

Residential Construction Submittal Guide

The following is an outline of the requirements for a residential submittal. This list in no way represents all that is needed to submit a project to the City of East Point. It will, however, provide a guide to aid the user in presenting accurate information that will ensure as few delays as possible. It will also familiarize them with our permit process.

- ___ Permit Application
- ___ Structure Specifics worksheet
- ___ Residential and General Contractors License copies as applicable
- ___ State Card / Soil and Erosion Card
- ___ Compliance Bond notarized 2 of 2
- ___ Authorized Permit Agent form as applicable
- ___ Qualifying agent, change of information form if applicable
- ___ Plans and Support Construction Documents must include a site plan
- ___ Electrical Calculations, as applicable
- ___ Cost of project
- ___ Insurance Binder for property for homeowner permits
- ___ Bond or Bond Waiver required for permits

General Requirements for Submittal

- Only complete sets of plans and supporting construction documents will be accepted. (Contact the Permit staff for the number of sets required.)
- All pages of the plans shall be on the same size paper. The minimum size of plans allowable is 11" x 17". Plans shall be firmly bound on one edge. Plans must be legible and clear for electronic imaging. All plans and details are to be drawn to a minimum 1/8" scale.
- All construction documents must show in detail that the proposed work will be in accordance with the construction codes.

Facilities Required. Sanitary facilities shall be required during construction, remodeling or demolitions activities.

Please Note: For new residential construction a Land Disturbance Permit (LDP) is required for lots being developed that are 1 acre or more. LDP plans must be submitted and approved prior to building plan submittal. **IF LAND DISTURBANCE IS LESS THAN 1 ACRE, A SEDIMENTATION AND EROSION CONTROL PERMIT IS REQUIRED BY EAST POINT PUBLIC WORKS DEPARTMENT.**

Each construction project approved by East Point Planning & Community Development Department must be represented by complete plans and must clearly show all components necessary to comply with the construction codes and requirements to safeguard public safety, health, or general welfare. All plans and construction documents bearing the stamp "Approved Permit Office City of East Point, GA" and signed by a member of the permit office serves as official evidence that the Planning & Community Development Department has reviewed said plans prior to the initiation of construction activities.

Construction documents submitted to the Planning & Community Development Department of the City of East Point must be of sufficient nature to clearly show the project in its entirety with emphasis on the following:

- **Construction code compliance**
- **Definition of scope of work**
- **Structural integrity**
- **Adequately sized electrical systems (if applicable)**
- **Energy conservation code compliance**

Drawings

The minimum required drawings depend greatly upon the size, nature and complexity of the project. Identify the plans with a title block that includes the name, address and phone number of the person, firm or corporation responsible for preparing the plans. Not all of the following requirements will apply to every project. Typical notes are encouraged for clarity. Many of the following requirements can be illustrated by a typical cross-section. A separate plan or plan sheet is not required for each of the following elements and these elements may be combined provided the plans remain legible.

Location and Design Criteria

- Identify the physical location of the proposed construction project by an address or vicinity map.
- Indicate the following design criteria for the City of East Point:
- Applicable Construction Code: Current State of Georgia adopted codes provided by the Department of Community Affairs on their website at www.dca.state.ga.us/development/constructioncodes/programs/codeamendments.asp

| Climatic And Geographic Design Criteria | | | | | | | | | | |
|------------------------------------------------|---------------------------|--------------------------------|-------------------------------|-------------------------|-------------------|---------------------------|------------------------------------------|-----------------------------------------|---------------------------|-------------------------|
| GROUND SNOW LOAD | WIND SPEED (mph) | SEISMIC DESIGN CATEGORY | Subject To Damage From | | | Winter Design Temp | ICE BARRIER UNDERLAYMENT REQUIRED | FLOOD HAZZARDS | AIR FREEZING INDEX | Mean Annual Temp |
| | | | Weathering | Frost Line Depth | Termite | | | | | |
| 5-psf | 90 (3-second gust) | B (Site Class D) | Moderate | 12-inches | Very Heavy | 22° F | No | (a) June 12, 1983 (b) March 18, 1996 | 67°F-Days | 62.2° F |

Site / Plat Requirements

Indicate the following:

- Proposed new structures, any existing buildings or structures, all property lines with dimensions, all streets, easements and setbacks.
- North arrow.

