

# Residential Alterations/ Repairs Permit Guide

## Three Step Process to Complete Your Residential Alteration

*This permit applies to repairs, including fire-damaged structures,  
and interior-only changes and improvements*



## What to Know Before You Apply

- Contractor Registration:** Contractors must be licensed by the State of GA, have a GA business license, and must register with DeKalb Development Services, located on the 2<sup>nd</sup> floor of the Clark Harrison Building at 330 West Ponce de Leon Ave. Decatur, GA 30030
- Zoning Requirements:** Do you know the zoning of the property, all the building setbacks, and the maximum impervious surface allowed? Visit the Division of Planning, located on the 5<sup>th</sup> floor, or call **404-371-2155**
- Building Heights:** Are you in a Residential Infill Overlay District (RIOD)? To find out, visit the Division of Planning, located on the 5<sup>th</sup> floor, or call **404-371-2155**
- Historic District:** Are you in an historic district? To find out, visit the Division of Planning, located on the 5<sup>th</sup> floor, or call **404-371-2155**
- Proof of Ownership:** If you purchased the home in the past calendar year, and your name does not yet appear in the tax records, then you must provide a Warranty Deed or proof of ownership
- Complete Applications:** Faster service is provided when customers submit complete applications. Knowing the information above ensures our staff will be able to provide excellent customer service

## STEP ONE – APPLICATION SUBMITTAL

**Submit required documents and all necessary fees to DeKalb Development Services on the 2<sup>nd</sup> Floor of the Clark Harrison Building at 330 West Ponce de Leon Avenue**

### *Required Documents*

- Building Permit Application:** This form is used for a variety of permit types. Complete every section that pertains to you

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### ***Your project may also require the following documents:***

- Are you a state licensed contractor?** You will need to register with DeKalb County. Please bring your state license, government-issued ID, and your valid business license. The names on all licenses must match
- Are you a specialty contractor?** You will need to bring a valid business license
- Performing the work yourself?** You will need to personally submit a ***Homeowner's Affidavit*** to verify that you own and occupy the property
- Applying for a permit on behalf of a contractor?** You will need to complete an ***Authorized Permit Agent Form***
- Located in a historic district?** If so, you will need a ***Certificate of Appropriateness*** to ensure that your improvements are consistent with historic guidelines. Call **404-371-2247** for more information
- Finishing a basement?** You will need a sketch (to scale) of the basement that shows two means of egress from the building
- Repairing Fire Damage?** If you are repairing a building damaged in a fire, you will need the following:
  1. Copy of the Fire Incident Report. To obtain a copy of this fire report, you need to call 770-724-7740. The reports office is located at 1960 West Exchange Place, Room 203; Tucker, Georgia 30084
  2. An official letter showing the current tax assessed value of the fire damaged building. This letter can be secured from the DeKalb County Tax Assessors Office located at 120 West Trinity Place, Room 208 Decatur, GA 30030. Phone: 404-371-0841
  3. A letter showing the replacement cost of the damaged structure

### ***Payment of Fees (all fees are due upon application submittal)***

- DeKalb County accepts Visa, MasterCard, checks, money orders, cashier's check, and cash. The County does not accept American Express or counter checks (checks without your name printed on it). **Make checks payable to "DeKalb County"**

## STEP TWO – REVIEW AND APPROVAL

- Zoning Review:** Zoning Officers will review your plans to ensure consistency with the Zoning Code. If your project is located in an Overlay District, your plans will be routed to the Planning Division, located on the 5<sup>th</sup> floor
- Permit Approval:** If your permit is approved, you may pick up your permit at the Development Services Intake Counter. If your permit is **NOT APPROVED**, make recommended revisions, and resubmit your application to DeKalb Development Services

## STEP THREE – INSPECTIONS AND CO

- POST YOUR PERMIT** in a box, on-site and visible, and keep a copy of your plans on-site. If your permit or approved plan is not posted in the box, your inspection will not proceed. **If during construction you deviate from your original plans, you must apply for a Permit Revision, which requires additional fees and you must repeat the process described above**
- After you have completed construction, schedule your required building inspections through the Inspection Request Line at **404-371-3010**
- Certificate of Occupancy (CO):** Bring your permit card to DeKalb Development Services with all required inspections signed and approved to receive your Certificate of Occupancy (CO) or Certificate of Completion (CC)

