



- RESIDENTIAL BUILDING PERMIT APPLICATION  
 COMMERCIAL BUILDING PERMIT APPLICATION

3120 Stonecrest Blvd. • Stonecrest, Georgia 30038 • (770) 224-0220 • [www.stonecrestga.gov](http://www.stonecrestga.gov)

<b>Site Address:</b>	<b>Suite/Unit/Lot#:</b>	<b>Zip:</b>
<b>Development:</b>	<b>Proposed Use/Tenant:</b>	

**PROPERTY**

<b>Tax Parcel #:</b> _____ - _____ - _____	<b>Zoning:</b>	<b>Stonecrest Overlay District:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Property Owner:</b>		<b>Phone:</b>
<b>Contact Name:</b>		<b>E-mail:</b>
<b>Address:</b>		<b>Suite #:</b>
<b>City:</b>	<b>State:</b>	<b>Zip:</b>

**APPLICANT**

<b>Applicant is:</b> <input type="checkbox"/> General Contractor <input type="checkbox"/> Authorize Permit Agent <input type="checkbox"/> Architect/Engineer <input type="checkbox"/> Property Owner			
<b>Applicant Name:</b>		<b>Phone:</b>	
<b>Company Name:</b>		<b>E-mail:</b>	
<b>Address:</b>		<b>Suite #:</b>	
<b>City:</b>	<b>State:</b>	<b>Zip:</b>	
<b>State License #:</b>	<input type="checkbox"/> Individual <input type="checkbox"/> Qualifying Agent	<b>Expires:</b>	<b>Business License #:</b>
<b>Company State License #:</b>		<b>Expires</b>	Unless Individual license, must provide both company and company's qualifying agent license

**WORK INFORMATION**

<b>Heated SF:</b>	<b>Unheated SF:</b>	<b>Building Height:</b> <b>FT</b>	<b>Fire-Sprinkler:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
Setbacks from property lines as viewed from the street: <b>Front:</b> <b>Left:</b> <b>Right:</b> <b>Rear:</b>			<b>Number of Bedroom:</b>
		<b>Number of Stories:</b>	
<b>Occupancy Type:</b>	<b>Occupant Load:</b>	<b>Construction Type:</b> <input type="checkbox"/> IA <input type="checkbox"/> IB <input type="checkbox"/> IIA <input type="checkbox"/> IIB <input type="checkbox"/> IIIA <input type="checkbox"/> IIIB <input type="checkbox"/> IV <input type="checkbox"/> VA <input type="checkbox"/> VB	
<input type="checkbox"/> New Structure <input type="checkbox"/> Building Shell Only <input type="checkbox"/> Foundation Only <input type="checkbox"/> Addition	<input type="checkbox"/> Interior Alteration/Finish-No Change of Use <input type="checkbox"/> Interior Alteration/Finish-Change of Use Prior Occupancy Type: _____ <input type="checkbox"/> Accessory Structure <input type="checkbox"/> Deck /Carport /Patio	<input type="checkbox"/> Exterior Renovation <input type="checkbox"/> Roof/Re-Roof <input type="checkbox"/> Temporary Construction Trailer <input type="checkbox"/> Monument Sign <input type="checkbox"/> Siding	
<b>Describe the scope of work:</b>			<b>Valuation:</b>
<b>Associated Work:</b> <input type="checkbox"/> Electrical <input type="checkbox"/> Plumbing <input type="checkbox"/> HVAC <input type="checkbox"/> Low Voltage <input type="checkbox"/> Hood Suppression <input type="checkbox"/> Fire Sprinkler <input type="checkbox"/> Alarm/Detection System <input type="checkbox"/> Fire Line <input type="checkbox"/> Grease Trap			