Architectural Requirements

Indicate the following:

- All floors, including basements. Floor plans must be fully dimensioned and drawn to scale.
- All rooms, with their use labeled.
- All doors and windows. Include size, direction of door swing, window type (i.e. single-hung, slider, fixed, casement, etc.).
- Specify egress requirements where required.
- Location of safety Glazing.
- Stairway locations. Indicate required landing.
- Guard (guardrail) requirements at locations more than 30-inches above adjacent floor level or grade.

Foundation Requirements

Indicate the following:

- All foundations and footings.
- Minimum footing width, depth. Include any pier footings.
- For basement and crawlspace construction, indicate wall thickness, type (poured, block, etc.) and rebar size and on-center spacing.
- Compressive strength of concrete being used.
- Note anchoring method and on-center spacing.

Wood Framed Floors, Walls and Roof Requirements

Indicate the following:

- Lumber size, grade, species, and on-center spacing.
- For engineered floor joists used in a prescriptive application: indicate the product name, product series, joist depth, on-center spacing (o/c), span and design deflection.
Example: 14" TJI, series 110 @ 16 o/c (L/360)
- For metal plate connected wood trusses (open web trusses)
- Provide Manufacturers engineering/installation package for TJI's floor trusses, and roof trusses at framing inspection.

Exterior Elevations

- Provide elevations, to measurable scale, for front, sides and rear of home.

Mechanical System

Indicate the following:

- Location of mechanical equipment.
- Location of exhaust fans at required locations.
- Location and type of fireplace (masonry or factory-built).

Plumbing system

Indicate the following:

- Location of all plumbing fixtures and equipment.

Electrical System

Indicate the following:

- Location and sizes of all panels and service equipment.
- Location of all receptacles outlets, switches and lighting receptacles.
- Arc-fault circuit-interrupter (AFCI) requirements per NEC 2014 w/Georgia amendments.
- Ground-fault circuit-interrupter (GFCI) protection at required locations.
- Provide electrical calculations for all new electrical systems and modifications to existing systems. For modifications to existing systems, load calculations shall demonstrate that the new loads will not overload the existing service. Refer to the 2014 National Electrical Code® (NEC), Article 220 and Annex D for residential instruction and example calculations. A "Dwelling Electrical Calculation" worksheet is available from East Point Planning & Community Development, but is limited to single dwelling units having the total connected load served by a single 120/240-volt, 3-wire service with an ampacity of 100 or greater.

Other Requirements

- **Structural Calculations:** Structural calculations are required only where structural elements, components or systems exceed the prescriptive provisions of the code. **Documents must be submitted to Permits and Inspections Division for review and approval PREVIOUS to framing inspection.**
- **Energy Code Compliance:** An approved method for providing compliance to the IECC 2009 Energy Code and Georgia amendments shall be provided. The three approved methods of compliance are Prescriptive, REScheck™ or Performance. In addition, a permanent Georgia Energy Code Compliance certificate shall be readily accessible and posted on or near the electrical distribution panel or air handler. The certificate shall explain in detail the type and efficiency of heating, cooling and water heating equipment along with the calculated heating loads, sensible cooling load, latent cooling load and cfm for space conditioning. The certificate shall be completed by the builder or registered design professional.
- **Addenda, Changes and Revisions:** A new plan sheet (or partial plan) must be provided where addenda and changes are proposed affecting minimum code compliance. It is the responsibility of the permit applicant to notify the Planning & Community Development Department of any changes throughout the project and provide revised plans, calculations or other appropriate documents prior to actual construction.
- **Addition/Renovation Permits** shall include the following:
 - Energy compliance-** not required on basement finishes unless new fenestrations (windows doors, etc. are installed).
 - Floor Plan-** drawn to measurable scale, all rooms labeled, location and sizes of all windows and doors.
 - Electrical Calculations-** two complete calculations required on- (1) the primary structure the service serves. (2) The addition/renovation area. Locate all receptacles, switches, outlets, bath fans, smoke alarms.
 - Plumbing/Mechanical-** show location of all mechanical equipment and plumbing fixtures on plans.
 - Other-** include all foundation and framing information as well as identifying each room; must show exterior elevations.
- **Pool Permits-** shall include the following:
 - Plat-** reflecting pool location, deck or slab area around the pool.