Chief Executive Officer  
Michael Thurmond

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Director  
Andrew A. Baker, AICP

**BUILDING PERMIT APPLICATION**

Date: \_\_\_\_\_

<b>Shaded area for office use</b> <b>Building Permit Number</b>	<b>Check Applicable Type:</b> <input type="checkbox"/> Non-Residential <input type="checkbox"/> Residential <input type="checkbox"/> Apartment <input type="checkbox"/> Condo Stack Flats <input type="checkbox"/> Condo Townhouse <input type="checkbox"/> Townhouse Fee Simple
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<b>PROJECT NAME / TENANT NAME / SUBDIVISION NAME</b>	<b>LDP NUMBER</b>	<b>NUMBER OF UNITS</b>
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<b>PROJECT ADDRESS</b>			City	State	Zip
Building #	Floor #	Apt #	Suite #	Lot #	

<b>PROPERTY OWNER'S NAME</b>		
Address		
Phone	Mobile	Fax
Email		

<b>APPLICANT</b>	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Tenant Leasing Commercial Space	<input type="checkbox"/> Contractor	<input type="checkbox"/> Authorized Agent	<input type="checkbox"/> Architect/Engineer
Applicant's Name					
Company Name					
Address					
Phone	Mobile	Fax			
Email					

<b>CONTRACTOR</b>	<input type="checkbox"/> Property Owner	<input type="checkbox"/> To Be Determined	<input type="checkbox"/> State of Ga Licensed Contractor	<input type="checkbox"/> Specialty Contractor
Contractor's Name				
Company Name				
Address				
Phone	Mobile	Fax		
Email	Business License Number			
Individual / Authorized Agent's State License #			Company's State License #	

<b>Type of Work:</b> <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Fire Damage <input type="checkbox"/> Demo <input type="checkbox"/> Exterior Work <input type="checkbox"/> Driveway <input type="checkbox"/> Other	<b>Estimated Cost \$</b>
<b>Please provide a full description of work:</b>  	
<b>Construction Type:</b> <input type="checkbox"/> IA <input type="checkbox"/> IIA <input type="checkbox"/> IIIA <input type="checkbox"/> IB <input type="checkbox"/> IIB <input type="checkbox"/> IIIB <input type="checkbox"/> IV <input type="checkbox"/> VA <input type="checkbox"/> VB	<b>Occupancy Classification:</b>

<b>Total Square Footage</b> Include only areas pertaining to this scope of work. This should be a combined total of all of the items below (if applicable). _____			
<b>Finished Floor Area</b> Primary Structure _____  Finished Basement _____	<b>Unfinished Area</b> Attic _____  Basement _____	<b>Garage</b> _____  Detached garages require separate permits	<b>Outdoor Areas</b> Deck _____  Porch _____  Patio _____

<b>Indicate additional permits required to complete this job</b> <input type="checkbox"/> Mechanical <input type="checkbox"/> Electrical / Low Voltage <input type="checkbox"/> Plumbing <input type="checkbox"/> Other <input type="checkbox"/> None	<b>Is there a sprinkler system?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>Sanitary Facilities</b> <input type="checkbox"/> Septic <input type="checkbox"/> Sewer	<b>Elevators</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
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<b># of Stories</b>	<b># Total Rooms</b>	<b># Bathrooms</b>	<b># Kitchens/Restrooms</b>	<b># Bedrooms</b>
<b>Exterior Finish Materials</b>		<b>Roofing Materials</b>		

<b>Setbacks:</b> Front _____ Rear _____ Left _____ Right _____	<b>Impervious Area</b> (Square Feet) _____	Lot Size: _____  Easement: <input type="checkbox"/> Yes <input type="checkbox"/> No
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**THIS SECTION IS FOR NON RESIDENTIAL APPLICANTS ONLY**

ADULT ENTERTAINMENT ESTABLISHMENT means a business or establishment where persons, employees, or patrons appear nude or in such attire, costume or clothing as to expose specified anatomical areas or engage in specified sexual activities, including, but not limited to, adult bookstores, adult businesses, adult motion picture theaters; adult mini-motion picture theaters, adult motion picture arcades; adult video stores, erotic entertainment/dance establishments; escort bureaus, introduction services. "Adult entertainment establishment" shall not include a traditional or mainstream establishment, which means a theater, movie theater, concert hall, museum, educational institution, or similar establishment which regularly features live or other performances or showing which are not distinguished or characterized by an emphasis on the depiction, display, or description or featuring is incidental to the primary purpose of any performance.