**CERTIFICATION**

I hereby certify that I have read and examined all information provided herein is true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of the permit does not presume to give authority to violate or cancel the provisions of any state or local law regarding construction or the performance of construction. I understand that I am responsible for obtaining all required inspections. The work must begin and the first inspection passed no more than 180 days from the issue date of the permit or the permit is EXPIRED. All required plans, specifications, contractor state licensure, and business licenses must be submitted with the completed application. If any information is found to be false or misrepresented, the permit will be deemed invalid. I agree to indemnify and hold harmless the City of Stonecrest from all damages, demands, or expenses of every character which may in any manner be caused by the work permitted.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>TO BE COMPLETED STAFF</b>	
Building Permit Fee Due \$ _____	Permit Number: _____
Approved By: _____	Date: _____



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## Building Permit Fees

- The minimum Building permit fee is \$175 plus a \$20.00 technology fee.
- The minimum Trade permit fee is \$100 plus a \$20.00 technology fee.
- The per \$1000 valuation rate is \$6.50.
- The minimum plan review fee is 50.00 up to a 10k valuation project, after which the plan review fee will be 20% of the permit fee, no cap.

Roofing, siding, windows, and other similar specialty work will be based off most current edition of R.S. Means data.

Re-inspection fees will be 25.00 for the second inspection 50.00 for the third and 100.00 thereafter.

### HVAC

Base Fee	\$120.00 (includes tech fee)
Cooling Per Ton	\$5.00
Electric Heat Per KW	\$1.00
Natural Gas / LP Per 50k BTU	\$ 5.00
Commercial Over 20k	Use building value

### Electrical

Base Fee	\$120.00 (includes tech fee)
Residential New Service	.35 per amp
Commercial New Service	.40 per amp
Commercial Over 20k	Use building value
Re-connect inspection	\$50.00 (flat fee)
Fire Alarm & Commercial Low Voltage	\$100.00 up to 16k then per \$1000.00

### Plumbing

Base Fee	\$120.00 (includes tech fee)
Each Plumbing Fixture Fee	\$5.00
Commercial Over 20k	Use building value

### Gas

Base Fee	\$120.00 (includes tech fee)
Each Appliance	\$5.00
Commercial Over 20k	Use building value
Re-connect inspection	\$50.00 (flat fee)



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### Miscellaneous

(All fees below must add Technology fee of \$20 per permit)

House Moving	\$150.00
Swimming Pool Per 1000	\$100.00 up to 16k then Per \$1000.00
Demolition Single Family	\$100.00
Demolition Commercial	\$100.00 up to 16k then Per \$1000.00
Temp Construction Trailers	\$100.00
Temporary Structure	\$150.00
Minimum Miscellaneous Fee	\$100.00
Certificate of Occupancy	\$50.00
Grease Trap	\$100.00 up to 16k then Per \$1000.00
Irrigation	100.00 Res Per \$1000 Com
Interior Tenant Finish	\$175.00
Certificate of Occupancy Fee	\$50.00
Plans Revision-Fee Residential Site Plan	\$25.00
Plans Revision Fee -Other	\$50.00
Resubmittal Fee (each resubmittal after 2 <sup>nd</sup> )	25% of Permit Fee
Temporary Certificate Occupancy (nonresidential only)	\$25.00
Special Administrative Event Permit (5 days or less)	\$200.00
Special Administrative Event Permit (14 days)	\$300.00
Permit Extension, same owner (3months)	\$300.00
Working without a valid permit	Double the permit fee

### Transfer Development Check list:

Any development **must** provide the following information in conjunction with a City of Stonecrest Building permit or Land development applications for residential developments:

- A signed copy of the approved plat from Dekalb County.
- All pre-constructed infrastructures (roads, ROW, slabs)- Should have received final inspection and sign-off from Dekalb Co. The site should be re-inspected by Stonecrest before issuance of a building permit.
- Copy of performance and/or maintenance bond receipts.
- Confirmation that the public roads within the development been accepted by Dekalb Co.
- Confirmation that Dekalb County Schools confirmed capacity



