



## Permitting Procedure and Guidelines Residential New Structures and Additions

### Full Permit Submission Requirements

- Include **four (4)** 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 the hydrology study (if applicable)
- **Two (2)** copies of any pertinent ordinances (rezoning), special use permits, special administrative permits, variances or other documents relating to zoning approval (if applicable).
- Include **nine (9)** separate Site Plans including tree inventory/removal/replacement plans. *Must be sealed by a Georgia licensed land surveyor. **If no trees are impacted include two photos from different angles.***
- 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 [Georgia RAAC](#).

For additional assistance regarding permit submission requirements for residential conversions, please contact the [Bureau of Buildings](#) at 404.330.6150.