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## I. THE PLAN REVIEW PROCESS: SUBMITTING AND RESUBMITTING DRAWINGS

### A. General Information

#### 1. ACCEPTABLE Submission Format

ALL submissions of plans and/or drawings must be in digital format and submitted via the BS&A portal. No WALK-IN Hard copies of plans accepted!

***All Drawings and/or plans must have all pages compiled into one (1) pdf file for review. There should be one full set of plans. Individual pages will not be accepted for an initial submittal or resubmittal and the plan review will not begin or will be denied!***

***If a resubmittal is required, another full set of plans compiled into (1) pdf should be uploaded for review with the incorrect pages taken out and the corrected pages inserted.***

#### 2. General Review Information

##### a) Concept Reviews (Commercial Only)

Zoom meetings are scheduled on Mondays or Thursdays two weeks after submittal. A Zoom invitation is sent to applicant and any participants requested to attend. Once concept review has been completed, the applicant is advised to utilize all of the comments and notes from meeting to assist with required subsequent submittals – Zoning submittals, LDPs, Building Permits, etc.. No plans are stamped, and No permit is issued.

##### b) LDPS (Land Disturbance Permits)

LDP submittals are reviewed by all City of East Point service departments. After all reviewers have approved, the applicant contacts Reza Aral, Stormwater Engineer – [aral@eastpointcity.org](mailto:aral@eastpointcity.org), 404.270.7130 - for further instructions on the issuance of the LDP. Typically, if the disturbed area is less than acre, plans will not have to be sent to the State for approval, however, the LDP still must be issued by the Stormwater department.

##### c) Building Permit Submittals

After plans have been approved by all the departments, the Permit department will 1) confirm that permit and plan review fees have been paid 2) confirm there are no other requirements before permit can be issued and 3) confirm that all necessary credentials for Permit Holder have been received and verified. After this, the plans will be stamped digitally, the permit will be issued, and the plans and permit will be made available for download via the BS&A portal.

### B. Plan Review Turn Around Time

<p><b><i>All initial plan reviews start from date payment is confirmed for submittal, not submittal date)</i></b></p> <p>All resubmittals start from date of resubmittal and follow the same turn-around time.</p>	<p>5 Business Days:</p> <ol style="list-style-type: none"> <li>1. Residential Existing Rehabs / Renovations</li> <li>2. Residential Existing Additions</li> </ol> <p>10 Business Days:</p> <ol style="list-style-type: none"> <li>1. Residential New Construction</li> <li>2. All Commercial Submittals</li> </ol> <p>14 Business Days:</p> <ol style="list-style-type: none"> <li>1. Residential DEMOLITIONS</li> <li>2. Commercial DEMOLITIONS</li> </ol> <p>Expedited reviews are provided as a paid service and is good for that one review. All subsequent submittals will have the standard turn-around unless the expedited fee is paid</p>
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again. The expedited fee is the same as the calculated 'Plan Review Fee,' which is ½ of the calculated permit fee.

1. 3 Business Days for Expedited reviews that would be a standard 5 business Days.
2. 5 Business days for expedited reviews that would be standard 2 weeks

### C. Review Due Date Email Sent

After payment of permit, plan review and admin fee, applicant will receive a confirmation email with due date of plan review. (See Figure)

To Whom It May Concern,

Plan Review Confirmation of Revision # 0 for: PWVWDR21-0055 - 2714 EAST POINT ST

Description: Tee Shirts, Art

CHECK STATUS DATE: 07/27/2021 -

If you have a scheduled Plan Review Meeting, you will receive an invite to attend a Zoom meeting at a designated appointment time. If you do not have a scheduled Plan Review Meeting, on or after your Check Status Date, feel free to check the status of your plan review by logging in to the BS&A Online Portal and:

1. Click on VIEW MY ACTIVITY under the Building Department Heading.
2. Click on the PERMITS tab.
3. Locate the Permit in question, and click on the VIEW link in the last column to the right.
4. Reference the Process Step Information and Review / Comments to the status of current review and the view any comments related to review.

Sincerely,

Permits  
City of East Point

### D. Denied Plan Review and Resubmitting Drawings and/or Documents.

#### 1. Denied Email Sent

If a review is denied, whereby the plans need to be revised or any other document is required, the applicant will be emailed:

1. the status of the review
2. a copy of the comments and instructions on how to view comments within BS&A
3. contact information for all reviewers so that any questions can be addressed before resubmitting.
4. a "Submit Document" email that allows the applicant to Resubmit (See Figure Below)

mail information

Resend Forward

**Revision Documents Submittal Link enclosed for Revision 0 for Permit PDEMO21-0032 at 1825 PHILLIPS AVE.**

Sent: Wed 7/28/2021 5:47 PM  
To: permits@eastpointcity.org

To Whom It May Concern,

Due to the previous plan review being Denied, this email is being sent to allow you to upload any requested revised drawings, supporting documentation and/or credentials necessary for approval for next review. Reference the comments provided by the reviewers in a prior email or login to BS&A to view the comments to review what necessary documents should be submitted.

Please use the link below to submit requested documents:  
[Submit Documents](#)

Sincerely,

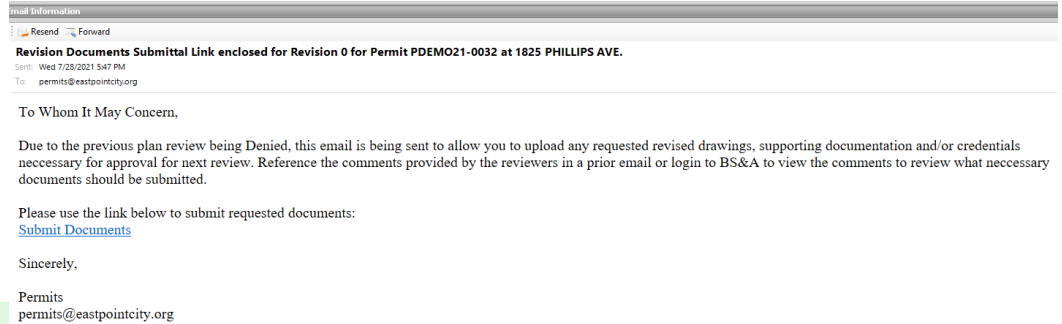
Permits  
permits@eastpointcity.org

**Again, the applicant will be sent the contact information for all reviewers. The Permitting Staff cannot answer the questions or explain the comments of a particular reviewer – the applicant must contact that reviewer to discuss his/her comments.**

2. Resubmitting Drawings

*All Drawings and/or plans must have all pages compiled into one (1) pdf file for review. There should be one full set of plans. Incorrect pages should be replaced with correct pages and a full set of plans must be resubmitted, not Individual pages. Individual pages will not be accepted as a resubmittal and the plan review will not begin or will be denied!*

1. The applicant MUST USE THE REVISION DOCUMENT SUBMITTAL Link email to resubmit. **NO OTHER FORM OF SUBMITTAL IS ACCEPTED – NO EMAIL, WALK-IN AND/OR MAIL-IN. ALL RESUBMITTALS MUST BE UPLOADED THROUGH THE BS&A PORTAL** to be counted as an official submittal.