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## **BUILDING PERMIT SUBMITTAL REQUIREMENTS**

### **NEW SINGLE FAMILY RESIDENTIAL**

- √ Building Permit Application – Completed
- √ 3 Sets Site Plans plus 1 digital set in .pdf format
- √ 3 Sets Architectural Drawings (drawn to scale) plus 1 digital set in .pdf format
  - All Rooms must be identified as to use
  - Mechanical, Electrical and Plumbing equipment/fixtures must be shown on Plans
  - Truss Layouts, Engineered Joists & LVLs must be included in Submittal
- √ 2009 Code Compliant RESCHECK report – Completed and Signed
- √ DeKalb County Sewer and Water Permits
- √ State of Georgia Contractor's License
- √ Current Business License
- √ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

### **RESIDENTIAL – ADDITION**

- √ Building Permit Application – Completed
- √ 3 Sets Site Plans plus 1 digital set in .pdf format
- √ 3 Sets Architectural Drawings (drawn to scale) plus 1 digital set in .pdf format
  - 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
  - Truss Layouts, Engineered Joists & LVLs must be included in Submittal
- √ 2009 Code Compliant RESCHECK report – Completed and Signed
- √ DeKalb County Sewer and Water Permits
- √ State of Georgia Contractor's License
- √ Current Business License
- √ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

### **RESIDENTIAL – INTERIOR ALTERATIONS**

- √ Building Permit Application – Completed
- √ 3 Sets Architectural Drawings (drawn to scale) plus 1 digital set in .pdf format
  - 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's License
- √ Current Business License
- √ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

### **RESIDENTIAL DECKS & PORCHES**

- √ Building Permit Application – Completed
- √ 3 Sets Site Plans (when required) plus 1 digital set in .pdf format
- √ 3 Sets Structural Drawings (drawn to scale), including Elevations plus 1 digital set in .pdf format
  - All Plans must show Existing to Proposed
  - Framing Detail
  - Footing Detail
  - Railing Detail
  - Stairway and Handrail Detail
- √ State of Georgia Contractor's License



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- √ Current Business License
- √ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

#### **RESIDENTIAL STORAGE SHED**

- √ Building Permit Application – Completed
- √ 3 Sets Site Plans plus 1 digital set in .pdf format
- √ 3 Sets Structural Drawings & Elevations (Site Built) / 3 sets Manufactural Specs & Elevations (Pre-Fab) plus 1 digital set in .pdf format
- √ State of Georgia Contractor’s License (when required)
- √ Current Business License
- √ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

#### **SUBCONTRACTOR AFFIDAVITS – RESIDENTIAL ONLY**

- √ Residential Subcontractor Affidavit Form – Completed and Notarized
- √ State of Georgia Contractor’s License
- √ Current Business License

#### **HOMEOWNER AFFIDAVITS – RESIDENTIAL OWNER-OCCUPIED ONLY**

- √ Homeowner Affidavit Form – SUBMITTED IN PERSON WITH PLANS (Notary Services available)
- √ Proof of Primary Residency

#### **TRADE PERMIT APPLICATION**

- √ Trade Permit Application - Completed
- √ State of Georgia Trade Contractor’s License
- √ Current Business License
- √ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

#### **RETAINING WALL**

- √ Retaining Wall Permit Application and Indemnification – Completed
- √ 3 Sets Engineer Stamped Drawings plus 1 digital set in .pdf format
- √ 3 Sets Site Plans, showing proposed wall location – drawn to scale plus 1 digital set in .pdf format
- √ Retaining Wall Indemnification Form with an Engineer’s Stamp (Required on Walls 4ft and over)
- √ Current Business License
- √ Current Business License
- √ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

