

# Residential Plan Submittal Checklist

Design, Environment and Construction Division  
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All Single Family Residential projects are reviewed under regulations set forth per the City of Decatur's Unified Development Ordinance (UDO). Please review this document prior to submittal. A PDF copy of the UDO can be found by going to [www.decaturga.com](http://www.decaturga.com) and searching "Unified Development Ordinance".

## Basic Requirements Pertaining to All Submittals

- ✓ All drawings must be legible and to a standard scale
- ✓ All drawings must clearly depict existing conditions and proposed work
- ✓ All topographic elevations must be provided using MSL data or other approved benchmark
- ✓ The street address of the property, the name and contact information of the owner, architect or contractor responsible for the project shall be included on the cover sheet of each drawing set
- ✓ A Building Permit application may be obtained in the Design Environment and Construction Office located at 2635 Talley Street, Decatur, GA 30030 or online at [www.decaturga.com](http://www.decaturga.com) by searching "Applications, Forms, and Fees".
- ✓ Plan review fees are due at project submittal.

## There are two possible types of Construction Submittals:

**CONSTRUCTION Submittal Type 1:** If the proposed work **Does Not Include** a change to Lot Coverage, Impervious Area, or Land Disturbance the following is required for submittal along with a completed Building Permit Application:

**Two (2) sets [bound or stapled] of construction plans.** Each set must include adequate information to construct proposed project and at a minimum the following:

- ✓ Existing conditions and existing floor plan affected by proposed construction
- ✓ For new single family dwellings and new accessory structures with an accessory dwelling unit: A completed High Performance Building Standards Worksheet for Residential Projects and all associated documents required on the worksheet.
- ✓ REScheck for both new single family dwellings or substantial renovations/additions
- ✓ Floor plans of each affected floor.
- ✓ Elevation drawings of affected areas (must accurately depict existing grades)
- ✓ Details and/or sections
- ✓ Framing details
- ✓ Engineered wood or steel member details
- ✓ Any additional information needed to verify zoning compliance, include Floor Area Ratio calculations.
- ✓ A valid State of Georgia Contractor License and business license for the Contractor completing the work.
- ✓ Completed Building Permit Application

**\*\*NOTE\*\*** If the project includes additional stories added to an existing building (with no land disturbance), a site plan must be provided to indicate building location, property lines, zoning setbacks and floor area ratio.

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**CONSTRUCTION Submittal Type 2:** If the proposed work **Does Include** a change to Lot Coverage, Impervious Area, or Land Disturbance (including decks, patios, pools, driveways, sheds, etc.) the following is required for submittal in addition to items outlined in Submittal Type 1:

**Three (3) loose copies of the site plan:** the site plan must be based on a survey and include:

- ✓ Current conditions and proposed conditions
- ✓ Zoning analysis including:
  1. Current zoning setbacks
  2. Lot Coverage calculations
  3. Floor Area Ratio Calculations
  4. Building Height (New Single Family and Substantial Renovations)
  5. Accessory Structure (size, height, setbacks)
  6. Existing and New Finished Floor Elevations (New Single Family Dwellings)
- ✓ Stream bank buffer, if applicable
- ✓ Flood plain limits and elevation certificate, if applicable
- ✓ Contours for new construction
- ✓ Tree Conservation Plan or No Tree Impacted Statement (See below)
- ✓ Completed Site Development Application

