

21 North Avondale Plaza
Avondale Estates, Georgia 30002
404-294-5400 (Phone)
404-299-8137 (Fax)

RESIDENTIAL **BUILDING PERMIT APPLICATION PACKET**

OVERVIEW

This packet contains the information required for Residential Projects in the City of Avondale Estates.

PACKET CONTAINS

- Building Plan Review and Permitting Process.
- Building Permit Application and Fee Schedule.
- Residential Building Checklist.
- Building contractors and subcontractors (trades) must submit a Contractor Affidavit form and a copy of the contractors current Business License, State License and Driver's License. All information requested on the Contractor Affidavit is mandatory and must be notarized. City Hall will notarize the Contractor Affidavit for free.
- A licensed contractor can designate an individual to obtain permits on his/her behalf for a project(s). The contractor would need to submit an Authorized Permit Agent Form for each project that he/she designates an individual to obtain permits.

FEE SCHEDULE

Building Permit, Review, and Land Development Fee Schedule for the City of Avondale Estates is attached. Permit fee will be based upon the attached fee schedule and the ICC Building Valuation. City Permit Concierge Coordinator will contact applicant when building plan review has been completed and provide fee amount due.

Payment can be made by cash or check made payable to the City of Avondale Estates.

INSPECTIONS

Once your permit is issued, the permit will be emailed to contractor/subcontractor along with the **code and permit number** to schedule inspection(s). To schedule an inspection please call City Hall, 404-294-5400.

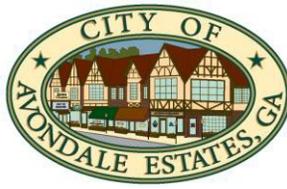
EXPIRATION NOTICE

Permits will expire if no activity takes place for six consecutive months. All work performed under the permit must be completed within (1) year from permit issuance.

CONTACT US

Permit Concierge Coordinator	Ken Morris	404-294-5400 kmorris@avondaleestates.org
City Clerk	Gina Hill	404-294-5400 ghill@avondaleestates.org
City Planner	Keri Stevens	404-294-5400 kstevens@avondaleestates.org
Code Enforcement Officer	Caryl Albarran	404-392-3134 calbarran@avondaleestates.org
Director of Public Works/ Code Enforcement	Oscar Griffin	404-391-7329 ogriffin@avondaleestates.org

10/05/16-Updated



Building Plan Review and Permitting Process

To obtain a building permit, please carefully read **all** of the following information and submit your building plans for review to the appropriate agencies listed below. If you have questions, please contact Phil Howland, Permit Concierge Coordinator at 404-294-5400 or phowland@avondaleestates.org.

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City of Avondale Estates
21 North Avondale Plaza
Avondale Estates, GA 30002
(404) 294-5400

Submittal Instructions:

1. Fill out Building Permit Application.
 - a. Submit copy of local business license.
 - b. Submit copy of general contractor's license. (Qualifying agent if contractor is not present.)
 - c. Submit copy of driver's license.
 - d. Submit copy of contractor's affidavit.
2. Submit four (4) complete sets of plans.
3. Plan review hours of operation: Monday through Friday 8:00 am to 5:00 pm.
4. Duration of zoning review: 2-3 business days.
5. Duration of plan review: Ten (10) business days for initial review. Five (5) business days for subsequent reviews.
6. Permit fee: Based upon square footage, occupancy classification, and construction type.

O

DeKalb County Department of Watershed Management
330 West Ponce de Leon Avenue, 2nd Floor
Decatur, Georgia 30030
(770) 378-4475

If your commercial business is a different use, plans will need to be submitted to DeKalb County Department of Watershed Management, there are four reasons why plans need to be submitted:

1. Extension of the water and/or sewer line.
2. FOG (Fat, Oils and Grease).
3. Backflow inspections.
4. Tap Fees (since the county has water and sewer utilities they need to know the amount of water the use is going to be discharging into the sewer system).

Submittal Instructions:

1. After your business has completed the Fire Marshal Inspection with the City:
 - a. Complete the plan review application at the DeKalb County Department of Watershed Management Office and submit four (4) copies of the City reviewed approved sets of plans and submit a copy of your Certificate of Completion-Fire Marshal Inspection.
2. Plan review hours of operation: Monday through Friday 8:30 am to 3:00 pm.
3. Duration of plan review: Ten (10) business days for initial review. Ten (10) business days for subsequent reviews.
4. Plan review fee: Based upon square footage, occupancy classification, and construction type.
5. Collect a copy of the watershed plan reviewer's code compliance checklist and submit a copy to the City.