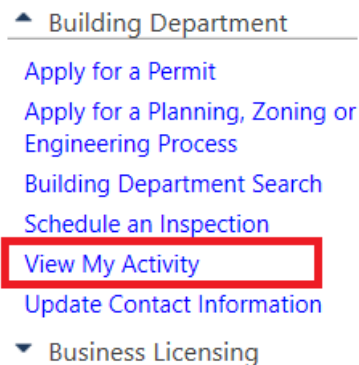
2. After clicking on link in email and logging in BS&A, applicant will be allowed to upload necessary documents by clicking on the “ADDITIONAL DOCUMENTS” button.

[SEE VIDEO ON HOW TO RESUBMIT PLANS](#)

3. The Permits department will be notified when a resubmittal has been made. Permits will review the documents and start another review cycle. The applicant will be emailed again the next review date.

E. Checking Status and Viewing Comments Online

4. Go to [www.bsaonline.com/?uid=2757](http://www.bsaonline.com/?uid=2757) and Login with webusername and password
5. Click on “View My Activity” under Building Department



6. Select the Permits Tab
7. Locate the corresponding Permit # and click on "View"

Inspections

Permits

Permit Applications

Processes

Process Applications

Certificates

Permits

View or schedule inspections on permits.

Status: ALL

D permit Number	D permit Type	D Status	D Property Address	D Date Issued	
PFILM20-0009	Film Production	ISSUED	2757 EAST POINT ST	11/20/2020	<a href="#">View/print</a>
PFFV20-0030	RES PERCE	HOLD FOR REVIEW	2757 EAST POINT ST		<a href="#">View</a>
P50WREV20-0001	50W - CONSENT REVIEW	HOLD FOR REVIEW	2757 EAST POINT ST		<a href="#">View</a>

8. Click on Heading “Review Comments / Concerns”

**Jump To:** [Permit Information](#) | [Process Step Information](#) | [Document Summary](#) | [Review Comments/Concerns](#) | [Inspection Information](#) | [Violation Information](#) | [Owner Information](#) | [Miscellaneous Fields](#) | [Construction Details](#)

- Under Process Step heading (1), you can see which Review #
- Click on the Expansion Arrow under Title (2) to see full comments by Reviewer (3)

Review Comments/Concerns

Show All

1. See Review #

Title	Type	Comment Type	Corrected	Date Found	Date Corrected	Process Step	Review
<div> This is the 4th Review </div>		Comment		11/21/2020		<a href="#">Res Fence Permit Reviews, Step 1, Revision 4</a>	<a href="#">Planning/Zoning - Approved with Conditions</a>
<div> This is 4 Perm Review </div>		Concern	No	11/21/2020		<a href="#">Res Fence Permit Reviews, Step 1, Revision 4</a>	<a href="#">Permits - Rejected</a>
<div> Just make sure application is updated before issuance </div>		Comment		11/21/2020		<a href="#">Res Fence Permit Reviews, Step 1, Revision 3</a>	<a href="#">Planning/Zoning - No Comments</a>
<div> Still Denied - Cant 8 Feet </div>		Concern	Yes	11/21/2020	11/21/2020	<a href="#">Res Fence Permit Reviews, Step 1, Revision 3</a>	<a href="#">Permits - Rejected</a>
<div> Show Opague Side to Street </div>		Concern	Yes	11/21/2020	11/21/2020	<a href="#">Res Fence Permit Reviews, Step 1, Revision 2</a>	<a href="#">Planning/Zoning - Denied</a>

According to ordinance, the shiny side of the fence has to be facing the street side and toward neighbors.

<div> 8 foot Fence Not Allowed </div>		Concern	Yes	11/21/2020	11/21/2020	<a href="#">Res Fence Permit Reviews, Step 1, Revision 1</a>	<a href="#">Planning/Zoning - Denied</a>
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3. See Full Comment by Reviewer

Nothing proposed is in harmony with Fence ordinance, read below: Sec. 10-2073.9. - Fences and walls. Share Link to section Print section Download (Docx) of sections Email section Fence walls which conform to the provisions stated herein shall be permitted by the Planning and Zoning Department. Fences erected for agricultural purposes in the AG-1 District shall be even more permissive than residential fences. Fences, walls and vegetative materials used in association therewith must not obstruct the minimum sight distance requirements which are set forth in the ordinance.

F. Approved Plan Review

When the PLAN REVIEW has been approved by all reviewers, an email will be sent to applicant stating that plans have been approved, will be stamped and will be available for download shortly.

Typically, within 2 business days after the Plan Review has been approved, the stamp drawings or instructions on how to download stamp drawings will be emailed to the applicant and the permit holder.

If the stamped drawings are small enough to be attached to email, they may be available in email as a convenience.

The City of East Point stamped drawings for [REDACTED] WOOD HILL CIR are ready f...



Terrance Harris

To [REDACTED]  
Cc Permits

Reply

Reply All

Forward



Wed 4/26/2023 1:30 PM



PrintPlans-BSA-08042022.pdf

326 KB



[REDACTED] AppStampPlans-04262023.pdf 757 KB

Phish Alert

+ Get more add-ins

The City of East Point stamped drawings for [REDACTED] WOOD HILL CIR are ready for downloading. Follow the instructions in the attachment to download and print the stamped drawings. These must be onsite for all inspections. The minimum size is 11 x 17. If the plans file size were small, they may be attached as a convenience.

Sincerely,

Terrance Harris

Permit and License Manager

Permits: [permits@eastpointcity.org](mailto:permits@eastpointcity.org)

Business License: [bl@eastpointcity.org](mailto:bl@eastpointcity.org)

(Due to high call volume, it is more expedient to email concerns.)  
Office is closed to the public until further notice.

**ANNOUNCEMENT \*\* Effective Immediately\*\* NOW ONLINE PAYMENTS**

**AVAILABLE!!!!!! AND NEW: [Full Permitting Guide with Videos](#), [Quick Permits Chart with Videos](#), [Quick Steps Guide for Tradesmen – Electrical, HVAC, Plumbing, Commercial CO Submittal and Process Walkthrough](#), [Drawings Submittal Guidelines – Residential and](#)**

## G. Guides for Submitting Drawings and Requested Documents

### 1. All Drawings

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 **“Reviewed for Code Compliance”** by the 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.

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 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.

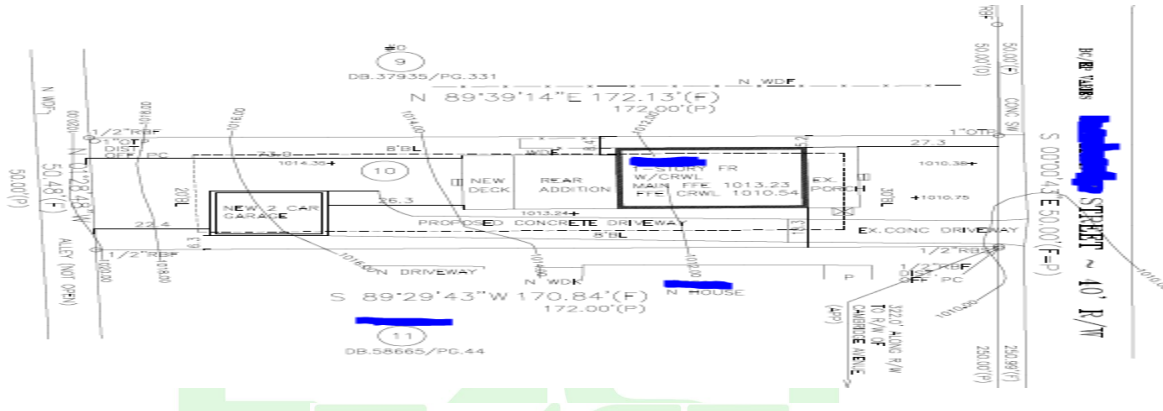
1. Address must be on all pages and Plans must be legible and clear for electronic imaging. All plans and details are to be drawn to a minimum 1/8” scale.
2. The cover page must give Full Scope of Work and list all applicable **Codes** and **Year**.

