



City of Atlanta

55 Trinity Avenue, Suite 3900

Atlanta, Georgia 30303

Phone: 404-330-6150

***Checklist for Plan Submission:
COMMERCIAL DEMOLITION***

REQUIRED DRAWINGS - 11 Sets

- ✓ 2 sets – Building Plan Review
- ✓ 2 sets – Zoning Plan Review
- ✓ 3 sets – Arborist Review
- ✓ 4 sets – Site Development Review

ZONING REVIEW REQUIREMENTS - Survey and/or Site Plan to include:

- ✓ Location of existing building, parking lot, pool, accessory structures, retaining walls, and impervious surfaces.
- ✓ Location of any existing structures and/or impervious surfaces to remain.

BUILDING REVIEW REQUIREMENTS - Plan to include:

- ✓ Location of existing building, driveway, decks, pool, accessory structures, retaining walls, and impervious surfaces.
- ✓ Location of any existing structures and/or impervious surfaces to remain, to include total floor area, foot print area, number of floors, building usage, etc. (to enable the Building Plan Reviewer to calculate the impact fee during build back in the future).

SITE DEVELOPMENT REVIEW REQUIREMENTS - Site Plan to include:

- ✓ Location of existing building, parking lot, pool, accessory structures, retaining walls, and impervious surfaces, etc.
- ✓ Location of any existing structures and/or impervious surfaces to remain.
- ✓ Construction entrance.
- ✓ Soil & erosion control plan showing all required best management practices with required notes.
- ✓ Comprehensive checklist for the Department of Watershed Management is available at:
(<http://www.atlantawatershed.org/customer-service/forms/>)

PLUMBING REQUIREMENTS

- ✓ Sewer Plug Permit required to be issued at the time the Demolition permit issued.

ARBORIST REVIEW REQUIREMENTS - Survey and/or Site Plan to include:

- ✓ Location of existing structures, parking lot, retaining walls and impervious surfaces.
- ✓ Location of any existing structures and/or impervious surfaces to remain.
- ✓ Location of all trees on property whose critical root zones will be impacted. Each tree to be labeled by species – hardwood (hwd) or pine. Include all hardwoods with diameter of breast height ≥ 6 " and pines with a diameter of breast height ≥ 12 ".
- ✓ Show and label 4 ft. orange tree protection fences which must be located at the edge of critical root zone or work limits.
- ✓ Existing and proposed underground utilities, i.e. water, gas, electric, sewerage, etc. that will be removed from the site.
- ✓ Dumpster location and construction material staging area
- ✓ Limit of land disturbance
- ✓ If no trees are in or around the area of the proposed demolition provide photos showing all sides of existing structure, retaining walls, and impervious surfaces which clearly shows no trees will be impacted along with a signed "No Trees Impacted Statement".
- ✓ If trees in the public right of way are impacted or destroyed, then approval from the Office of Parks Arborist is required. The approved plans should be submitted to the Office of Buildings, Arborist division. For additional information contact the Office of Parks at 404- 5456-6813.
- ✓ For complete Arborist Division checklist requirements, go to :
(<http://www.atlantaga.gov/index.aspx?page=339>)

RODENT LETTER

- ✓ Rodent inspection is required before issuing demolition permit.
- ✓ Extermination Company to provide letter on official letterhead stating the date of inspection and summary of inspection. Must be dated within 30 days of permit issuance.

ASBESTOS REMOVAL

- ✓ If asbestos is being removed or encapsulated, provide Notification of Asbestos Renovation, Encapsulation, or Demolition form from Georgia Department of Natural Resources, Asbestos Licensing and Certification Unit, Environmental Protection Division.
- ✓ Forms available on EPD website (<http://www.dnr.wa.gov/RecreationEducation/Pages/PubForms.aspx>)
- ✓ For additional information, contact EPD Atlanta office at 404-969-7026.

- **PLEASE NOTE - Additional approvals, such as Planning, may be required if the property is located within a special district****