### **CONSTRUCTION Submittal Drawing Requirements**

- ✓ Site Plan
  - Based on a survey completed by a registered land surveyor. Include a copy of the existing conditions survey. For new houses and accessory structures, the site plan shall include first floor elevation, building height, floor area ratio, lot coverage and all building setbacks.
- ✓ Foundation Plan:
  - Show dimensions of building foundation.
  - Show location of footings at exterior walls, interior load bearing walls and foundation walls
- ✓ Floor Plans:
  - Show dimensions of floor plan of each floor level, including decks, balconies, porches, etc. Label use of each area, such as bedroom, kitchen, deck, etc.
- ✓ Doors and Windows:
  - Show location and dimensions of all doors, windows and other openings.
  - Show locations of Tempered/ Safety glazing in accordance with the Residential Building Code
- ✓ Smoke/ Carbon Monoxide Detectors:
  - Show location of all smoke detectors.
- ✓ Structural Elements:
  - Show location of exterior and interior bearing walls which support floors or roofs above.
  - Include details of wall construction, size and spacing of studs and how walls are attached or fastened to foundation.
  - Locate and show size and composition of all headers and beams.
  - Include floor and roof framing details, including type, size and spacing of floor and ceiling joists and roof rafters.
  - If manufactured trusses or engineered wood products are used, provide manufacturer's drawings and details, including load calculations.
  - Provide engineer's design for steel structural components.
  - If posts or columns are used, provide details including type, size, anchoring, and connection details.
  - Include information for decks, stoops, porches, steps, etc.
- ✓ Mechanical Equipment
  - Show location of water heaters, HVAC equipment, electrical panels, plumbing fixtures, appliances, cabinets and other built-in features.
  - Show elevations of all exterior walls, roof lines and pitches for new buildings.
  - Show elevations of affected exterior walls, roof line and pitches for additional and/or alterations to existing buildings.
- ✓ Architectural Elevations:
  - Show elevations of all exterior walls, roof lines and pitches for new buildings.
  - Show elevations of affected exterior walls, roof line and pitches for additional and/or alterations to existing buildings.

### **STRUCTURE DEMOLITION Submittal Requirements for Single Family Dwellings**

- ✓ **Survey:** a survey is required to show existing lot conditions including the front door threshold elevation of the existing dwelling. All elevations must be provided using MSL data or another approved benchmark. The surveyor shall show the corners of adjacent houses to establish the front building setback for any future proposed construction.
- ✓ **Demolition Site Plan:** Submit four (4) copies of the demolition site plan for review and approval. A copy of the survey may be modified and used. The demolition site plan must show the complete scope of demolition work, tree protection, limits of disturbance, erosion control measures (such as type 'C' silt fencing, hay bales, etc.), construction exit location and treatment detail per Georgia "Green Book". No new construction is to be shown on the demolition site plan.
- ✓ **Demolition Delay Period:** Per section 11.2.8 of the UDO, all demolitions require a 15 day delay period to begin upon acceptance of a complete application. Upon expiration of the established demolition delay period, the UDO Administrator shall issue the demolition permit.

### **Georgia Energy Code Compliance and High Performance Building Standards Review**

Building projects where there are changes or additions require compliance with the Georgia Energy Code and in some cases compliance with the City of Decatur's High Performance Building Standards. For more information, visit <http://www.decaturga.com> and search "High Performance Building Standards".

### **Submit 2 copies of the following attached to the front of the building plans:**

- ✓ For new single family dwellings and new accessory structures with an accessory dwelling unit, a completed **High Performance Building Standards Worksheet for Residential Projects** and all associated documents required on the worksheet.
- ✓ REScheck is required for 2009 Georgia Energy Code Compliance for all additions, renovations and substantial improvements effecting the building envelope

### **Tree Plan Review**

Project Submittal Types 1 and 2 listed above may require review by the Landscape Infrastructure Coordinator for compliance with the City's Tree Canopy Conservation Ordinance, in the form of either a Tree Conservation Plan or a No-Tree-Impacted Statement. For tree plan submittal requirements, a tree conservation plan checklist, forms, fees, and ordinance information, visit <http://www.decaturga.com> and search "Tree Canopy Conservation Ordinance".

### **Properties Located in Historic Districts**

There are five local historic districts in Decatur: the McDonough-Adams-Kings Highway (MAK), Clairemont Avenue, Ponce de Leon Court, Parkwood and Old Decatur Local Historic districts. Properties located within a local historic district shall comply with district design guidelines and must receive either a Certificate of Exemption (completed at permitting) from the Planning Director or a Certificate of Appropriateness (completed prior to permitting) from the Historic Preservation Commission. For more information, visit <http://www.decaturga.com> and search "Building in a Historic District".

### **Additional Requirements**

- ✓ **Zoning:** All proposed projects must meet current zoning requirements per the Unified Development Ordinance, which may be found by visiting <http://www.decaturga.com> and searching for "UDO"
- ✓ **Right of Way Permitting:** All work performed inside of the City right-of-way must be permitted through the Design, Environment and Construction (DEC) Division. An application permit fee, bond, site plan and liability insurance certificate or hold harmless agreement referencing the job address is required. Some work may require additional submittals. Contact DEC for review and approval.
- ✓ **Best Management Practices (BMPs):** Install approved erosion control and tree protection measures. Obtain initial DEC inspections prior to starting work. Site stabilization must be completed. Site must be graded so that it does not pond water. A handout on BMPs is available from DEC.