P

DeKalb County Board of Health
Division of Environmental Health
445 Winn Way, Suite 320
Decatur, Georgia 30030
(404) 508 – 7900
www.dekalbhealth.net

Submittal Instructions:

1. Application: Visit www.dekalbhealth.net – **Click on** Environmental Health then **Click on** Food Safety to obtain DeKalb County Board of Health Application.
2. Submit one (1) additional set of plans if your new, renovated, or change of ownership facility contains any of the following programs:
 - f* Food service.
 - f* Grocery and food service when the kitchen is larger than 50% of the building's square footage.
 - f* Convenience store when the food service is provided by someone other than the store's owner.
3. Plan review hours of operation: Monday through Friday 8:00 am to 5:00 pm.
4. Duration of plan review: Ten (10) business days for initial review. Subsequent reviews can be walked-through.
5. Plan review fee: Based upon risk type, number of seats, employees, and square footage.
6. Collect a copy of the environmental health plan reviewer's code compliance checklist.

Q

Georgia Department of Agriculture
Food Safety Division
19 Martin Luther King, Jr. Drive, S.W., Room 306
Atlanta, Georgia 30334
(404) 656 – 3627

Submittal Instructions:

1. Submit one (1) additional set of plans if your project contains any of the following programs:
 - f* Food processing and manufacturing.
 - f* Retail and wholesale foods.
 - f* Food banks, warehouses and distribution.
 - f* Prepackaged food and vending.
 - f* Convenience store when food service is provided by store's owner.
 - f* Grocery and food service when the kitchen is less than 50% of the buildings square footage.
2. Plan review hours of operation: Monday through Friday 8:00 am to 4:30 pm.
3. Duration of plan review: Ten (10) business days.
4. Plan review fee: Based upon firm type and level of risk.
5. Collect a copy of the agricultural plan reviewer's code compliance checklist.

Updated: 4/22/15



21 North Avondale Plaza
 Avondale Estates, Georgia 30002
 404-294-5400 - www.avondaleestates.org

BUILDING PERMIT APPLICATION

DATE:	PERMIT NUMBER:	RECEIVED BY/DATE	WEB CODE#	PARCEL ID#
Historic Preservation Commission Approval Date (if applicable):				
PROJECT DETAILS				
Work Classification: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Multi-Family <input type="checkbox"/> Industrial				
Site Address:				
Project Location: <input type="checkbox"/> Interior <input type="checkbox"/> Exterior			Cost Estimate for Project:	
Project Description:				
CONSTRUCTION DETAILS				
Lot Size		Size of Structure (Sq.Ft.)		
		Floor Area:	Basement:	Garage Floor Area:
Height:	No. Stories:	No. Rooms:	No. Baths:	No. Kitchens:
Swimming Pool Area:		Shed/Storage Area:		
Deck Area:		Sunroom Area:	Patio Area:	
Roofing Materials:			Construction Materials:	
APPLICANT INFORMATION				
Company Name:			Address/City/Zip Code:	
Contact Name:				
Phone:		Fax:	Email:	
PROPERTY OWNER INFORMATION				
<input type="checkbox"/> Check here if same as Applicant <input type="checkbox"/> Check here to certify owner permission				
Owner's Name:				
Owner's Address:				
Phone:		Fax:	Email:	
CONTRACTOR INFORMATION				
<input type="checkbox"/> Check here if same as Applicant				
Company Name:			Address/City/Zip Code:	
Contact Name:				
Phone:		Fax:	Email:	Zip:
State Trade License Number(s):			Expiration Date:	
Local Business License Number:		County/City:	Expiration Date:	
TERMS & CONDITIONS				
<p>The undersigned, upon oath, states that the above information is true and correct, understands that the Permit issued is only for construction as stated and that occupancy of the structure is not permissible until all requirements are met and a Certificate of Occupancy has been issued by the City. This permit is granted on the express condition that the said construction shall, in all respects, conform to the ordinances of this jurisdiction including the zoning ordinance, regulating the construction and use of buildings, and may be revoked at any time upon violation of any provisions of said ordinances. A complete set of approved plans must be furnished to the City. Construction will begin no later than six months from the issue date of the permit. All required Contractor State Licensures, Sub-Contractor Affidavits, 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 the city harmless from all damages, demands or expenses of every character which may in any manner be caused by construction and/or the structure.</p>				
Applicant's Name:				
Applicant's Signature:			Date:	