<b>PROJECT INFORMATION</b>	
<b>Project Name:</b> [REDACTED]	<b>Applicable Codes:</b> <ul style="list-style-type: none"> <li>• International Building Code, 2018 Edition, with Georgia Amendments (2020)</li> <li>• International Residential Code, 2018 Edition, with Georgia Amendments (2020)</li> <li>• International Fire Code, 2018 Edition (No Georgia Amendments)</li> <li>• International Plumbing Code, 2018 Edition, with Georgia Amendments (2020)</li> <li>• International Mechanical Code, 2018 Edition, with Georgia Amendments (2020)</li> <li>• International Fuel Gas Code, 2018 Edition, with Georgia Amendments (2020)</li> <li>• National Electrical Code, 2017 Edition (No Georgia Amendments)</li> <li>• International Energy Conservation Code, 2015 Edition, with Georgia Supplements and Amendments (2020)</li> <li>• International Swimming Pool and Spa Code, 2018 Edition, with Georgia Amendments (2020)</li> <li>• NFPA 101, Life Safety Code with Georgia State Amendments 120-3-3, State Minimum Fire Safety Standards - effective 01-01-2020.</li> </ul>
<b>Project Address:</b> [REDACTED] East Point, Georgia 30344 Fulton County	
<b>Scope of Work</b> GENERAL LANDSCAPING, ROOF INSPECTION, NEW HVAC, KITCHEN RENOVATION TO INCLUDE NEW APPLIANCES, CHECK EXISTING PLUMBING, MISC SUBFLOOR REPAIRS, INTERIOR TRIM AND HARDWARE AS NEEDED, RENOVATIONS IN TWO (2) BATHROOMS, FLOORING, PAINTING, SHEETROCK REPAIRS, REPLACE EXTERIOR DOORS TO INCLUDE HARDWARE, MISC EXTERIOR TRIM REPAIRS.	
<b>Type of Construction:</b> Conventional Light Frame Construction	
<b>Number of Stories:</b> 1 + Basement	
<b>Building Height:</b> N/A Exist	

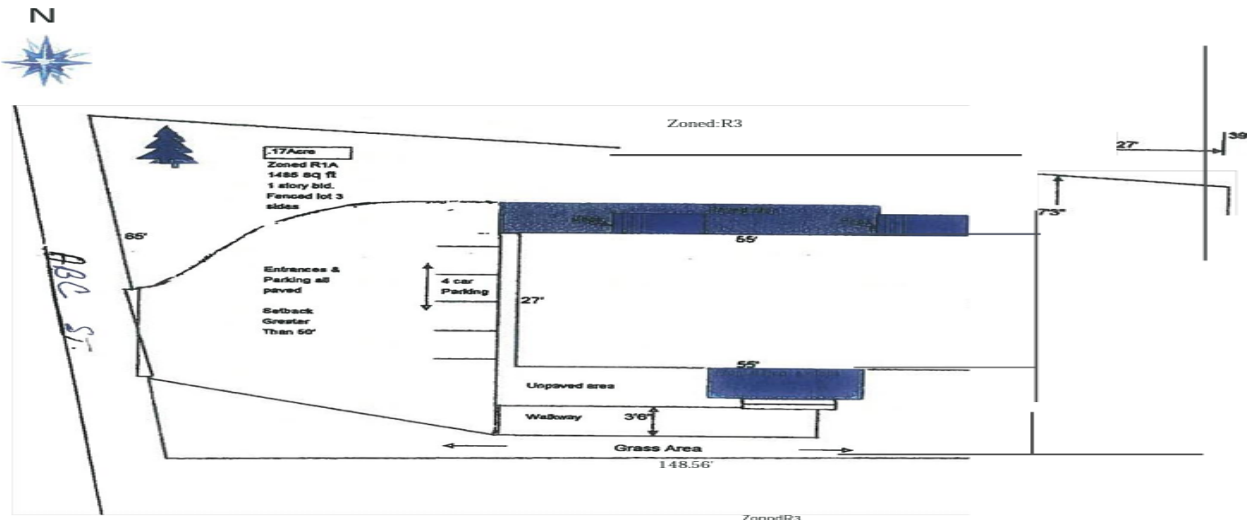


## 2. Site Plan Requirements (All Exterior Work)

1. All work done on the **EXTERIOR** of a property will require a **SITE PLAN**! An official survey can be used but is not required.
2. The site plan must show the complete layout of the property, including:
  1. The property lines.
  2. Lot dimensions
  3. Setbacks (distance from proposed and existing structures to property lines on all sides)
  4. All structures should be labeled.
3. The proposed work must be clearly shown on property!



**SAMPLE SITE PLAN  
FORM F**



3. Antennas / Co-locators (Section In progress)
4. Charging Stations (EV) -(Section In progress)



## 5. Commercial – New Construction and Existing Rehabs / Tenant Buildouts

ALL COMMERCIAL SUBMITTALS MUST HAVE A DESIGN PROFESSIONAL – ARCHITECT OR APPROPRIATE ENGINEER – STAMP ON EVERY PAGE.

Common concerns listed by the reviewers that should be taken into consideration when submitting commercial drawings:

50 Worst

Not submitting in accordance with Submittal Guidelines and in accordance with 50 Worst Consent Order.

Building

1. Plans, all pages are not stamped by a design Professional (Architect or Engineer).
2. Plans do not have correct code year used.
3. Life safety plans have no travel distances, location of fire extinguishers and emergency lighting.
4. Rest rooms have not met 2010 ADA compliance requirements.
5. When using items and material not listed in code, the manufactures design specifications are not included in plan submittal.

Commercial Pre-Treatment (Grease Traps / Oil & Water Separators)

1. If a commercial site will not have any food service, restaurants, or car maintenance facilities planned, a note on the site utility sheet will be sufficient by stating the following: "No commercial facilities are designed for this site that will require commercial pretreatment systems such as a Grease trap, Oil water interceptor or sand/grit trap".
2. If Plans are not required, please provide a notarized letter from the owner of the above statement.
3. Fulton County Standard Details must be on the plans 701, 702 and 111.
4. Plans must show the size of the Pretreatment system and delineation showing appropriate entrance of inlet/outlet with cleanouts.
5. All interior Grease Traps must be PDI certified and approved prior to installation, (including emergency instances)
6. Stamped Plans must be on site.

Economic Development (Film)

1. Application

2. Copy of Insurance with City listed as Additional Insured: City of East Point, 2777 East Point Street, East Point, GA 30344
3. Google Site Map showing Filming Location, Base Camp, Crew Parking locations
4. Traffic Control Plan (can be Google map as well)
5. Notice of Filming
6. Copy of Driver's License

Electric

1. No electric load calculations included in plans.
2. Meter dimensions needed not included.
3. Solar panel application not submitter.
4. Interconnection forms for solar power not completed and/or included.

