PRE-SCREEN APPLICATION
CITY OF ATLANTA - OFFICE OF BUILDINGS

55 Trinity Avenue, Suite 3900, Atlanta, Georgia 30303 - (404) 330-6150

Date

Application Number

*** REQUIRED SECTION** - APPLICATION WILL NOT BE PROCESSED UNLESS REQUIRED SECTIONS ARE COMPLETE

PROJECT ADDRESS

ZONING

PROJECT NAME:

RELATED CAP

DETAIL WORK DESCRIPTION:

*Ttl Cost of Constr.: $_____

No .of Buildings:

Total Sq. Ft. of Floor Area:

No. of Stories:

No. of Residential Units:

***PROPERTY OWNER:** ☐ Applicant

*Name:

*Street Address *City *State *Zip Code

*Phone Number *Email Address

***CONTRACTOR / BUILDER:** ☐ Property Owner ☐ Applicant ☐ To Be Determined

*Name: Company Name

*Street Address *City *State *Zip Code

*Phone Number *Email Address

*City County License # *Expiration Date *State Contractor's \ License # *Expiration Date

ARCHITECT / ARCHITECTUAL COMPANY: ☐ N/A

Name / Company Name

Street Address

City State Zip Code

Phone Number Georgia License #

Email Address:

ENGINEER / ENGINEERING COMPANY: ☐ N/A

Name / Company Name

Street Address

City State Zip Code

Phone Number Georgia License #

Email Address:

***THE ATTACHED APPLICANT RESPONSIBILITY STATEMENT MUST BE SIGNED BY THE APPLICANT.**

***APPLICANT:** ☐ Property Owner ☐ Property Owner's Agent ☐ Contractor ☐ Contractor's Agent

*Name: Company Name

*Street Address *City *State *Zip Code

*Phone Number *Email Address

Impact Fee Payor (Please Print)

Name: _____ Phone #: _____ SSN: _____

Address: Fed. Tax ID #:

FOR OFFICE USE ONLY

Pre-Screen Reviewer: _____ **Date:** _____

Building Plan Review Deposit Required: ☐ Yes ☐ No

Site Development Review Deposit Required: ☐ Yes ☐ No

***CONSTRUCTION TYPE:**

- ☐ COMMERCIAL
- ☐ RESIDENTIAL
- ☐ MULTI-FAMILY

***SUBTYPE:**

- ☐ Addition
- ☐ Alteration
- ☐ Conversion
- ☐ Demolition_____
- ☐ Land Development
- ☐ Misc. Non Struct.
- ☐ Misc. Struct.
- ☐ New_____
- ☐ Pool

☐ OTHER ☐ Airport ☐ Outdoor Event ☐ Subdivision

Plan Distribution

	Arch.	Civ.
☐ Arborist		
☐ Building		
☐ Electrical		
☐ Fire Assembly		
☐ Fire Site		
☐ Grease Trap		
☐ Mechanical		
☐ Parks Design		
☐ Planning		
☐ Plumbing		
☐ Sanitation		
☐ Sewer Capacity (Form)		
☐ Site Development		
☐ Traffic		
☐ UDC		
☐ Water		
☐ Zoning		
☐		
☐		

☐ County Solid Waste

☐ Health Kitchen

☐ State Fire Marshall

Number of Plan Sets Submitted:

_____ Architectual / Structural

_____ Civil

_____ County Solid Waste

_____ Electrical

_____ Fire Assembly (Floor Plan / Seating Plan or Format)

_____ Fire Site (Utility / Grading)

_____ Hydro

_____ Grease Trap

_____ Health Kitchen

_____ Mechanical

_____ Plumbing

_____ Project Specialization

_____ State Fire Marshall

_____ Water (Utility / Grading)

_____

_____

Comments:

City of Atlanta
Office of Buildings
55 Trinity Avenue, Suite 3900
Atlanta, Georgia 30303
Phone: 404-330-6150

***PROJECT ADDRESS*:**_____ ***PERMIT #*:**_____

APPLICANT RESPONSIBILITY

To insure that your application will be processed ALL applicable information MUST be provided. The City of Atlanta Bureau of Buildings is not responsible for any incorrect information provided on this application.

Termination of application due to inaccuracies in application information will result in forfeiture of any fees paid.

By accepting the Terms of Use below you affirm to the following:

I affirm to the best of my knowledge that the projected cost of construction entered on this application is based on contractor's or design professional's estimate. I understand this value will be compared to Building Plan Reviewer's estimate. Building Plan Reviewer's estimate is generated using the current Building Standard cost of construction as adopted in the City of Atlanta Code of Ordinance. I understand that the cost of permit will be generated based on the largest value of the proposed cost of construction.