Is this business an adult establishment as defined above by the DeKalb County Code, or does it offer any form of adult entertainment?  
 Yes    No

**\*\*Note: Only the Property Owner, Architect, Engineer, or General Contractor should sign this application. EXCEPTION: If a tenant is apply to move into a commercial space, the tenant may sign. Authorized Agents may also sign, when an Authorized Permit Agent Form is completed on behalf of a State of Georgia licensed contractor. Before signing, please carefully read the statements below.**

I, \_\_\_\_\_, do solemnly swear that the information on this application is true, and that no false or misleading  
**Print Name**

statement is submitted herein to obtain a Building Permit or Certificate of Occupancy. I understand that if I provide false or misleading information in this application I may be subject to criminal prosecution and/or immediate revocation of any Building Permit or Certificate of Occupancy issued as a result of this application. I understand that I must comply with all County ordinances and regulations. I hereby agree to provide any clearance(s) and/or inspection report(s) required prior to the issuance of a Permit or Certificate of Occupancy.

I further agree that I shall be responsible from the date of this permit, or from the time of the beginning of the first work, whichever shall be earlier, for all injury or damage of any kind resulting from this work, whether from basic services or additional services, to persons or property. I agree to exonerate, indemnify and save harmless the County from and against all claims or actions, and all expenses incidental to the defense of any such claims, litigation, and actions, based upon or arising out of damage or injury (including death) to persons or property caused by or sustained in connection with any work performed under the Building Permit issued as a result of this application.

**Signature** \_\_\_\_\_

**Total Minimum Fees \$245** (\$175 Minimum Permit Fee; \$20 Technology Fee; \$50 Certificate of Occupancy or Certificate of Completion). Some commercial projects require Fire Review & Inspection Fees (\$100 Fire Life Safety Review; \$100 Fire Site Review; \$100 Fire Inspection). Please note that additional fees may apply depending on the type of permit being submitted. Please contact us at (404) 371-4915 for the calculation of fees or refer to our fee schedule located at [www.planningdekalb.net](http://www.planningdekalb.net).

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### **Residential Zoning Review Checklist Alteration and/or Repair to the Existing House**

In an effort to improve our Zoning Review process and decrease any difficulty or processing application over the counter in the Zoning Plans Review/Compliance Section and/or Permit Intake Section, this checklist has been compiled. Please ensure that the information below is included on the building permit application.

\_\_\_\_\_ Complete the Building permit Application.

\_\_\_\_\_ Write in the true owner (individual or entity) of the property. If the property has been sold recently, the Geographical Information Systems (G.I.S.) Department must update this information with a recorded or unrecorded deed. Staff will provide a handout with this information.

\*\*\*Note: Properties in an entity name would constitute having a contractor for the investment property. Moreover all investment properties require a contractor.\*\*\*

\_\_\_\_\_ If you are a homeowner (i.e., own the house and live, or will live in the house), you must complete the Homeowner's Affidavit Form.

\_\_\_\_\_ Limited Specialty Contractors may perform certain jobs, and General Contractors are required for structural changes pursuant to State Law 43-41 implemented July 1, 2008 under the authority of the State of Georgia Secretary of State Office. General Contractors have the following designations: RBC, RBI, RBQ, RLC, RLI, RLQ, GCC, GCI or GCQ.

\_\_\_\_\_ Basement finishes require a simple floor plan identifying the rooms (i.e., bedroom, bathroom, recreation room & etc.). Note: A section kitchen is not authorized.

\*\*\* Note: Architectural plans are required in the field by the Building Inspectors.\*\*\*

\_\_\_\_\_ Converting an attached carport or garage to heated floor site require a review of the site per a site plan/survey or utilizing DeKalb County's ArcGIS to ensure the residential zoning district requirement of four (4) off-street parking spaces.

\_\_\_\_\_ If the property is in a Historic District, exterior changes must be reviewed by the Planning Division to determine whether a Certificate of Appropriateness is required.

\_\_\_\_\_ This type of permit is performed and issued over the counter the same day if the above information is in order.

For more information, you may contact the Department of Planning & Sustainability Zoning Plans Review/Compliance Section at (404) 371-4915.