Fire

1. Listing and use of current required code books
2. Architect stamp, and date of submission
3. Missing pages from plans
4. Listing of egress requirements, to include exits signs, exit lights and emergency lighting and illumination
5. Even though fire sprinkler system and fire alarm system plans are to be submitted separately, they must be noted on the initial plans that they will be installed if they are required.

Stormwater / Soil & Erosion

1. Certificate number, signature, and seal of the design professional.
2. Vicinity map and FEMA floodplain map
3. Estimate of the total area of the site and the total area expected to be disturbed.
4. Not having adequate BMP's and erosion control plans.
5. Description of the nature of construction activity.

Transportation

1. Entrance Site Distance Profiles – This is a requirement of the existing Concept Review Application.
2. Location of all utilities, trees, etc.
3. Traffic Impact Study

4. Subdivisions – often do not include a signing and markings for proposed streets.
5. For subdivisions, when the applicant is submitting to build individual units, it would be helpful if they provided the complete subdivision as well for reference. Sometimes the individual submittals do not include all the requirements approved for the subdivisions (i.e. sidewalks)

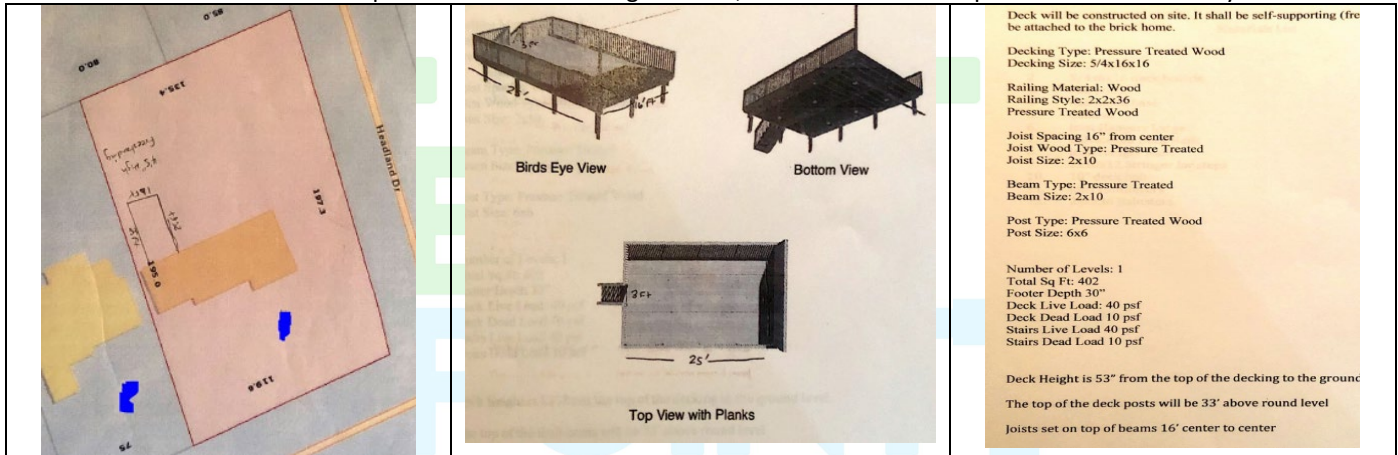
6. Single family driveway submittals - Site plans are often not drawn to scale, and proposed dimensions not provided.

#### Zoning

1. Site plan is often missing
2. Fences often do not meet zoning code
3. Setbacks are not shown on plans
4. Use is not permitted

### 6. Decks, Ramps, Porches, Exterior Steps, Gables

5. Construction details of proposed work is required indicating in pictorial format how the structure will be erected and/or repaired or renovated in accord with code. An Elevation drawing is required.
6. Any proposed stairs / steps shall include railing information and rise/run requirements.
7. If any concrete and/or foundation is required, foundation details must be included.
8. Decks must follow Ga. Prescriptive Deck Details. For guidelines, reference the Ga. Department of Community Affairs.



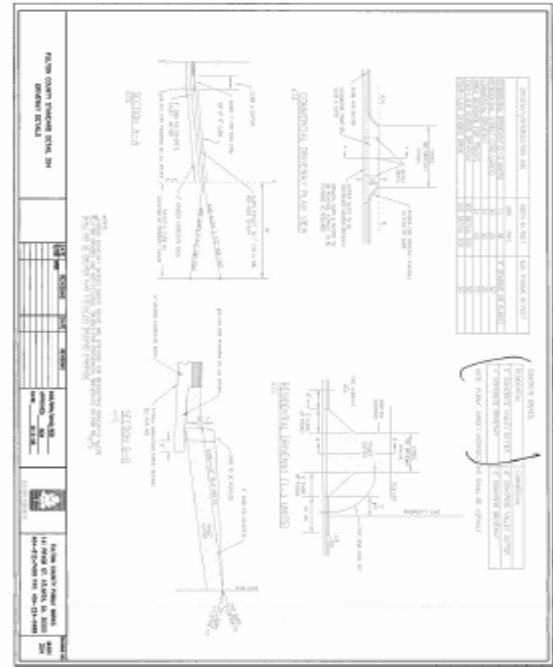
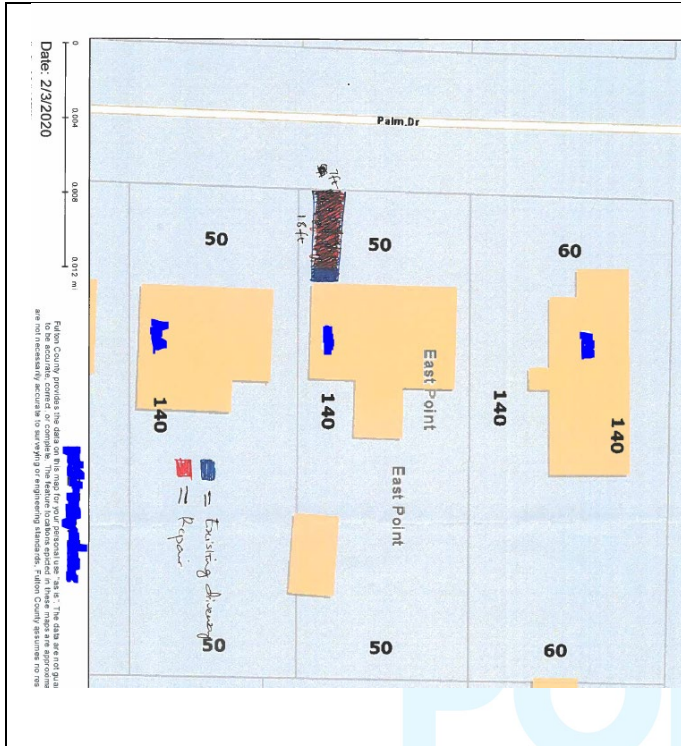
### 7. DEMOLITION (Structure Completely removed)

The following are Documents that will need to be submitted for a complete Demolition permit (meaning that structure is being demolished to foundation and/or ground):

1. [City of East Point's EPA Acknowledgement / Building Disclaimer Form](#)
2. City of East Point's Power Kill Request Form
3. Asbestos Survey Report
4. Credentials from Asbestos Inspector
5. Rodent Letter
6. Site Plan indicating which structure to be demolished.
7. Gas Utility Termination letter from Atlanta Gas Light confirming gas utilities have been terminated and capped off.
8. Deed Filed with County or Tax Bill showing current proof of ownership.
9. Copy of Contract Agreement between Property Owner and Contractor if Contractor is demolishing property.