Applicant's Name	Applicant's Signature	Date

CONTRACTOR LICENSING - CITY OF ATLANTA OFFICE OF BUILDINGS

I affirm that this permit shall be issued and work done Pursuant to O.C.G.A. § 43-41-14, any person or business organization seeking to perform any contracting activity or work which must be undertaken by a licensed residential contractor or general contractor is required to furnish to the Director of the Bureau of Buildings, a sworn written document containing his or her residential contractor or general contractor license number or in the case of a business organization, the identity of the qualifying agent obtaining the permit and whose technical and personal qualifications have been determined by investigation and examination as provided in Chapter 41 of Title 43 of the Georgia Code except as exempted therein. This requirement may include a scope of work requiring licensure under Chapter 14 of Title 43 of the Georgia Code but does not authorize any such work for which some other type of license is required by Chapter 14.

In order to comply with O.C.G.A. § 43-41-14 I affirm that the Exception to Contractor Licensing Requirements is allowed because exemptions and exceptions are set forth in O.C.G.A. § 43-41-17 and may be allowed by other applicable state law shall be met or that the Contractor is duly registered with the State Licensing Board for Residential and General Contractors, based on my examination of plans and other relevant documents, and having made such other and further diligent inquiries concerning the project which is the subject of above referenced building permit application, including without limitation, a review of all applicable state and local laws, ordinances, building codes and zoning codes, as are necessary to confirm that the scope of the work for this project is work that is permitted, to lawfully undertake pursuant to the above referenced license.

☐ **I have read and accept the above terms.**

Applicant's Name	Applicant's Signature	Date

City of Atlanta
55 Trinity Avenue, Suite 3900
Atlanta, Georgia 30303
Phone: 404-330-6150

PROJECTED COST OF CONSTRUCTION FORM

Application Number:_____

_____
Project Address

_____ _____ _____
City **State** **Zip Code**

Project Name (if applicable):_____

Projected Cost of Construction:_____

Methodology Used:_____

The form must be completed by the ☐Owner, ☐Contractor, ☐Architect, or ☐Engineer (check one).

Name:_____

Company:_____

Address:_____

Phone: _____ **Email:**_____

_____ _____
(Signature) **Date**

Sworn to and subscribed before me this _____ day of _____, 20_____

_____
Notary Public seal and signature

City of Atlanta
Office of Buildings

CONTRACTOR LICENSE AFFIDAVIT

Office of Buildings Permit Number _____

Address where work is being performed _____

_____

Pursuant to O.C.G.A. § 43-41-14, any person or business organization seeking to perform any contracting activity or work which must be undertaken by a licensed residential contractor or general contractor is required to furnish to the Director of the Bureau of Buildings, a sworn written document containing his or her residential contractor or general contractor license number or in the case of a business organization, the identity of the qualifying agent obtaining the permit and whose technical and personal qualifications have been determined by investigation and examination as provided in Chapter 41 of Title 43 of the Georgia Code except as exempted therein. This requirement may include a scope of work requiring licensure under Chapter 14 of Title 43 of the Georgia Code but does not authorize any such work for which some other type of license is required by Chapter 14.

In order to comply with O.C.G.A. § 43-41-14, the Bureau of Buildings will not issue a building permit unless each person or business organization seeking to obtain a building permit submits a signed and notarized copy of either a Contractor License Affidavit or an Affidavit Concerning Exception to Contractor Licensing Requirements before any building permit will be issued. The Affidavit Concerning Exception to Contractor Licensing Requirements is allowed because exemptions and exceptions are set forth in O.C.G.A. § 43-41-17 and may be allowed by other applicable state law. Such document may be submitted contemporaneously or previously submitted and maintained by the Director of the Bureau of Buildings but one of these documents must be on file with the Director before any person or business entity is entitled to the issuance of a permit.

In order to comply with O.C.G.A. § 43-41-14, each person or business organization seeking to obtain a permit for a project which by state law must be undertaken by a licensed residential contractor or general contractor shall be required to submit a signed and notarized copy of this document before the permit will be issued.

Residential Contractor / General Contractor / Qualifying Agent / Company Number

Residential Contractor or General Contractor Number _____

Company Number (for Qualifying Agents only) _____

Name of License Holder _____

I, the undersigned, being the contractor as either an individual or a qualifying agent or as an authorized agent for contractor or qualifying agent duly registered with the State Licensing Board for Residential and General Contractors, do hereby affirm and swear that. based on my examination of plans and other relevant documents, and having made such other and further diligent inquiries concerning the project which is the subject of above referenced building permit application, including without limitation, a review of all applicable state and local laws, ordinances, building codes and zoning codes, as are necessary to confirm that the scope of the work for this project is work that I am permitted, to lawfully undertake pursuant to the above referenced license.

