



Planning, Zoning and Inspections Department
509 North McDonough Street
Decatur, GA 30030
Phone: 404-370-4104
Fax: 404-370-0691

Building Permit Information Notice

The building permit authorizes construction in accordance with applicable requirements of the Decatur Code of Ordinances. The following is a checklist to guide the homeowner/contractor in complying with applicable code requirements.

- Signature of acceptance of this notice acknowledges receipt of the plan review comments
- The **Building Permit Card** must be posted on the jobsite where it is visible from the street or in a construction box accessible to inspectors.
- **All Building Permits** require a **Certificate of Occupancy** or a **Certificate of Completion** (depending on the scope of work) at the end of the project in order for the Building Permit and project to be complete.
- For issuance of a **Certificate of Occupancy**, the following must be submitted to the Planning, Zoning and Inspections Department:
 - **Building Permit Card** with all the required inspections approved and dated, including final Tree Protection and Replacement, Soil Erosion Control and/or Storm Drainage, and Right-of-Way, if applicable.
 - Any other document that has been requested in the plan review comments.
- For issuance of a **Certificate of Completion**, the following must be submitted to the Planning, Zoning and Inspections Department:
 - **Building Permit Card** with all the required inspections approved and dated, including final Tree Protection and Replacement, Soil Erosion Control and/or Storm Drainage, and Right-of-Way, if applicable.
 - Any other document that has been requested in the plan review comments.
- After all required inspections have been approved, dated and signed by the inspector, the **Building Permit Card** should be given to the property owner for their records. It is suggested the contractor make a copy of the **Building Permit Card** for their records.
- Property owners should receive a copy of all relevant permits (**Building, H.V.A.C., Plumbing, Electrical and Sign**) within ten (10) days of receipt of the permit. Please make sure a copy of your permit is on the job site in a construction box or accessible for inspectors.
- Construction drawings, site plans, tree protection plans or scope of work stamped “**APPROVED**” should be accessible on the job site near the **Building Permit Card** or in a construction box.

- **Plumbing, Heating/Air Conditioning (HVAC) and Electrical Permits** are issued separately and in addition to the **Building Permit**. The City of Decatur issues all **Plumbing, Heating/Air Conditioning (HVAC) and Electrical Permits** and conducts the inspections. Please make sure copies of these permits are on the job site in a construction box or accessible for inspectors.
- The **Building Permit** is void if no construction activity commences within eight (8) months of issuance.
- **Building Permits** expire twelve (12) months after date of issuance for work on **Residential** properties with up to four (4) dwelling units. **Building Permits** expire twenty-four (24) months after date of issuance for work on **Residential** properties with more than four (4) dwelling units and **Commercial, Institutional, Industrial** and other types of properties.
- Permit fees and penalties will be charged for renewal of permits. Fees must be paid before construction work can continue.
- **Inspection Request** forms can be obtained from the Planning, Zoning and Inspections Department or printed online at www.decaturga.com. All **Inspection Request** forms should be faxed or submitted to the Planning, Zoning and Inspections Department on a regular business day by 4:00 p.m. the day **before** the requested date of inspection. If there are cancellations or postponements, the Planning, Zoning and Inspections Department will notify you via phone or fax the day of your inspection request.
- **Re-inspection fees** will be charged if a requested inspection fails. **Re-inspection fees** must be paid before an inspector will accept another **Inspection Request** form. Please refer to the Planning, Zoning and Inspections Department *Schedule of Fees* for fee information.
- All projects which involve any land disturbance must comply with the **Soil Erosion and Sedimentation Control Ordinance and Final Stabilization Requirements**. Minor projects which do not require a Soil Erosion Control Plan must follow the measures described in the brochure Soil Erosion and Sedimentation Control for Small Construction Projects, which is available from the Planning, Zoning and Inspections Department.
- **BMP's** are to be inspected prior to the start of all land disturbance activity by the City Engineering Department. Please contact Damona Fletcher at 678.614.1405 (direct) or 404.377.6198 (office). All land disturbance activity must meet final stabilization requirements.
- Construction work is permitted during the following time limits for work located **in or within 300 feet** of a residential zoning district:
 - Monday-Friday: 7:00 a.m. to 6:00 p.m.
 - Saturday: 9:00 a.m. to 5:00 p.m.
 - Sunday: No work permitted, except in case of urgent necessity and authorized by the City Manager.

If you have any further questions regarding City of Decatur's guidelines, please contact the Planning, Zoning and Inspections Department at 404-370-4104 or you may visit the office during office hours Monday through Friday between 9:00 a.m. and 4:00 p.m.

Expeditors or contractor's agents are responsible for providing this information to contractors. Thank you for your cooperation.