CITY OF AVONDALE ESTATES BUILDING PERMIT, REVIEW, AND LAND DEVELOPMENT FEES

Permit Type	FEE COMPONENT						
	NPDES**	Plan Review	Erosion Control, fixed fee component	Erosion Control, variable fee component	Building Inspection	Building Inspection	Administration fee***
	Per Acre Disturbed	per permit	per permit	Per acre disturbed, or fraction thereof	per \$1000 of Valuation x current ICC Building Valuation SF	per permit	per permit
Demolition Permit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 125.00
Clearing Permit <1 Ac	\$ -	\$ 500.00	\$ 250.00	\$ -	\$ -	\$ -	\$ 125.00
Clearing & Grubbing Permit <1 Ac	\$ -	\$ 500.00	\$ 250.00	\$ -	\$ -	\$ -	\$ 125.00
Grading Permit <1 Ac Disturbed	\$ -	\$ 500.00	\$ 250.00	\$ -	\$ -	\$ -	\$ 125.00
Clearing Permit >1 Ac	\$ 40.00	\$ -	\$ 250.00	\$ 100.00	\$ -	\$ -	\$ 125.00
Clearing & Grubbing Permit >1 Ac	\$ 40.00	\$ -	\$ 250.00	\$ 300.00	\$ -	\$ -	\$ 125.00
Grading Permit >1 Ac Disturbed	\$ 40.00	\$ 500.00	\$ 250.00	\$ 300.00	\$ -	\$ -	\$ 125.00
Land Disturbance Permit >1 acre disturbed	\$ 40.00	\$ 650.00	\$ 250.00	\$ 300.00	\$ -	\$ -	\$ 125.00
Land Disturbance Permit <1 acre disturbed	\$ -	\$ 650.00	\$ 250.00	\$ 300.00	\$ -	\$ -	\$ 125.00
Commercial General Building Permit (not including Individual Trades)	\$ -	\$ 650.00	\$ -	\$ -	\$ 8.00	\$ -	\$ 125.00
Commercial Electrical Trade Permit paired with General Building Permit	\$ -	\$ -	\$ -	\$ -	\$ 1.20	\$ -	\$ 125.00
Commercial Mechanical Trade Permit paired with General Building Permit	\$ -	\$ -	\$ -	\$ -	\$ 1.20	\$ -	\$ 125.00
Commercial Plumbing Trade Permit paired with General Building Permit	\$ -	\$ -	\$ -	\$ -	\$ 1.20	\$ -	\$ 125.00
Commercial General Building Permit - Interior Finish of Existing Space*****	\$ -	\$ 650.00	\$ -	\$ -	\$ 4.00	\$ -	\$ 125.00
Residential Building Permit (no land disturbance)	\$ -	\$ 250.00	\$ -	\$ -	\$ 6.00	\$ -	\$ 125.00
Residential Building Permit with Land Disturbing Activity >1 ac disturbed	\$ 40.00	\$ 250.00	\$ -	\$ -	\$ 6.00	\$ -	\$ 125.00
Residential Building Permit with Land Disturbing Activity <1 ac disturbed	\$ -	\$ 250.00	\$ -	\$ -	\$ 6.00	\$ -	\$ 125.00
Component Electrical Permit ****	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 50.00
Component Mechanical Permit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 50.00
Component Plumbing Permit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 50.00
Waterheater Replacement Permit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 50.00
HVAC Replacement Permit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 50.00
Roofing Permit	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 75.00	\$ 50.00
Residential Deck/Sunroom/Patio Permit	\$ -	\$ 50.00	\$ -	\$ -	\$ 6.00	\$ -	\$ 125.00
Swimming Pool Permit (electrical permitted separately)	\$ -	\$ 250.00	\$ -	\$ -	\$ 6.00	\$ -	\$ 125.00
Residential Garage/Carport	\$ -	\$ 250.00	\$ -	\$ -	\$ 6.00	\$ -	\$ 125.00
Final Plat	\$ -	\$ 500.00	\$ -	\$ -	\$ -	\$ -	\$ 125.00