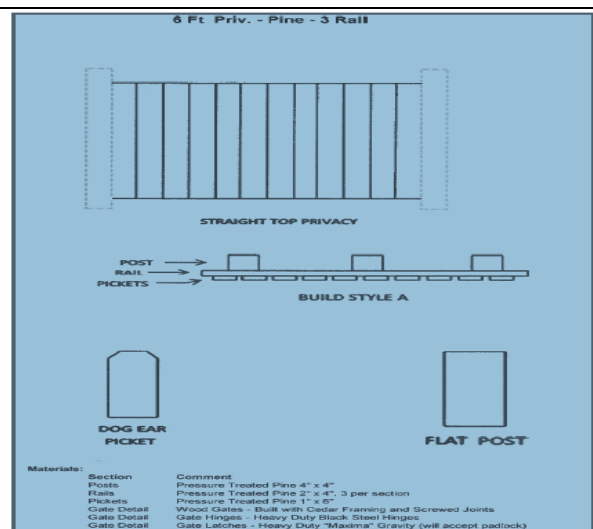
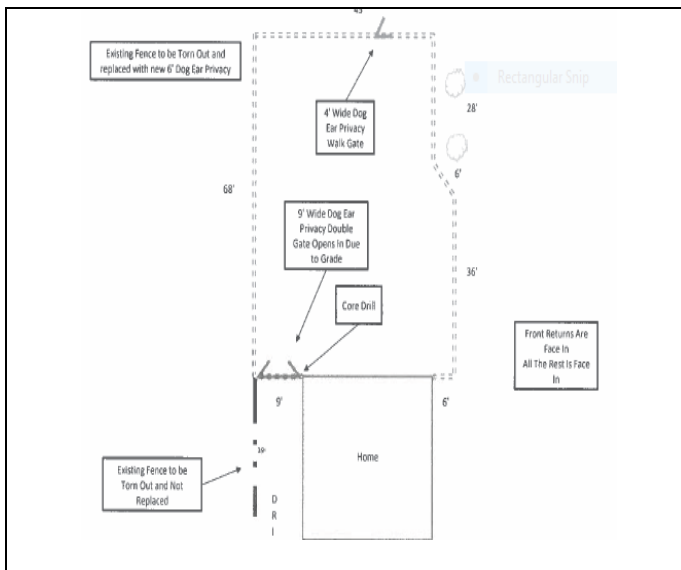
After submission for Demolition permit, the Permit department will submit the Service Kill Request to the respective utility departments – electric, water and gas. **Ten (10) to Fifteen (15) business days** is allotted for confirmations; the permit can only be issued AFTER receiving all confirmations.

8. Driveways / Walkways / Parking Pads
9. Driveway, walkway and/or parking pad location must be indicated on site plan. This includes property lines, dimensions of driveway and setbacks from property lines.
10. Grade of concrete or material must be listed.
11. If an apron is to be 'cut at the curb,' or repoured, the apron details must be included according to Fulton County Specifications.



## 9. Fences and (Exterior) Decorative Walls

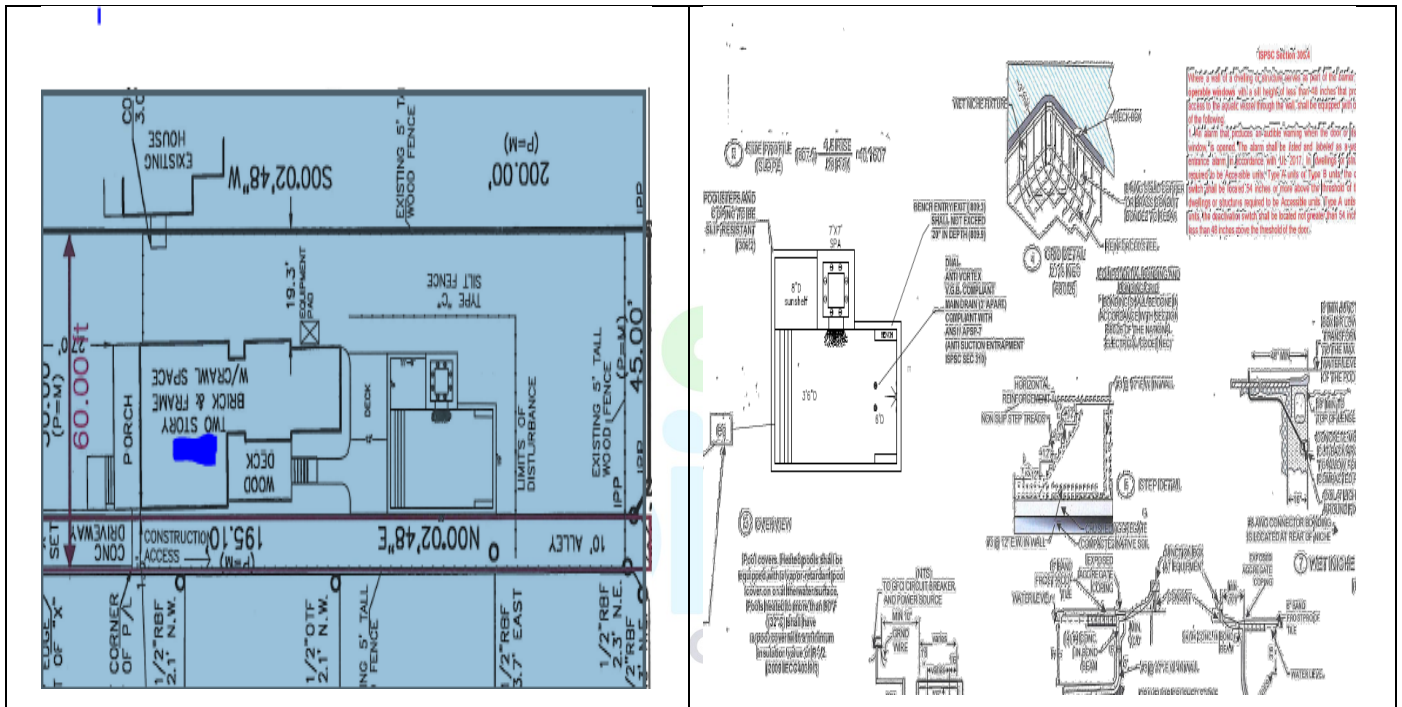
12. Fence location, length, height, and material must be indicated on site plan.



10. Fire Alarm - (Section In progress)
11. Fire Sprinkler - (Section In progress)
12. Garages – Detached / Carports - (Section In progress)
13. Grease Trap Installation - (Section In progress)
14. Interior Demo Only - (Section In progress)
15. Pools

13. Pool location, length, height, and material must be indicated on site plan.

14. Construction details including deck or slab area around the pool and all bonding and grounding of all equipment.





16. Residential – Additions, Alterations (Conversions), New Construction, Rehab / Renovations

a) All Drawings

**All Drawings and/or plans must have all pages compiled into one (1) pdf file for review. There should be one full set of plans. Individual pages will not be accepted for an initial submittal or resubmittal and the plan review will not begin or will be denied!**

**If a resubmittal is required, another full set of plans compiled into (1) pdf should be uploaded for review with the incorrect pages taken out and the corrected pages inserted.**

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 “Reviewed for Code Compliance” by the 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.