**CITY OF EAST POINT
STATE OF
GEORGIA**

TRADESMEN

Principals Address: _____

Bond

Number: _____

KNOW ALL MEN BY THESE PRESENTS:

That we _____ **as Principal, and**
_____ **as Surety, Incorporated in the State of** _____, **and duly licensed to act**
as Surety in the State of Georgia, are held and firmly bound unto East Point, Georgia, in the just sum of TEN THOUSAND AND
NO/100 (\$10,000) DOLLARS, for payment of which, well and truly to be made, we bind ourselves, our successors and assign, each and
every one of them, jointly and severally, firmly by these presents.

It is further understood and agreed that this bond is continuous and covers all construction done by the Principal, his Agents, or employees. Principal warrants that no construction has occurred prior to the enactment of this bond on work this bond covers. This bond is effective beginning on the _____ day of _____, 20_____.

The condition of the above obligation is such that:

Whereas, the above bound Principal has made application to East Point as a contractor in accordance with the rules and regulations governing contractors in East Point, Georgia; and;

It is a condition of this bond that the said Principal is to comply with all of the requirements and provisions of the building and other codes of East Point and to correct any code violations discovered during construction and for a period of one (1) year from the date of final inspection; excepting routine maintenance, abuse, modification, and normal wear and tear. A further condition of this obligation is that if the Principal fails to correct any such code violations in accordance with East Point's Code Compliance Bond Ordinance, then the surety shall remedy the default within forty-five (45) days of notification by the city to do so. It is a further condition of these obligations that the Principal and Surety shall both be subject to suit, jointly and severally, by action by East Point, if in the discretion of the Chief Building Official of East Point it has been determined that said Principal has violated the building or other codes of East Point, or any provision thereof, for the purpose of requiring the necessary expenditure of funds to correct said violations on the part of said Principal, his Agents, or employees. Said Principal is hereby bound under said bond to faithfully perform all of his duties as such Principal and Contractor in compliance with the Building Code of East Point, and all other ordinances of East Point relating to buildings and the construction thereof.

Now should the said Principal faithfully perform all and singular his duties as a contractor during the term for which he has been licensed, and upon the terms required by the codes of East Point and by this bond, then the above bond is to be void; else to be of full force and effect.

Provided, further, that regardless of the number of years this bond shall continue or be continued in force and of the number of premiums that shall be payable or paid, the Surety shall not be liable hereunder for a larger amount, in the aggregate, than the amount of this bond; and

Provided, further, that if the Surety shall so elect, this bond may be canceled by the Surety as to subsequent liability by giving thirty (30) days' notice in writing to said Principal and the Chief Building Official of the Planning and Community Development Department of East Point. Subsequent liability shall mean liability for jobs that have not been permitted or begun at the time of termination.

Signed, sealed and dated this _____ day of _____, 20_____

Agent

Surety

By: _____

Contractor & Principal



Department of Planning & Community Development

@ Jefferson Station

1526 E. Forrest Avenue Suite 100 East Point, GA 30344

404.270.7212 (Phone)

404.765.2784 (Fax)

www.eastpointcity.org

Code Compliance Bond Indemnification

The Homeowner, individual or other entity who shall make contracts for the erection, construction or repair of buildings for which a permit is required, hereby agrees to indemnify and hold harmless the City of East Point and the general contractor, electrical contractor, plumbing contractor or HVAC contractor against any and all liability, claims, suits, losses, costs and legal fees caused by, arising out of, or resulting from any negligent act or omission of the general contractor, electrical contractor, plumbing contractor or HVAC contractor in the performance and/or failure to perform including the negligent acts or omission of any general contractor, electrical contractor, plumbing contractor or HVAC contractor or any direct or indirect employees of the general contractor, electrical contractor, plumbing contractor or HVAC contractor.