* Commercial includes multifamily, condominium and townhouse housing projects

** City portion. Applicant must submit proof that they have paid the state's portion of the fee to the GA EPD

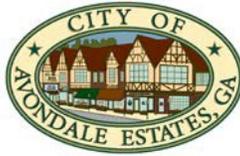
*** Includes scheduling inspections and processing Certificate of Completion or Certificate of Occupancy

**** Component permits are permits that are issued to regulate building trades on projects that are not interior finish projects and are not increasing building footprint
(i.e. adding a wall socket, or adding an air duct)

***** Does not include individual trades - they must be permitted separately

Valuations for structures not found in
ICC Building Valuation Table

	Valuation per SF
Deck/Porch/Patio	\$ 30.00
Swimming Pool	\$ 180.00
Shed or storage building	\$ 20.00
Residential Garage/Carport	\$ 30.00



RESIDENTIAL **BUILDING PERMIT APPLICATION CHECKLIST**

GENERAL INFORMATION:

- Four (4) sets of plans must be submitted with Building Permit Application. All plans must be accurate, legible, with dimensions and drawn to a standard scale.
- Zoning Review: 2-3 business days from date received.
- Building Plan Review: 10 business days for initial review. Five (5) business days for subsequent reviews.
- **Work cannot begin** until a building permit has been approved and issued.
- All building activity shall cease between the hours of 10:00 p.m. and 7:00 a.m. No work on Sunday will be allowed.
- All vehicles must be parked on a hardened surface. Parking on grass, sidewalks, and public right-of-way is strictly prohibited.
- Best Management Practices (B.M.P) and basic housekeeping shall be observed at all times.

HISTORIC DISTRICT PROJECTS

- All projects in the Historic District **that require exterior changes/construction** must be reviewed by the Historic Preservation Commission (HPC) **except** projects considered Historic District Minor Works which are reviewed by the Avondale Estates Building Official or Designee.
- Once approved by the Historic Preservation Commission, applicants will receive a Certificate of Appropriateness (COA) from the City Planner. Applicant will need to submit a building permit application for the project along with four (4) sets of the plans to the City of Avondale Estates.
- Please go to <http://www.avondaleestates.org/applications.html> to obtain the following documents:
 - Historic District Minor Works Application/Forms.
 - Certificate of Appropriateness Application/Process for the Historic Preservation Commission, which includes submission deadline dates and meeting dates.
 - Historic District Design Guidelines.
 - Official Zoning Ordinance and Zoning Map.
 - City Code of Ordinances.
 - Residential Building Permit Application and Process.
 - Dumpster Permit.

SITE PLAN (Not required if only interior work)

NOTE: Any building plans over 5000 sq. ft. must be sealed by a Georgia Registered Land Surveyor or Civil Engineer. Any plans less than 5000 sq. ft. can be drawn to scale.

- All site plans must be drawn to scale.
- All site plans for new construction (i.e. new primary residence, additions, etc.) must be sealed by a Georgia Registered Land Surveyor or Civil Engineer.
- Must show location of building, driveway and all proposed improvements to be constructed (fence, walls, patios, accessory structures, pools, etc.).

- Lot coverage indicated:
 - “The percentage of a lot which may be covered with buildings or structures, excluding walks, drives, and other similar uses, and recreational facilities which are accessory to a permitted use.”
- Floor area space indicated:
 - “The total number of square feet of floor space within the exterior walls of a building not including storage space in cellars or basements, and not including space used for parking of automobiles.”
- Details on proposed property enhancements such as sidewalks, driveways, patio, decks, etc.
- Show dimensions of all setbacks.
 - Finish floor elevation on footprint of building.
 - Indicate any existing easements and their dimension.
 - Indicate road right-of-way.
- Erosion and Sedimentation For Land Disturbance of **Over One (1) Acre**:
 - Erosion and Sedimentation Control measures must be in place and inspected weekly. If the construction area receives one quarter inch of rain or greater in a twenty-four (24) hour period, the site must be inspected by a contractor immediately following the rain.
 - Contractor** possesses an Erosion and Sediment Control Level 1A Certification (Blue Card) and provide verification. As of August 2007 **all subcontractors** must provide Erosion and Sedimentation Awareness Certification (White Card) verification of attendance and provide verification upon request.
 - Construction exit consists of a stone stabilized pad using one and one half to three and one half inch stone with a filter fabric under the entire pad. Pad length shall be (50) feet. The pad width shall be twenty (20) feet. Any variation(s) must be approved prior to the start of construction.
 - Temporary vegetation in place within fourteen (14) days of land disturbance activity.
 - Land disturbance activity must be measured in acres. Fees will be addressed on the application.
- Grading Plan:
 - Show existing and proposed ground contours.
 - No land disturbance activity conducted within 35 feet of banks, streams, lakes, and wetlands, etc. (i.e. “state waters”).
- Tree Ordinance Compliance *Note: Please refer to the Avondale Estates Code of Ordinances Section 5-406*
 - Include tree inventory, removal and/replacement plan, if applicable.
 - Tree protection area must be indicated on plans.
 - If a tree survey is needed; a certified arborist shall be contacted by the applicant and must be approved by the City of Avondale Estates. Arborist contact information must be provided.

CONSTRUCTION DETAILS

Structural Details:

- Show a wall section detail including foundation through roof.
- Show egress components (stairs, ramps, etc.).
- Show floor framing plans for each level, ceiling and roof framing plan.
- Plan reviewer may require additional structural details.
- Specify size and type of structural components:
 - Beams, headers, joist, and rafters.
 - Columns.
 - Trusses.

Foundation Plan:

- Turndown slab and footings.

Elevations:

- All four elevations for new dwellings and detached accessory structures.

Floor Plan:

- Thickness of walls.
- Windows and door sizes.
- Width of stairs and height of risers handrails.
- Room names (i.e. master bedroom, bathroom).

Roof Plan:

- Material used in roof construction indicated.

LIGHTING

- Site lighting plan.
- Proposed location and types of on-premise security and safety lighting.

FLOOD PLAIN

- Property located in Flood Plain Yes No
- Details which address waterway courses and flood hazard protection.
- Identify flood (i.e., x, ae, ao, etc.).

DUMPSTER

- Dumpster Needed Yes No Location on property:_____
- If yes, complete Dumpster Permit.

DEMOLITION *Note: Please refer to the Avondale Estates Code of Ordinances Section 5-5*

Erosion and Sedimentation For Land Disturbance of **Over One (1) Acre:**

- Erosion and Sedimentation Control measures must be in place and inspected weekly. If the construction area receives one quarter inch of rain or greater in a twenty-four (24) hour period, the site must be inspected by a contractor immediately following the rain.

- Contractor** possesses an Erosion and Sediment Control Level 1A Certification (Blue Card) and provided verification. As of August 2007 **all subcontractors** must provide Erosion and Sedimentation Awareness Certification (White Card) verification of attendance and provide verification upon request.
 - Construction exit (CO) consists of a stone stabilized pad using one and one half to three and one half inch stone with a filter fabric under the entire pad. Pad length shall be 50 feet. The pad width shall be twenty (20) feet. Any variation(s) must be approved prior to the start of construction.
 - Temporary vegetation in place within fourteen (14) days of land disturbance activity.
 - Land disturbance activity must be measured in acres. Fees will be addressed on the application.
 - Provide site plan to scale including all elevations.
 - Erosion and sedimentation control plan with 24-hour contact person information
 - Verification of utility service disconnection:
 - Utility Protection Center – 770-623-4344.
 - Atlanta Gas Light – 404-230-6503.
 - Georgia Power Company – 888-660-5890.
 - DeKalb County Water and Sewer – 404-378-4475.
 - Cable/phone service provider (if applicable).
 - Gas Line sealed off.
 - Sewer line capped off.
 - Rodent control inspection (*Must provide letter to the City*).
- Note: Please refer to the Avondale Estates Code of Ordinances Section 5-5*
- Asbestos Abatement Letter (*Contractor's Responsibility*).
 - Landscape Tree Plan:
 - Provide a copy of the landscape/tree plan.
 - Tree save area must be properly identified.

PERMIT/INSPECTIONS

- Permit placard with applicable permits shall be posted on building site at all times.
- Once your permit is issued, the permit can be picked-up or it will be emailed to contractor/subcontractor along with the **Contractor Web Code Number and Permit Number** to schedule inspection(s). Inspections can be scheduled through the City of Avondale Estates website at: <http://www.avondaleestates.org/bldgpermit.html> or by contacting 404-294-5400.
- **Deviation or alteration of the approved building permits and/or site plans will require approval from the City of Avondale Estates.**

STOP WORK ORDERS

- The City of Avondale Estates will issue a **STOP WORK ORDER** if any of the following occurs:
 - f* Buffer violation.
 - f* Soil erosion and sedimentation control measurements are not installed or maintained properly.

- f* A situation that is unsafe or otherwise a threat to the safety or well-being of the citizens of Avondale Estates needs to be corrected.
- f* Any disregard or failure to adhere to the ordinances, regulations, guidelines or conditional approval set forth by the City of Avondale Estates.

If you have questions, please do not hesitate to contact Phil Howland, Permit Concierge Coordinator, at 404-294-5400 or email: phowland@avondaleestates.org.



CONTRACTOR AFFIDAVIT

All information requested on the Contractor affidavit is mandatory and must be notarized. City Hall will notarize the affidavit for free.

Contractor Name: _____

Site Address _____

This is to certify that I am responsible for (check all that apply).

- Commercial
- Residential
- HVAC
- Electrical
- Low Voltage
- Mechanical
- Plumbing

I certify that I have and will comply with all codes and ordinances adopted by the City of Avondale Estates that pertain to the construction of this site. In the event of any change in my status on this installation, I understand that I will be held responsible for all indicated work at this job until Building Inspections has been notified in writing. I further agree to indemnify the City of Avondale Estates and its operator from any liability for damages and loss of property if the work performed under my authority has not been installed in accordance with these codes and ordinances.

Name: _____

(Print)

Signature: _____ Date: _____

State License#: Business

License# Contractor _____

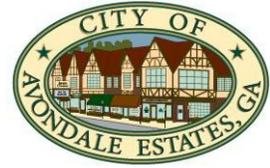
Business Name: _____

Business Phone: _____ Cell Phone: _____

Sworn to and subscribed before me this ____ day of _____, 20____.

Signature and Seal of Notary Public

My Commission Expires _____



21 N. Avondale Plaza, Avondale Estates, GA 30002
Phone: (404) 294-5400 | Fax: (404) 299-8137

State Licensing Board for Residential and General Contractors Authorized Permit Agent Form

License verification by permitting office should be completed by visiting: sos.ga.gov/plb/

Licensed Contractor: ___ Individual ___ Qualifying Agent

Name of licensed person _____

*Please attach a copy of Individual license or Company License (Reflects company and qualifying agent license number)

License number of individual or qualifying agent: _____

Name of licensed company (if applicable): _____

License number of company (if applicable): _____

I, _____, hereby designate
Licensed Individual or Qualifying Agent

_____ to apply for and obtain the permit(s) for the

*Please attach a copy of the authorized permit agent's driver's license.

Project at:

Street address

Apartment or Suite Number

City

Zip Code

Authorized Permit Agent's

Driver's License Copy HERE

(Required)

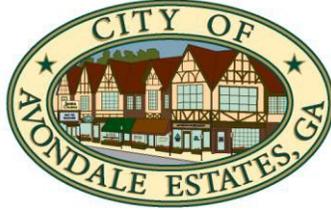
I, the undersigned, being the contractor as either an individual or a qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

Signature of individual or qualifying agent _____ State of

_____ County of _____ Subscribed and sworn

to before me this _____ day of _____ 20__

Signature of Notary Public _____ (Seal)



City of Avondale Estates
Code Enforcement, Public Works and Parks
WWW.AVONDALEESTATES.ORG

21 N. Avondale Plaza
Avondale Estates, GA 30002
Phone (404) 294-5400
Fax (404) 299-8137

Applicant's Copy

Demolition Checklist

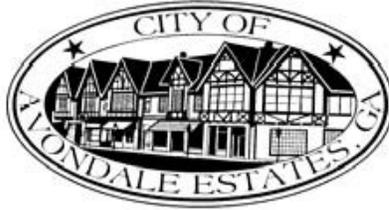
Land Disturbance Activity

- Land Disturbance Activity (L.D.A.) must be less than an acre***
- All properties must be reviewed by the Historic Preservation Commission and Architectural Review Board prior to beginning demolition.
- Provide site plan to scale including all elevations
- Erosion and sedimentation control plan with 24 hour contact person information
Note: Contact person must maintain a Level 1A or greater Erosion and Sedimentation Certification
- Provide verification of utility service disconnection (Please contact the following companies: Utility Protection Center 770.623.4344, Atlanta Gas Light 404.230.6503, Georgia Power Company 888.660.5890, Dekalb County Water and Sewer 404.378.4475, cable/phone service provider if applicable)
- Rodent control inspection (Letter must be submitted to City)
Note: Please refer to the Avondale Estates Code of Ordinances Section 5-5