_____
(Signature)

Sworn to and subscribed
before me, this _____ day
of _____, 20___

Notary Public.
My commission expires:

City of Atlanta
Office of Buildings

AFFIDAVIT CONCERNING EXCEPTION TO CONTRACTOR LICENSING REQUIREMENTS

Office of Buildings Permit Number _____

Address where work is being performed _____

_____

Pursuant to O.C.G.A. § 43-41-14, any person or business organization seeking to perform any contracting activity or work which must be undertaken by a licensed residential contractor or general contractor is required to furnish to the Director of the Bureau of Buildings, a sworn written document containing his or her residential contractor or general contractor license number or in the case of a business organization, the identity of the qualifying agent obtaining the permit and whose technical and personal qualifications have been determined by investigation and examination as provided in Chapter 41 of Title 43 of the Georgia Code except as exempted therein. This requirement may include a scope of work requiring licensure under Chapter 14 of Title 43 of the Georgia Code but does not authorize any such work for which some other type of license is required by Chapter 14.

In order to comply with O.C.G.A. § 43-41-14, each person or business organization seeking to obtain a permit shall be required to submit a signed and notarized copy of either a Contractor License Affidavit or an Affidavit Concerning Exception to Contractor Licensing Requirements before any building permit will be issued. The Affidavit Concerning Exception to Contractor Licensing Requirements is allowed because exemptions and exceptions are set forth in O.C.G.A. § 43-41-17 and may be allowed by other applicable state law. The Bureau of Buildings will not issue a building permit unless there is on file with each application, either a Contractor License Affidavit or an Affidavit Concerning Exception to Contractor Licensing Requirements stating that the project meets one of the applicable exceptions. Such document may be submitted contemporaneously or previously submitted and maintained by the Director of the Bureau of Buildings but must be before be on file with the Director before any person or business entity is entitled to the issuance of a permit for work which requires licensure.

You are given notice that you may, in the future, face civil liability and/or criminal penalties for your failure to meet the contractor licensing requirements of Chapter 41 of Title 43 of the Georgia Code despite the fact that you have represented to the Bureau of Buildings that you are eligible for an exception. In addition there may be other penalties which apply to knowingly or deliberately making a false statement to a governmental agency. The Bureau of Buildings by accepting this Affidavit Concerning Exception to Contractor Licensing Requirements does not investigate the facts to which you have sworn or confirm that your statement is sufficient to meet the requirements of state law. You are hereby advised that you must consult your own legal counsel if you have any question about whether you are eligible for an exception to the contractor licensing requirements of Chapter 41 of Title 43 of the Georgia Code, the consequences of executing this Affidavit or any other matter related to your application.

I, the undersigned, do hereby affirm and swear that based on my examination of plans and other relevant documents, and having made such other and further diligent inquiries concerning the project which is the subject of above referenced building permit application, including without limitation, a review of all applicable state and local laws, ordinances, building codes and zoning codes, as are necessary to confirm that the scope of the work for this project, is the type of work that I am permitted, to lawfully undertake without having obtained a residential contractor or general contractor because of an exception provided by state law.

_____
(Signature)

Sworn to and subscribed
before me, this _____ day
of _____, 20___

Notary Public.
My commission expires:

City of Atlanta
Office of Buildings

CONTRACTOR AGENT AFFIDAVIT AUTHORIZATION

In order to comply with O.C.G.A. § 43-41-14, the Office of Buildings, is prohibited from and will not issue a permit unless and until each person, whether an individual or a business organization acting through a qualifying agent, intending to perform work as a residential or general contractor, upon making permit application, furnishes to the Office of Buildings, personally **or through his or her authorized agent specifically designated to act on his or her behalf** in a sworn written document submitted contemporaneously or previously submitted and maintained by the Office of Buildings, his or her residential contractor or general contractor license number and the identity of any business organization for which such applicant is serving as qualifying agent that is undertaking or contracting as a residential contractor or a general contractor to construct or manage the construction.

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Building Permit No:_____.

Street Address of permitted work:_____.

State Contractor License Number_____ or

General Contractor License Number:_____.

License Holder/Business Organization:_____.

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I, _____, the license holder or qualify agent of business

organization listed above, authorize_____, as my

authorized agent, to act on my behalf for the above-referenced building permit.

_____.
Signature

Sworn to and subscribed
Before me, this____day
Of _____, 20____.

_____
Notary Public
My Commission expires: