

# Online Permitting Submittal Checklist

Design, Environment, and Construction Division  
2635 Talley Street  
Decatur, Georgia 30030  
404-370-4104  
www.decaturga.com



## About this Checklist

In order to submit building permits for review, please contact the permit technician in order to receive access to the online permitting system. This process will only occur once. Returning customers submitting new projects will need to log into the online permitting system and select "apply for a permit."

All building projects are reviewed under regulations set forth per the City of Decatur's [Unified Development Ordinance \(UDO\)](#) .

## Step 1: Basic Requirements

Because permitting will now be submitted electronically, all submittals must include an uploaded set of plans. Failure to do so will result in the application being incomplete and the application will not enter the review process. **All plans submitted for review must show:**

- Existing and proposed conditions
- Size of project
- Elevations with building height
- Existing and proposed floor area ratio (FAR)
- Building, framing, and footing details

Plans for projects that include a change in lot coverage must also include a site plan. **Site plans must include:**

- Scope of work
- Tree protection
- Erosion control measures
- Existing and proposed impervious
- Construction entrance/exit
- Setbacks

## Provide the following information:

- |  |   |
|--|---|
| <input type="checkbox"/> Applicant name                        | <input type="checkbox"/> Construction type                                |
| <input type="checkbox"/> Applicant email                       | <input type="checkbox"/> Estimated cost / valuation                       |
| <input type="checkbox"/> Applicant phone number                | <input type="checkbox"/> Disturbing land (yes/no)                         |
| <input type="checkbox"/> Job description                       | <input type="checkbox"/> Flood plain (yes/no)                             |
| <input type="checkbox"/> Property owner (if different)         | <input type="checkbox"/> Historic district (yes/no)                       |
| <input type="checkbox"/> Property owner Address (if different) | <input type="checkbox"/> Upload of any additional documentation required  |
| <input type="checkbox"/> PDF Copy of plans and/or site plan    | <input type="checkbox"/> Arborist pre-application meeting (if applicable) |
| <input type="checkbox"/> Upload of contractor information      |   |
| <input type="checkbox"/> Use type                              |   |
| <input type="checkbox"/> Total square footage                  |   |

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## Step 2: Additional Submittal Information Based on Project Type

### Residential Permits

Projects that <u>do not</u> have a change in lot coverage:	Projects that <u>do</u> have a change in lot coverage:
<input type="checkbox"/> Garage square feet <input type="checkbox"/> Basement square feet <input type="checkbox"/> Number of stories <input type="checkbox"/> Number of bedrooms <input type="checkbox"/> Number of kitchens <input type="checkbox"/> Number of rooms	<input type="checkbox"/> Arborist pre-application meeting <input type="checkbox"/> Garage square feet <input type="checkbox"/> Basement square feet <input type="checkbox"/> Existing impervious <input type="checkbox"/> Proposed impervious <input type="checkbox"/> Total acres <input type="checkbox"/> Total acres disturbed <input type="checkbox"/> Number of stories <input type="checkbox"/> Number of bedrooms <input type="checkbox"/> Number of kitchens <input type="checkbox"/> Number of rooms <input type="checkbox"/> Site plan

### Commercial Permits

Projects that <u>do not</u> have a change in lot coverage:	Projects that <u>do</u> have a change in lot coverage:
<input type="checkbox"/> Construction type <input type="checkbox"/> Occupant load <input type="checkbox"/> Business name	<input type="checkbox"/> Arborist pre-application meeting <input type="checkbox"/> Construction type <input type="checkbox"/> Occupant load <input type="checkbox"/> Lot size <input type="checkbox"/> Number of stories <input type="checkbox"/> Business name <input type="checkbox"/> Parking spaces <input type="checkbox"/> Total acres <input type="checkbox"/> Acres disturbed <input type="checkbox"/> Site plan

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## Step 3: Miscellaneous Applications

### Demolishing an Existing Structure:

- Arborist pre-application meeting
- Survey
- Site plan
- Rodent letter
- Asbestos/Hazardous materials letter

### Variance Application:

- Type of variance requested
- Affidavit
- Site plan
- Upload of plat
- Upload of plans

### Land Disturbance Permit (LDP):

- Total acres
- Total acres disturbed
- Site plan
- Survey
- Arborist pre-application meeting

### Right of Way Permit (ROW):

- Liability insurance
- Liability letter from property owner
- Site plan
- Traffic control plan (if applicable)

### Tree Removal:

- Canopy existing (in square feet)
- Canopy to be removed (in square feet)
- Canopy to be replaced (in square feet)
- Reason for removal
- Upload tree ratings sheet
- Number of trees removed
- Species of trees removed
- Total diameter at breast height (DBH) of trees removed
- Number of trees replaced with size (x-small, small, medium, and large)

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## Step 4: Additional Documentation

If you are building in a historic district, a [Certificate of Exemption](#) or [Certificate of Appropriateness](#) is required. Contact the Planning and Zoning office for more information and additional requirements as your project may require approval by the Historic Preservation Commission.

If you are building as the homeowner, a [Homeowner Affidavit](#) is required. Please note that this is applicable to residential projects only.

If you are building a brand new structure, the High Performance Building Worksheet and a ResCheck are required. This is applicable to both [residential](#) and [commercial](#) projects. If the new structure is an accessory dwelling unit, then the ADU affidavit will also be required.

If you are submitting on behalf of someone else, the [authorized agent](#) form or owner affidavit is required.

If you are submitting a tree removal permit, please upload a tree assessment report from a certified arborist.