Landscape/ Tree Plan

- Provide a copy of the landscape/tree plan
- Tree save area must be properly identified **NOTE: Does not apply to residential properties.**
- Tree Ordinance (*See Attached*)

***Any Land Disturbance Activity (L.D.A.) over one (1) acre has to meet the approval of the Georgia Soil and Water Conservation Commission. Please obtain a copy of the Avondale Estates Land Disturbance Permit Application.**



City of Avondale Estates
 21 N. Avondale Plaza
 Avondale Estates, Ga. 30002
 Phone: (404) 294-5400
 Fax: (404) 299-8137
www.avondaleestates.org

OFFICE USE ONLY	
PERMIT NUMBER: _____	REC'D BY/ DATE: _____
PROJ. NUMBER: _____	RELATED NOs: _____

ISSUE DATE: _____

CITY OF AVONDALE ESTATES LAND DISTURBANCE PERMIT APPLICATION

NOTE: When properly validated, this form constitutes a permit. Attach sheets as required to fulfill application requirements.

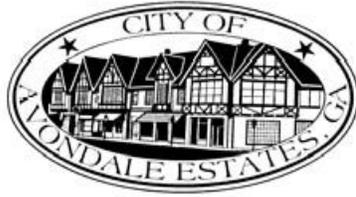
JOB INFORMATION

Project Name:		Owner Name:	
Project Description:		Address:	
Project Address:		City/State/Zip:	
City/State/Zip:	Phone:	Cell Phone:	Fax Number:
Tax Parcel Number(s):	Email Address:		
Size of Parcel (SQ FT):	24 hr Contact:		
Contractor Name:	Contact Name:		
	Address:		
Phone:	Cell Phone:	Fax Number:	City/State/Zip:
Email Address:	Phone:	Cell Phone:	Fax Number:
	Email Address:		
Comments:			

TYPE OF APPLICATION

<input type="checkbox"/>	CLEAR	<input type="checkbox"/>	FILL	<input type="checkbox"/>	GRADE	DURATION OF FILL/GRADE ACTIVITY: _____
APPROXIMATE AREA BEING DISTURBED (IN ACRES): _____				ORIGIN OF FILL MATERIAL: _____		
_____ (COST \$80.00 PER DISTURBED ACRE)				_____		
APPROXIMATE VOLUME MOVED (CUBIC YDS): _____				DESTINATION OF MATERIAL BEING REMOVED: _____		
(Volume is calculated with combination of Import and Export materials)				_____		

NOTE: Please obtain a copy of the City of Avondale Estates Erosion and Sedimentation Control Ordinance
 Page 1 of 2



Additional Requirements

1. Construction work should not begin prior to 7 a.m. and shall conclude at dusk. No work on Sunday's.
2. All work must be performed in accordance with the standard plans and specifications of the City of Avondale Estates.
3. Where street closure is involved, a diagram of traffic control detours and signage must be submitted prior to issuance of this permit. If street closure involves a designated State Route, approval from the Georgia Department of Transportation must be granted prior to street closure.
4. This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.
5. Slope conditions of a maximum of 2:1 shall be maintained.
6. Concrete trucks must do clean out operations on the subject site. **NO CLEANOUT OF CONCRETE TRUCKS OR SOILS ARE ALLOWED ON ADJACENT PROPERTIES OR INTO STORM WATER FACILITIES.**

CERTIFICATION

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION AND EXHIBITS SUBMITTED HERewith ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND, FURTHER, THAT I AM AUTHORIZED BY THE OWNER OF THE ABOVE PREMISES TO PERFORM WORK FOR WHICH PERMIT APPLICATION IS MADE. I UNDERSTAND THAT I AM CONSENTING TO ALLOW THE CITY OF AVONDALE ESTATES STAFF INVOLVED IN THIS APPLICATION OR THEIR DESIGNEES TO ENTER ONTO AND INSPECT THE SUBJECT PROPERTY FOR THE SOLE PURPOSE OF MAKING ANY EXAMINATION OF THE PROPERTY WHICH IS NECESSARY TO PROCESS THIS APPLICATION. ALL PROVISIONS OF THE LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY STATE OR LOCAL LAW REGULATING PERFORMANCE OF THIS TYPE OF WORK.