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 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.

15. Address must be on all pages and Plans must be legible and clear for electronic imaging. All plans and details are to be drawn to a minimum 1/8” scale.
16. The cover page must give Full Scope of Work and list all applicable Codes and Year.

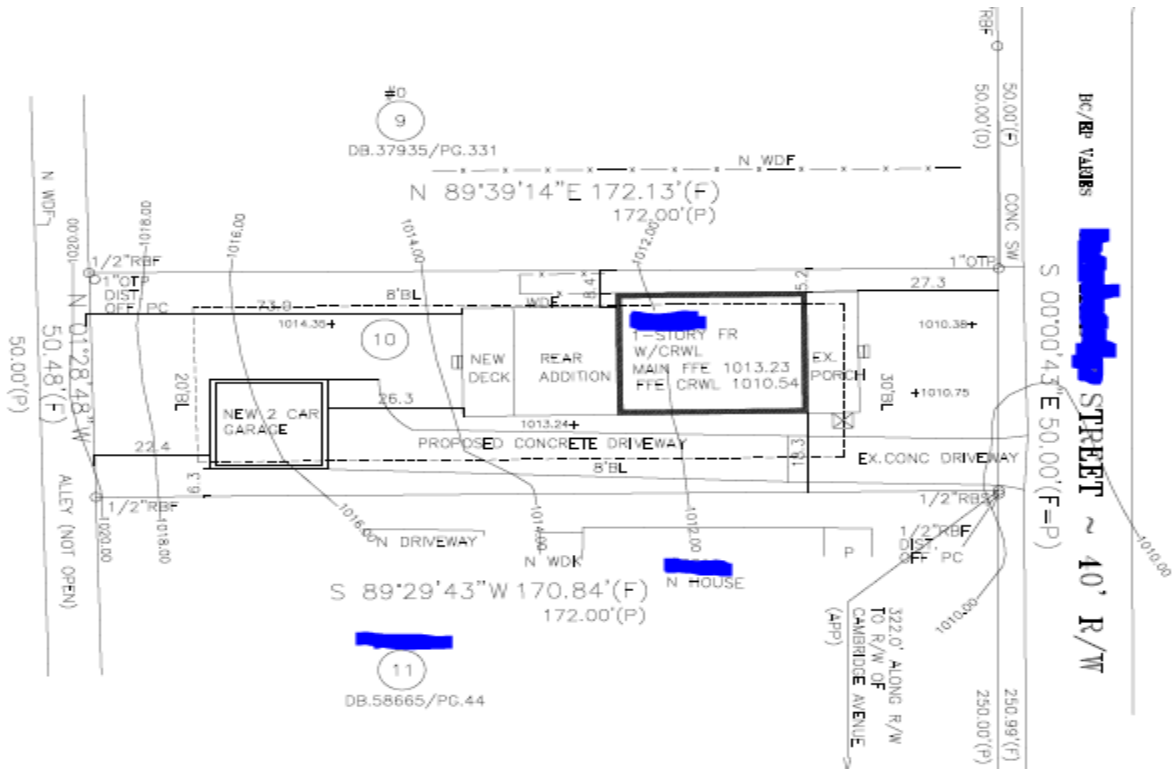
PROJECT INFORMATION	
Project Name:	[REDACTED]
Project Address:	[REDACTED]
	East Point, Georgia 30344 Fulton County
Scope of Work	GENERAL LANDSCAPING, ROOF INSPECTION, NEW HVAC, KITCHEN RENOVATION TO INCLUDE NEW APPLIANCES, CHECK EXISTING PLUMBING, MISC SUBFLOOR REPAIRS, INTERIOR TRIM AND HARDWARE AS NEEDED, RENOVATIONS IN TWO (2) BATHROOMS, FLOORING, PAINTING, SHEETROCK REPAIRS, REPLACE EXTERIOR DOORS TO INCLUDE HARDWARE, MISC EXTERIOR TRIM REPAIRS.
Type of Construction:	Conventional Light Frame Construction
Number of Stories:	1 + Basement
Building Height:	N/A Exist
Applicable Codes:	<ul style="list-style-type: none"> <li>International Building Code, 2018 Edition, with Georgia Amendments (2020)</li> <li>International Residential Code, 2018 Edition, with Georgia Amendments (2020)</li> <li>International Fire Code, 2018 Edition (No Georgia Amendments)</li> <li>International Plumbing Code, 2018 Edition, with Georgia Amendments (2020)</li> <li>International Mechanical Code, 2018 Edition, with Georgia Amendments (2020)</li> <li>International Fuel Gas Code, 2018 Edition, with Georgia Amendments (2020)</li> <li>National Electrical Code, 2017 Edition (No Georgia Amendments)</li> <li>International Energy Conservation Code, 2015 Edition, with Georgia Supplements and Amendments (2020)</li> <li>International Swimming Pool and Spa Code, 2018 Edition, with Georgia Amendments (2020)</li> <li>NFPA 101, Life Safety Code with Georgia State Amendments 120-3-3, State Minimum Fire Safety Standards - effective 01-01-2020.</li> </ul>

1. Complete Floor plans before construction (**existing**), and Complete Floor plans after (**proposed**), all rooms labeled their intended use and dimensions.
2. Drywall replacement location and required thermal barrier insulation per IECC (i.e R-30, etc...)
3. Electrical floor plan w/ location of existing and proposed **switches, outlets, fixtures, smoke/carbon alarms and electrical Panel**
4. **Electrical Load Calculation**
5. Fire escape and rescue ladders specs on 2 story and above structures and their location in the home.
6. Plumbing, Mechanical, Foundation and Framing details including roofs, windows, and siding, if applicable. (**No vinyl**)
7. **Addition/Renovation Permits** shall include the following:
  1. **Energy compliance**- not required on basement finishes unless new fenestrations (windows doors, etc. are installed).
  2. **Floor Plan**- drawn to measurable scale, all rooms labeled, location and sizes of all windows and doors.
  3. **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.
  4. **Plumbing/Mechanical**- show location of all mechanical equipment and plumbing fixtures on plans.

5. **Other-** include all foundation and framing information as well as identifying each room; must show exterior elevations.

*b) Site Plan Requirements (All Exterior Work)*

8. All work done on the **EXTERIOR** of a property will require a SITE PLAN! An official survey can be used but is not required.
9. The site plan must show the complete layout of the property, including:
1. The property lines.
  2. Lot dimensions
  3. Setbacks (distance from proposed and existing structures to property lines on all sides)
  4. All structures should be labeled.
10. The proposed work must be clearly shown on property!



☐ Commercial ☐ Residential INSTALL \_\_\_\_ REPAIR \_\_\_\_ REPLACE \_\_\_\_

## 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) =

(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.)

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 CIRCUIT. INCLUDE ALL MOTORS AND ALL LOW-POWER-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: \_\_\_\_\_

(Central vacuum system(s), electric fireplaces, gas fireplace blower unit(s), etc.)

