



Permit Submittal Requirements: Interior Remodel

Applicable to interior remodels and finished basements in detached one- and two-family dwellings and attached single 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 present the following information to The City of Stonecrest Building Official via CitizenServe permitting portal.

Subcontractor permits issuance between the hours of 8:00 a. m. and 4:00 p.m.

Required Documents:

1. Completed and signed Residential Building Permit Application Form.
2. A set (2) Building plans.
3. State of Georgia Energy Code report.
4. Dekalb County Septic Permit receipt (applies only if bedrooms are added as part of interior finish and dwelling is served by a septic system).
5. Written proof of a valid contractor's business license (exception if the property owner is the contractor).
6. State of Georgia contractor's license.
7. Pay all required building permit fees.

Required Plans for Interior Remodeling and Basement Finish Permits:

An electronically submitted set of building plans must be submitted with each interior building permit application form.

Plan must be reviewed for code compliance by the Building Official PRIOR to any interior building permit being issued.

Interior Remodeling Plans*

Plans must include the following information:

1. Provide 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. Floor plan shall indicate new and proposed layout.
2. Label each room and provide floor area.
3. Show location and size of all windows, doors, and openings between rooms.
4. Show any change to existing floors, bearing walls or roof/ ceiling, provide structural change details.
5. Mechanical & Electrical Plan: Indicate the location of water heaters, HVAC equipment and outlets, electrical panel (s), switches lights and outlets. Note: if planning to use existing HVAC system to heat/cool new finished area, provide load calculations to verify existing appliances are adequate for the total area.

*Must be scaled and dimensioned and shall be of sufficient clarity to clearly indicate the nature and extent of the proposed work.

Basement Finish Plans

Plans must include the following information:

1. Provide a floor plan to scale indicating the layout of the entire basement. Label the use of all rooms. Distinguish from new and finished and unfinished.

2. Provide electrical outlets smoke detector, lighting plan, carbon monoxide detector, plumbing modifications, cleanouts, furnace, water heater locations. Indicate whether HVAC equipment is gas or electric.
3. List window sizes and types.
4. Identify emergency escape and rescue windows or emergency escape egress for the common area and for any proposed bedrooms.
5. Identify modifications to the existing structure such as posts, beams, and floor joists.
6. Indicate any proposed locations of dropped ceiling areas that are less than seven (7') feet. (Note: minimum ceiling heights are (7') seven feet.)
7. Show clearances around tub, toilet, and sink.

Finished Basement Required Inspections:

1. Rough framing inspection.
2. Rough MEP inspections. Electrical, Mechanical and Plumbing, (plumbing inspection only if applicable to scope of work).
3. Fire stopping and draft stopping inspection (can be conducted at the time of rough framing inspection and/ or MEP inspection).
4. Insulation Inspection.
5. Final inspection

3120 Stonecrest Boulevard Suite 190
Stonecrest, Georgia 30038
770.224.0200

FAX: 470.299.4214

www.stonecrestga.gov