FURTHER, I HEREBY CERTIFY THAT I AM A LICENSED CONTRACTOR AND THAT SAID LICENSE IS IN FULL FORCE AND EFFECT, OR THAT I AM THE LEGAL OWNER OF THE ABOVE DESCRIBED PROPERTY.

 APPLICANT SIGNATURE:

 DATE:

FOR CITY OF AVONDALE ESTATES USE ONLY

PERMISSION IS HEREBY GIVEN to do the above described work, according to compliance with the Erosion and Sedimentation Control Ordinance of the City of Avondale Estates.

 Approval for Issuance by City of Avondale Estates Official

 Date

Letter of Completion or Final Plat

Date: _____

City of Avondale Estates

No. _____

**This Placard Must Be
Posted In a Conspicuous
Place on the Job.
It Must Be Visible From
The Public Right-of-Way**

**Do Not Begin
Construction Before
Notifying Inspector
at 404-391-7331**

Project _____ **Name:** _____

Location: _____

File No: _____

**ALL WORK TO BE DONE IN ACCORDANCE WITH
APPROVED PLANS ON FILE WITH THE
AVONDALE ESTATES PUBLIC WORKS DEPARTMENT**

- (3) Unauthorized occupancy or use of any part of the structure or building other than the space for which a temporary occupancy permit has been granted.
- (4) Any other condition that may affect the health, safety and welfare of persons or property.
- (d) *Fee.* The fee for a final certificate of occupancy shall be twenty-five dollars (\$25.00).

Sec. 5-4. Utility service connections.

(a) *Permanent electrical service connection.* Permanent electrical service connection and meter shall not be authorized by the county until all required final building, plumbing, HVAC, electrical, drainage, fire and health inspections have been performed and approved by the city and/or by the county as appropriate.

(b) *Permanent gas service connection.* Permanent gas service connection and meter shall not be authorized until the gas supply house line has been tested and approved and all connected appliances and equipment have been inspected and approved.

(c) *Temporary electrical service connection.* Temporary electrical service connection and meter may be authorized by the county for a specified period of time when the system and building have been inspected and found to be safe for the use authorized. Such temporary service connection shall be authorized only for the following reasons:

- (1) Testing of appliances and equipment.
- (2) To provide heat during the winter months to prevent freeze damage to water systems and equipment and including, but not limited to, painting or installing wallpaper.
- (3) Temporary occupancy of the building by no more than ten (10) employees for training of employees or stocking of merchandise.

Single-tenant occupancy buildings and portions of multitenant occupancy buildings for which temporary electrical service connections have been authorized by the county shall not be allowed access by the general public or used for business activity other than allowed in this section. Appli-

cation for temporary electrical service connection and meter shall be made on such form as prescribed by the county.

Sec. 5-5. Demolition of structures.

(a) Demolition of any structure shall not begin until all of the following conditions are satisfied:

- (1) A permit for demolition has been secured from the city.
- (2) The county health department has inspected the premises and accepted an appropriate vermin and rat extermination plan.
- (3) All utilities are cut off and capped at the street.

(b) Within the time specified in the demolition permit the following shall be completed:

- (1) All debris, trash, litter, rubbish, rubble and foundation exposed above the ground level shall be removed from the premises.
- (2) Any excavation or other depression must be filled to existing grade with clean dirt containing no more than twenty-five (25) percent stone or masonry and all filled areas must be adequately sloped and drained.

Sees. 5-6-5-20. Reserved.

ARTICLE II. BUILDING OFFICIAL

Sec. 5-21. Office created; appointment; term; acting official.

- (a) The office of building official is hereby created.
- (b) The building official shall be appointed by the city manager. Such appointment shall continue during good behavior and satisfactory service.

(c) During temporary absence or disability of the building official, the city manager shall designate an acting building official.
(Code 1973, § 2-719)