(23) VA

QTY \_\_\_\_\_ OTHER – SPECIFY: \_\_\_\_\_

(Attic fan, freezer, water heater recirc. Pump, electric steam unit, etc.)

(24) VA



<b>GENERAL LOADS SUBTOTAL (ADD LINES 1 THRU 24 ABOVE):</b>		<b>(25)</b>	<b>VA</b>
<b>APPLY DEMAND FACTOR TO GENERAL LOADS SUBTOTAL (LINE 25) AND ADD RESULTS AS FOLLOWS:</b>			
<b>First 10,000 VA OF GENERAL LOADS SUBTOTAL (LINE 25) AT 100%:</b>			
<b>GENERAL LOADS SUBTOTAL (UP TO AND INCLUDING 10,000 VA) _____ VA x 1.00 =</b>		<b>(26)</b>	<b>VA</b>
<b>REMAINDER OVER 10,000 VA AT 40%:</b>			
<b>(GENERAL LOADS SUBTOTAL (line 25) _____ VA – 10,000 VA) X 0.40 =</b>		<b>(27)</b>	<b>VA</b>
<b>GENERAL LOADS TOTAL (ADD LINES 26 AND 27 ABOVE):</b>		<b>(28)</b>	<b>VA</b>
<b>INDICATE ALL OF THE FOLLOWING HEATING AND AIR-CONDITIONING LOADS (AS APPLICABLE):</b>			
<b>100% OF THE NAMEPLATE RATING(S) OF THE AIR CONDITIONING AND COOLING:</b>		<b>(29)</b>	<b>VA</b>
<b>100% OF THE NAMEPLATE RATING(S) OF THE HEATING WHEN A HEAT PUMP IS USED WITHOUT ANY SUPPLEMENTAL ELECTRIC HEATING:</b>		<b>(30)</b>	<b>VA</b>
<b>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.</b>		<b>(31)</b>	<b>VA</b>
<b>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:</b>		<b>(32)</b>	<b>VA</b>
<b>65% OF THE NAMEPLATE RATING(S) OF ELECTRIC SPACE HEATING IF LESS THAN FOUR SEPARATELY CONTROLLED UNITS:</b>		<b>(33)</b>	<b>VA</b>
<b>40% OF THE NAMEPLATE RATING(S) OF ELECTRIC SPACE HEATING IF FOUR OR MORE SEPARATELY CONTROLLED UNITS:</b>		<b>(34)</b>	<b>VA</b>
<b>TOTAL HEATING AND AIR-CONDITIONING LOAD (INDICATE THE LARGEST LINE-ITEM VA FROM LINES 29 THRU 34 ABOVE):</b>		<b>(35)</b>	<b>VA</b>
<b>CALCULATE LOAD FOR SERVICE SIZE</b>			
<b>TOTAL LOAD (ADD LINES 28 AND 35):</b>			
<b>LINE 28 _____ VA + LINE 35 _____ VA =</b>		<b>(36)</b>	<b>VA</b>
<b>DIVIDE LINE 36 BY 24-VOLTS (V):</b>			
<b>LINE 36 _____ VA / 240 v =</b>		<b>(37)</b>	<b>VA</b>
<b>STANDARD AMPERE RATINGS:</b>			
<b>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.</b>			

**Limitations.** This calculation worksheet is based on the 2011 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 proved 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 2011 NEC. Where differences occur between this worksheet and the 2011 NEC, the provisions of the 2011 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).

d) *New Construction*

(1) *General Requirements for Submittal*

**10. Construction code compliance**

1. **Definition of scope of work**
2. **Structural integrity**
3. **Adequately sized electrical systems (if applicable)**
4. **Energy conservation code compliance**

(2) *Building requirements*

\_\_\_ Permit Application (shall follow all applicable ICC codes) and (city ordinances at [www.municode.com](http://www.municode.com))

\_\_\_ Address shall be listed on all pages.

\_\_\_ Complete Floor plans before construction (**existing**), and Complete Floor plans after (**proposed**), all rooms listed use & dimensions.

\_\_\_ Site plans with building and property line setbacks (to include driveways).

\_\_\_ 4 side elevation drawings with building height, Fire escape & rescue ladders specs on 2 story and above structures and their location in the home.

\_\_\_ List of applicable **Codes** and **Year**.

\_\_\_ Plumbing, Mechanical, Foundation and Framing details including roofs, windows, and siding. (**No vinyl**)

\_\_\_ Real project description (**interior and exterior work**), materials used for construction.

\_\_\_ Electrical floor plan w/ location of (**switches, outlets, fixtures, smoke/carbon alarms and elec. panel**)

\_\_\_ Electrical Load Calculations, Energy Compliance Report by Mechanical Final.

\_\_\_ Decks (must follow Ga. Prescriptive Deck Details) for guidelines Ga, Department of Community Affairs.

\_\_\_ Drywall replacement of the thermal barrier requires insulation per IECC (show affected areas on plans).

Climatic And Geographic Design Criteria										
GROUND D SNOW LOAD	WIND SPEED (mph)	SEISMIC DESIGN CATEGORY	Subject To Damage From			Winte r Desig n Temp	ICE BARRIER UNDERLAY MENT  REQUIRED	FLOOD HAZZAR DS	AIR  FREEZIN G INDEX	Mea n  Annu al  Temp
			Weatheri ng	Frost Line Depth	Termit e					
5-psf	90  (3-second gust)	B  (Site Class D)	Moderat e	12- inches	Very Heavy	22° F	No	(a) June 12, 1983  (b) March 18, 1996	67°F- Days	62.2° F

\_\_\_ Review re-submittals shall show **bubbled** or **highlighted** changes that address reviewers' comments.

(3) *Location and Design Criteria*

1. Identify the physical location of the proposed construction project by an address or vicinity map.
2. 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/construction/codes/programs/codeamendments.asp](http://www.dca.state.ga.us/development/construction/codes/programs/codeamendments.asp)

(4) *Site / Plat Requirements*

Indicate the following:

1. Proposed new structures, any existing buildings or structures, all property lines with

dimensions, all streets, easements, and setbacks.

2. North arrow.

(5) Architectural Requirements

Indicate the following:

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

(6) Foundation Requirements

Indicate the following:

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

(7) Wood Framed Floors, Walls, and Roof Requirements

Indicate the following:

1. Lumber size, grade, species, and on-center spacing.
2. 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)

3. For metal plate connected wood trusses (open web trusses)
4. Provide Manufacturers engineering/installation package for TJI's floor trusses, and roof trusses at framing inspection.

(8) Exterior Elevations

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

(9) Mechanical System

Indicate the following:

2. Location of mechanical equipment.
3. Location of exhaust fans at required locations.

4. Location and type of fireplace (masonry or factory-built).

(10) Plumbing system

Indicate the following:

1. Location of all plumbing fixtures and equipment.

(11) Electrical System

Indicate the following:

2. Location and sizes of all panels and service equipment.
3. Location of all receptacles, outlets, switches, and lighting receptacles.
4. Arc-fault circuit-interrupter (AFCI) requirements per NEC 2011 w/Georgia amendments.
5. Ground-fault circuit-interrupter (GFCI) protection at required locations.
6. 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 2011 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.

