



## Permitting Procedure and Guidelines Residential Interior Alterations

### Full Permit Submission Requirements

- Include two (2) complete sets of architectural/structural plans.
- All buildings described in these plans shall be designed in compliance with the current applicable codes along with revisions and amendments.
- Two (2) copies of any pertinent ordinances (rezoning), special use permits, special administrative permits, variances or other documents relating to zoning approval, or other applicable documentation that will support any conversion.
- For projects including site modifications, see [Checklist for submission of plans for alterations and repairs to one and two family residences](#), accessory structures and site improvements.
- For projects involving exterior alterations (such as changing roof structure and new cantilevers) with no site work or conversions of single family residence to a duplex, a recent survey sealed by a Georgia Registered Land Surveyor will be required.
- Include the **notarized** Cost of Construction form.
- Residential Automatic Approval Certification (RAAC) is available for plans prepared by Georgia registered architect or engineer. [Click here](#) for a copy of the RAAC form.