Print Name

Signature

Property Location

Notary Public

Commission Expires

(SEAL)

Code Compliance Bond
Waiver Letter

Date

Department of Planning & Community Development
1526 East Forrest Avenue – Suite 100
East Point, Georgia 30344

Dear Sir:

My name is _____ and I am
(Property Owner's Name)

writing to waive the requirement that _____
(Company Name)

obtain a Code Compliance Bond for the purpose of permitting, to perform work on my property located at

(Address)

Please see contact information below.

Property Owner: _____

Name

Address

City, State, Zip Code

Phone Number

Alternate Phone Number

Contractor: _____

Company Name

Owner Name

Address

City, State, Zip Code

Phone Number

Alternate Phone Number

Scope of Work: _____

Estimated Cost: \$ _____

Print Name (property owner)

Signature (property owner)

Date

Notary Public

Commission Expires

(SEAL)

SUBMITTAL FORM

FEES ARE NON-REFUNDABLE

This section to be completed by the Permit Office

APPLICATION NUMBER: _____ WARD: _____

ASSOCIATED CASE NUMBER (S): _____

SUBMITTAL DATE _____ TIME: _____

APPOINTMENT DATE _____ TIME: _____

CURRENT ZONING: _____ FUTURE LAND USE: _____

This section to be completed by the Applicant (please print neatly)

PROJECT ADDRESS: _____

PROJECT DESCRIPTION: _____

OWNER'S NAME: _____

CONTACT NUMBERS: _____ FAX: _____

CONTRACTOR'S NAME & COMPANY: _____

CONTACT NUMBERS: _____ FAX: _____

ESTIMATED COST: \$ _____

TOTAL SQUARE FOOTAGE: New Construction _____ Residential _____

APPLICATION TYPE (CHECK ONE)

| | | | |
|------------------------------------------------------|--------------------------------------------------|---------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Building Permit Review | <input type="checkbox"/> Land Disturbance Permit | <input type="checkbox"/> Special Use Permit | <input type="checkbox"/> Cleveland Avenue Overlay |
| <input type="checkbox"/> Concept Review | <input type="checkbox"/> Rezoning | <input type="checkbox"/> Subdivision | <input type="checkbox"/> Downtown Overlay |
| <input type="checkbox"/> Fire Alarm/sprinkler System | <input type="checkbox"/> Sign Permit | <input type="checkbox"/> Variance | <input type="checkbox"/> Headland-Delowe Overlay |

CUSTOMER: (CHECK ONE) Will Attend Will Not Attend

PROJECT TYPE: (CHECK ALL THAT APPLY)

- | | | |
|------------------------------------|-------------------------------------------|--------------------------------------------------|
| <input type="checkbox"/> Addition | <input type="checkbox"/> New Construction | <input type="checkbox"/> Sprinkler System |
| <input type="checkbox"/> Billboard | <input type="checkbox"/> Pool | <input type="checkbox"/> Storage Shed |
| <input type="checkbox"/> Deck | <input type="checkbox"/> Refuse Area | <input type="checkbox"/> Tank Under/Above Ground |
| <input type="checkbox"/> Fence | <input type="checkbox"/> Roof | <input type="checkbox"/> Tenant Finish |
| <input type="checkbox"/> Garage | <input type="checkbox"/> Signs | <input type="checkbox"/> Other |

Important: Check here if this is a re-submittal. Complete set of plans attached



Department of Planning & Community Development

@ Jefferson Station

1526 East Forrest Avenue Suite 100 East Point, GA 30344

404.270.7025 (Phone)

404.305.8220(Fax)

www.eastpointcity.org

Application Date _____ / _____ / _____

ELECTRICAL LOAD CALCULATION

Commercial Residential
 INSTALL _____ REPAIR _____ REPLACE _____

| |
|-----------------------|
| Elect Permit No _____ |
| Bldg Permit No _____ |

PERMIT APPLICATIONS, PLANS AND/OR SUPPORTING DOCUMENTATION THAT ARE INCOMPLETE, ILLEGIBLE OR SUBMITTED IN MEDIA WILL NOT BE ACCEPTED. TYPE OR PRINT CLEARLY USING PERMANENT BLUE OR BLACK INK.

| | | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|-----------|
| PROJECT INFORMATION: | | |
| APPLICANT: | PROJECT NAME: | |
| OWNER'S NAME: | PROJECT ADDRESS: | |
| ADD THE FOLLOWING GENERAL LOADS: | | |
| GENERAL LIGHTING LOAD: _____ SQ, FT, X 3 VOLT-AMPS (VA) = <small>(The calculated floor area shall not include open porches, garages, or unused/unfinished spaces not adaptable for future use such as attics and crawl spaces, but shall include unfinished basements. The 3 VA per sq. ft. unit value is based on minimum load conditions and 100% power factor and may not provide sufficient capacity for the installation contemplated.)</small> | (1) | VA |
| SMALL APPLIANCE LOAD: NUMBER OF 2-WIRE, 20-AMP (A) CIRCUITS (2 MINIMUM) _____ X 1,500 VA = | (2) | VA |
| LAUNDRY LOAD: NUMBER OF 2-WIRE, 20-A LAUNDRY CIRCUITS (1 MINIMUM) _____ X 1,500 VA = | (3) | VA |
| TOTAL NAMEPLATE VA RATING OF ALL FASTENED-IN-PLACE, PERMANENTLY CONNECTED, OR LOCATED TO BE ON A SPECIFIC CIRCUITE. INCLUDE ALL MOTORS AND ALL LOW-POWERE-FACTOR LOADS: | | |
| QTY _____ RANGE(S) | (4) | VA |
| QTY _____ WALL-MOUNTED OVEN(S) | (5) | VA |
| QTY _____ COUNTER MOUNTED COOKING UNIT(S) | (6) | VA |
| QTY _____ MICROWAVE(S) | (7) | VA |
| QTY _____ COOKING EXHAUST HOOD(S) | (8) | VA |
| QTY _____ CLOTHES (DRYER(S) | (9) | VA |
| QTY _____ WATER HEATER(S) | (10) | VA |
| QTY _____ DISHWASHER(S) | (11) | VA |
| QTY _____ TRASH COMPACTOR(S) | (12) | VA |
| QTY _____ GARBAGE DISPOSAL(S) | (13) | VA |
| QTY _____ CEILING FAN(S) | (14) | VA |
| QTY _____ BATHROOM/LAUNDRY EXHAUST FAN(S) | (15) | VA |
| QTY _____ GARAGE DOOR OPENER(S) | (16) | VA |
| QTY _____ HYDROMASSAGE BATHTUB(S) | (17) | VA |
| QTY _____ WELL PUMP(S) | (18) | VA |
| QTY _____ SUMP PUMP (S) | (19) | VA |
| QTY _____ ELEVATOR(S) | (20) | VA |
| QTY _____ ELECTRIC WELDER(S) | (21) | VA |
| QTY _____ AIR COMPRESSOR(S) | (22) | VA |
| QTY _____ OTHER – SPECIFY: _____ <small>(Central vacuum system(s), electric fireplaces, gas fireplace blower unit(s), etc.)</small> | (23) | VA |
| QTY _____ OTHER – SPECIFY: _____ <small>(Attic fan, freezer, water heater recirc. Pump, electric steam unit, etc.)</small> | (24) | VA |
| GENERAL LOADS SUBTOTAL (ADD LINES 1 THRU 24 ABOVE): | (25) | VA |

| APPLY DEMAND FACTOR TO GENERAL LOADS SUBTOTAL (LINE 25) AND ADD RESULTS AS FOLLOWS: | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----|
| First 10,000 VA OF GENERAL LOADS SUBTOTAL (LINE 25) AT 100%: GENERAL LOADS SUBTOTAL (UP TO AND INCLUDING 10,000 VA) _____ VA x 1.00 = | (26) | VA |
| REMAINDER OVER 10,000 VA AT 40%: (GENERAL LOADS SUBTOTAL (line 25) _____ VA - 10,000 VA) X 0.40 = | (27) | VA |
| GENERAL LOADS TOTAL (ADD LINES 26 AND 27 ABOVE): | (28) | VA |
| INDICATE ALL OF THE FOLLOWING HEATING AND AIR-CONDITIONING LOADS (AS APPLICABLE): | | |
| 100% OF THE NAMEPLATE RATING(S) OF THE AIR CONDITIONING AND COOLING: | (29) | VA |
| 100% OF THE NAMEPLATE RATING(S) OF THE HEATING WHEN A HEAT PUMP IS USED WITHOUT ANY SUPPLEMENTAL ELECTRIC HEATING: | (30) | VA |
| 100% OF THE NAME PLATE RATINGS OF ELECTRIC THERMAL STORAGE AND OTHER HEATING SYSTEMS WHERE THE USUAL LOAD IS EXPECTED TO BE CONTINUOUS AT THE FULL NAMEPLATE VALUE. SYSTEMS QUALIFYING UNDER THIS SELECTION SHALL NOT BE CALCULATED UNDER ANY OTHER SELECTION. | (31) | VA |
| 100% OF THE NAMEPLATE RATING(S) OF THE HEAT PUMP COMPRESSOR AND 65% OF THE SUPPLEMENTAL ELECTRIC HEATING FOR CENTRAL ELECTRIC SPACE HEATING SYSTEMS. IF THE HEAT PUMP COMPRESSOR IS PREVENTED FROM OPERATING AT THE SAME TIME AS THE SUPPLEMENTARY HEAT, IT DOES NOT NEED TO BE ADDED TO THE SUPPLEMENTARY HEAT FOR THE TOTAL CENTRAL SPACE HEATING LOAD: | (32) | VA |
| 65% OF THE NAMEPLATE RATING(S) OF ELECTRIC SPACE HEATING IF LESS THAN FOUR SEPARATELY CONTROLLED UNITS: | (33) | VA |
| 40% OF THE NAMEPLATE RATIN(S) OF ELECTRIC SPACE HEATING IF FOUR OR MORE SEPARATELY CONTROLLED UNITS: | (34) | VA |
| TOTAL HEATING AND AIR-CONDITIONING LOAD (INDICATE THE LARGEST LINE ITEM VA FROM LINES 29 THRU 34 ABOVE): | (35) | VA |
| CALCULATE LOAD FOR SERVICE SIZE | | |
| TOTAL LOAD (ADD LINES 28 AND 35): LINE 28 _____ VA + LINE 35 _____ VA = | (36) | VA |
| DIVIDE LINE 36 BY 24-VOLTS (V): LINE 36 _____ VA / 240 v = | (37) | VA |
| STANDARD AMPERE RATINGS: | | |
| THE STANDARD AMPERE RATINGS FOR FUSES AND INVERSE TIME CIRCUIT BREAKERS SHALL BE CONSIDERED 100 (MINIMUM FOR ONE-FAMILY DWELLINGS), 110, 125, 150, 175, 200, 225, 250, 300, 350, 400, 450, 500, 600 AMPERES. | | |

Limitations. This calculation worksheet is based on the 2014 National Electrical Code (NEC, Article 220, Part IV "Optional Feeder and Service Load Calculations" and applies to a single dwelling unit having the total connected load served by a single 120/240-volt, 3-wire service with an ampacity of 100 or greater. This calculation worksheet is provided to assist the permit applicant in demonstrating minimum code compliance and may not consider all elements or permutations of the proposed electrical system. This worksheet shall not be construed to replace or supercede the minimum code requirements of the 2014 NEC. Where differences occur between this worksheet and the 2014 NEC, the provisions of the 2014 NEC shall apply.

Validity of permit. The issuance of a permit shall not be construed to be a permit for, or and approval of, any violation of any of the provisions of the construction codes or of any other ordinance. Permits presuming to give authority to violate or cancel the provisions of the construction codes or ordinances of the jurisdiction shall not be valid. The issuance of a permit based on construction documents and other data shall not prevent the City of East Point Planning & Community Development Department (EPP&CDD) from requiring the correction of errors in the construction documents and other data. The EPP&CDD is authorized to prevent occupancy or use of a structure where in violation of the construction codes or of any other ordinances of this jurisdiction.

Amended construction documents. Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents. Willful and prejudicial departure from or disregard of construction documents in any material respect without the approval of the EPP&CDD is unlawful.

PREPARED BY (SIGNATURE) _____

DATE _____

PRINT NAME _____

TITLE (ELECTRICAL CONTRA CTOR, OWNER, ETC.) _____