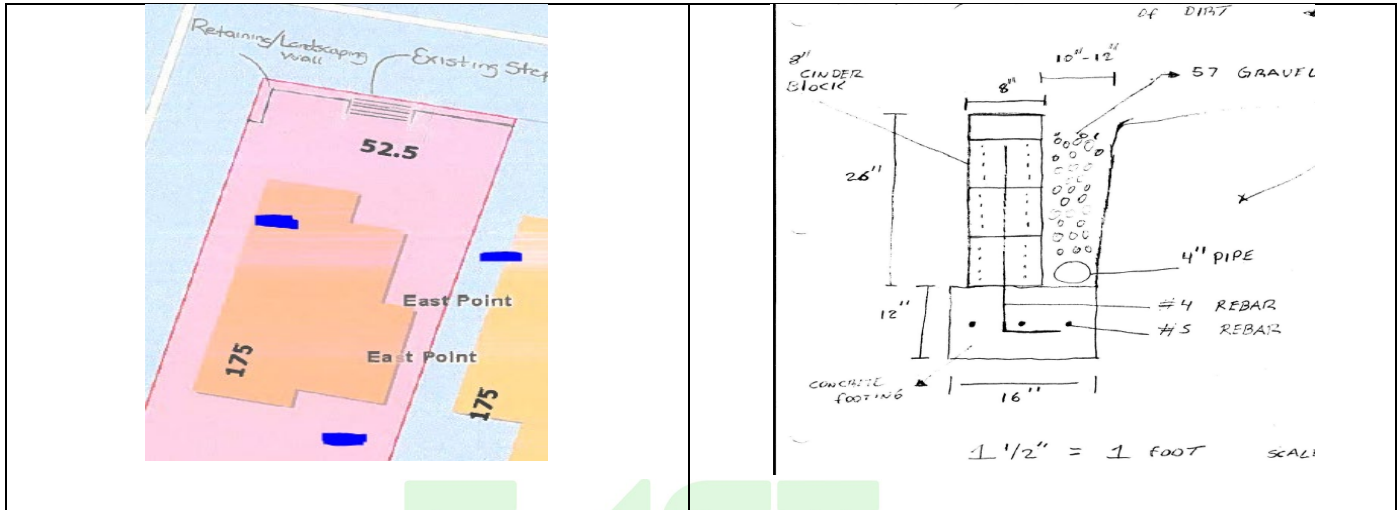
(12) Other Requirements

7. 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 BEFORE framing inspection.**
8. **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™ of 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.
9. **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.

17. Retaining Walls

10. Retaining wall location, length, height, and material must be indicated on site plan.
11. If over 4 feet in height, drawings must have Engineer stamp of approval for submittal.
12. Be advised that due to the scope of work, an LDP (Land Disturbance Permit) may be required.



18. Sheds (Over 200 sqft) - (Section In progress)

19. Siding Only

1. If more than 25% of siding is being replaced on an existing home, an Infill and Public Participation Packet must be submitted for review.

20. Temp Storage / PODS - (Section In progress)



## 21. Tree Removal

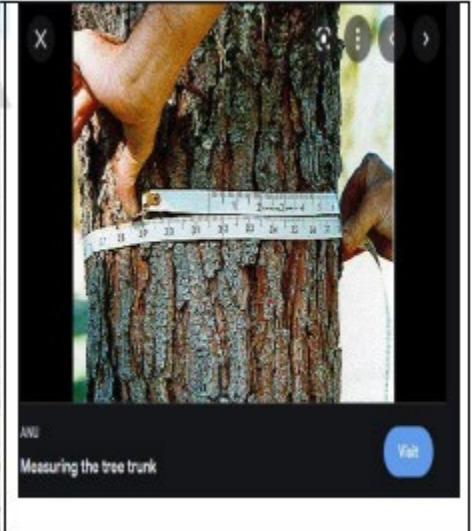
### a) 5 or Less

Attach Documents

Document Title	Status	Description	File Name		
If not a Certified Arborist, attach picture(s) clearly showing circumference or diameter of each tree; if proof is being provided by arborist, then upload arborist certifications with arborist's ID.	REQUIRED				Attach
If tree is being removed by tree / landscape company, (1) copy of current Business License must be attached with (2) copy of Business Owner's ID.	Optional				Attach
If tree is being removed by Homeowner, (1) Signed and Notorized Homeowner's Affidavit, (2) proof of homeownership and (3) Homeowner's ID must be attached.	Optional				Attach
Tree Removal Application	REQUIRED				Attach

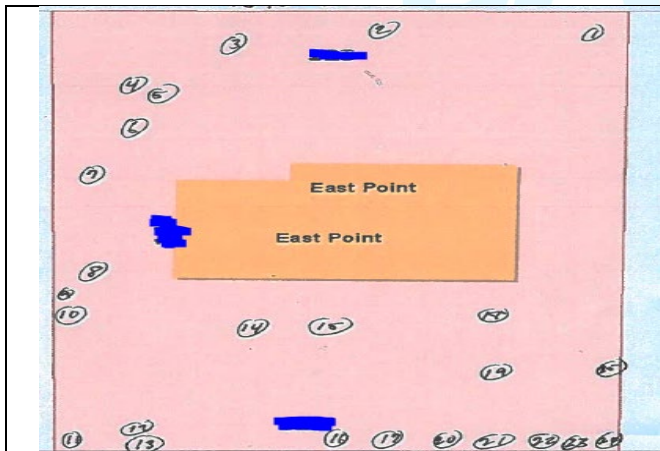
Add Additional Documents

Disclaimer: BS&A Software provides BS&A Online as a way for municipalities to display information online and is not a reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you have any questions.



### b) 6 or More

- Location of all trees must be indicated on site plan.
- Type, specimen and dbh of each tree must be submitted with Certified Arborist report explaining why number of trees should be removed and soil and erosion prevention (this can include whether stumps will be removed).



LISTING OF TREES AT [REDACTED] EAST POINT, GA

Tree #	Species	DBH	Condition
1	Sweetgum	33"	Tipped for P/L clearance.
2	Water oak	24"	Top dead.
3	Magnolia	24" @ 1'	Good condition.
4	Water oak	36"	Good condition.
5	Water oak	23"	Good condition.
6	Water oak	28"	Good condition.
7	Hornbeam	17"	Leaning to west.
8	Loblolly pine	29"	Good condition.
9	Water oak	23"	Inconspicuous at base.
10	Water oak	21"	Large dead limb.
11	Water oak	35"	Inconspicuous at base.
12	Water oak	12"	Suppressed.
13	Water oak	28"	Leaning to south.
14	Loblolly pine	25"	Girdling wire in trunk.
15	Loblolly pine	24"	2 co-dominant stems at 40'.
16	Water oak	32"	2 co-dominant stems at 3'.
17	Loblolly pine	28"	Good condition.
18	Loblolly pine	22"	Good condition.
19	Water oak	20"	Good condition.
20	Water oak	16"	Good condition.
21	Water oak	34"	Good condition.
22	Water oak	28"	Leaning to south.
23	Water oak	17"	Leaning to south.
24	Water oak	15"	Dieback.
25	Water oak	29"	Dieback.

DBH is diameter at breast height measured at 4.5 feet above ground. Trees with co-dominant stems that fork below 4.5 feet were measured at the narrowest point below the fork. Trees in bold are marked for removal with orange flagging tape.

## 22. Windows w/ Framing - (Section In progress)