#### **SWIMMING POOL**

- √ Pool Permit Application – Completed
- √ 3 Site Plans – Dimensioned, detailed plans showing pool location, profile section of pool, equipment location and related plumbing from pool to pool equipment plus 1 digital set in .pdf format
- √ 3 Sets of electrical plans plus 1 digital set in .pdf format with the following information:
  - Show the bonding grid around the pool
  - Show the wet niche fixture grounding detail
  - Show distance from the inside edge of the pool to GFCI receptacles
  - Show that pump motors and wet niche fixtures are protected with GFCI overcurrent devices
  - Show any electrical components such as lights, power line, etc... over pool
  - Residential Pools must show alarm system for doors leading to pool area
- √ Commercial/Public Pools require DeKalb County Health Department Review and Approval Stamp on all Plans and an Approval Final Inspection at Project completion
- √ Current Business License
- √ If no fence on property, a Fence Permit Application must also be submitted
- √ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

**CELL TOWER CO-LOCATE**

- √ Building Permit Application – Completed
- √ 3 Sets of Engineered Structural Drawings plus 1 digital set in .pdf format
- √ 3 Sets Site Plans (when required) plus 1 digital set in .pdf format
- √ State of Georgia Contractor’s License (when required)
- √ Current Business License
- √ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

**BUILDING DEMOLITION PERMIT**

- √ Building Permit Application – Completed
- √ 3 Sets Site Plans plus 1 digital set in .pdf format
- √ Vermin Abatement Certification
- √ Asbestos Abatement Certification
- √ Current Business License
- √ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

**COMMERCIAL INTERIOR DEMOLITION**

- √ Building Permit Application – Completed
- √ 3 Sets Demolition Plans plus 1 digital set in .pdf format
- √ State of Georgia Contractor’s License
- √ Current Business License
- √ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

**COMMERCIAL – NEW CONSTRUCTION**

- √ Building Permit Application – Completed
- √ 5 Sets Structural Drawings - (Sealed When Required) plus 1 digital set in .pdf format
- √ DeKalb County Sewer and Water Permits
- √ 2009 Code Compliant COMcheck report – Completed and Signed
- √ Drawings must show all MEPs
- √ State of Georgia Contractor’s License
- √ Current Business License
- √ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)

**COMMERCIAL FOOD SERVICE ESTABLISHMENTS – NEW AND EXISTING – ADDITIONAL REQUIREMENTS**

- √ PRIOR TO SUBMITTAL THE FOLLOWING STEPS MUST BE TAKEN:
  - DeKalb County Health Department Approval – Each set requires Original Stamp
  - DeKalb County Public Works Pre-Treatment Permit & FOG Discharge Approval FOR NEW & EXISTING GREASE TRAP INTERCEPTORS – Each set requires Original Stamp.

**COMMERCIAL – INTERIOR ALTERATIONS**

- √ Building Permit Application – Completed
- √ 5 Sets of Construction Drawings (Sealed When Required) plus 1 digital set in .pdf format
  - All Plans must show Existing to Proposed
  - All Rooms must be identified as to use
  - All Mechanical, Plumbing, and Electrical must be shown on Plans
- √ State of Georgia Contractor’s License
- √ Current Business License
- √ All Fees Due upon Submittal (we accept Visa, MasterCard, Check or Cash)



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**COMMERCIAL FOOD SERVICE ESTABLISHMENTS – NEW AND EXISTING – ADDITIONAL REQUIREMENTS**

- √ PRIOR TO SUBMITTAL THE FOLLOWING STEPS MUST BE TAKEN:
  - DeKalb County Health Department Approval – Each set requires Original Stamp
  - DeKalb County Public Works Pre-Treatment Permit & FOG Discharge Approval FOR NEW & EXISTING GREASE TRAP INTERCEPTORS – Each set requires Original Stamp.

**CO/CC REQUEST – COMMERCIAL ONLY**

- √ CO Request Form – Completed (submitted by General Contractor)
- √ Submit Prior to Final Inspections
- √ Original Permit Card(s) from jobsite required at CO Pickup
- √ CO Fee and Re-inspection fees will be tallied after the final building inspection has been performed