through City of Alpharetta Permitting Portal.

Please visit the website, by clicking here: [City of Alpharetta Permitting Portal](#)

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 system, sewers, etc., plus any Engineering Department additional requirements.

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

To obtain Arborist and Erosion Control pre-approval for demolitions, applicants must submit site plans to City Engineering at 2 Park Plaza, Alpharetta, GA 30009; 678-297-6070. Site plans must contain all information listed above.

Building officials will not issue demolition permits without an Engineering Department permit.

If demolition is not demolition of exterior walls, such as interior remodels and basement finishes, no city Engineering Department review or Engineering Permit is required.

Demolition permit applicant must be submitted electronically to the [City of Alpharetta Permitting Portal](#), and show 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 within the Downtown Overlay:** If your project occurs within the Downtown Overlay (see U.D.C. Article II, Appendix C: Downtown Overlay District), then a rodent abatement letter is required.

**Demolition Permit Fees:** Residential demolition permit fees are flat rated fees as follows:

Whole building =	\$300.00
Partial building or structure =	\$200.00

## 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.

One scaled and dimensioned set of site plans is 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 must have a City Engineering Department "Engineering Permit Card" ('Pink Card'). One copy of the approved site plans must be presented to building officials at site wall building permit issue.

To obtain Arborist and Erosion Control pre-approval for site wall permits, applicants must submit site plans to City Engineering at 2 Park Plaza, Alpharetta, GA 30009, 678-297-6070. Site plans must contain all information listed above.

Building officials will not issue site wall building permits without applicant's providing building officials with a signed Engineering Permit ('Pink Card').

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.**

## CALCULATING BUILDING PERMIT FEES

**Base Fee:** The city assesses a Base Fee of \$5.50 per \$1,000.00 of calculated Construction Cost, with a \$50.00 minimum Base Fee.

*The most current ICC BVD is utilized in determining the Construction Cost per square foot.*

1. Calculate your Construction Cost, rounded to the nearest whole dollar, as in the above example.
2. Divide Construction Cost by 1000 (a constant) and then multiply the dividend (result) by \$5.50.

**Example:** Construction Cost = \$265,394.00 = \$265,394. ÷ 1000 × \$5.50 = \$1,459.67 Base Fee.

**Plan Review Fees:** The city assesses a Plan Review Fee of \$2.75 per \$1,000.00 of Construction Cost, with a \$25.00 minimum Plan Review Fee.

**Example:** Construction Cost = \$265,394.00 = \$265,394. ÷ 1000 × \$2.75 = \$729.84 Plan Review Fee.

**Erosion Inspection Fee:** An Erosion Inspection Fee of \$85.00 is assessed to all residential building permits, except Interior Finish Only where no land is disturbed.

**Sewer Inspection Fee:** A Sewer Inspection Fee of \$35.00 per connection is assessed to residential building permits, except where no new connection is made to an existing sewerage disposal system.

**Certificate of Occupancy (CO) Fee:** A CO Fee of \$100.00 is assessed to any residential building permit for improvements to buildings or structures designed for habitation by humans.

**Certificate of Completion (CC) Fee:** A CC Fee of \$100.00 is assessed to any residential building permit for improvements to buildings or structures that are not designed for habitation by humans.

**Total Building Permit Fees:** Add all applicable fees listed above for an estimate of required building permit fees.

<b>Example:</b>	Base Fee =	\$1,459.67
	Plan Review=	\$729.84
	Erosion Fee =	\$85.00
	Sewer Fee =	\$35.00
	CO Fee =	<u>\$100.00</u>
	<b>Total Fee =</b>	<b>\$ 2,409.51</b>

**Note:** *Do not make out your check for a final amount prior to permit issue. Minor differences in rounding of numbers could occur between your calculated fees and our database's calculation of required fees.*

Separate permits are required for Mechanical, Electrical, Plumbing, Low Voltage, and Fuel Gas work.