



**AN AFFIDAVIT FOR POSTING OF BUILDING PERMIT NOTIFICATION**

**Instructions: Each recipient of a building permit shall complete this affidavit after the issuance of a building permit in accordance with City Ordinance No. 2001-65 Approved September 13, 2001. This affidavit shall be signed, notarized and submitted to the Municipal Clerk (Clerk of Council), Suite 2700, 55 Trinity Avenue, Atlanta, Georgia 30335. Office hours: Monday through Friday 8:30 a.m. to 5:00 p.m.**

I/We \_\_\_\_\_  
Name of Individual or Company

Received a Building Permit from the City of Atlanta on \_\_\_\_\_  
Date

for work to be performed at \_\_\_\_\_  
Property Location

**In compliance with the City of Atlanta Code of Ordinances Volume III. Land Development Code Part 16 Zoning (Commonly Referred to as the Zoning Code or Ordinance) Section 16-30.004 (2) c.**

I/We \_\_\_\_\_  
Name of Individual or Company

posted the required sign, size not less than six square feet with a copy of the building permit and the words "Notice of Issuance of Building Permit" in letters not less than four inches high in a conspicuous place on the affected property so that the sign and the permit can be easily viewed from the public street on which the property fronts. The sign was posted within 24 hours after receipt of the permit and will not be removed for 30 days. A sign is not required for a building permit issued for repairs and/or alterations that do not increase the floor area.

Pursuant to City of Atlanta Zoning Code Section 16.30.004 (2) d.

**Under Penalty of Perjury**

I \_\_\_\_\_  
(Individual Recipient or Agent for Company Recipient)

do hereby certify that the sign required by Zoning Code Section 16-30.004 (2) c. was  
posted on \_\_\_\_\_  
Date Signature of Recipient or Agent Date

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary Public

Seal

## Sec.16-30.004 Zoning action on building permits.

The director, bureau of buildings shall be responsible for determining whether applications for building permits as required by the building code are in accord with the requirements of the zoning ordinance, and no building permit shall be issued without certification that plans conform to applicable zoning regulations.

- (1) **Plans required:** All applications for building permits as required by the building code shall be accompanied by plot plans in duplicate, drawn to scale, showing the actual shape and dimensions of the lot to be built upon, the exact size and location on the lot of the building or buildings and accessory building existing or to be erected, the existing and intended use of each building or part of a building, the number of dwelling or lodging units the building is designed to accommodate, and such other information regarding the lot and neighboring lots as may be necessary to determine and provide for enforcement of this part.

\_\_\_\_\_ One copy of such plot plans shall be returned to the owner when such plans shall have been approved by the Director, Bureau of Buildings.

\_\_\_\_\_ No permit for excavation or construction shall be issued before the Bureau of Buildings certifies thereon that the plans, specifications and intended use conform to the provisions of this part.

\_\_\_\_\_ All dimensions on such plans relating to location and size of the lot to be built upon shall be based on an actual survey. The lot and the location of proposed buildings or additions shall be staked out on the ground to facilitate inspection before construction is started.

- (2) **Notice: Whenever a building permit is issued by the Bureau of Buildings, notice shall be provided as follows:**

\_\_\_\_\_ a.) The city shall post notice of same on the City of Atlanta Web Page;

\_\_\_\_\_ b.) The Bureau of Buildings shall submit a copy of same to the clerk of council who shall maintain files for public viewing during regular business hours that are organized according to month and year of issuance; and

\_\_\_\_\_ c.) The recipient of the building permit shall post a copy of same on a sign not less than six square feet with the words "Notice of Issuance of Building Permit" in letters not less than four inches high in a conspicuous place on the effected property so that the sign and the permit can be easily viewed from the public street on which the property fronts. Said sign shall be posted no later than 24 hours after the issuance of the building permit and shall not be removed for 30 days.

\_\_\_\_\_ d.) The recipient of the building permit shall also file a notarized affidavit with the Clerk of Council certifying under penalty of perjury the date on which the sign required in the above paragraph was posted.

\_\_\_\_\_ e.) In determining whether to adopt a rule to specify a longer period of time for appeals pursuant to section 1630.010(a) of the City Code of Ordinances, the board of zoning adjustment may consider the extent to which the recipient of a building permit has complied with the provisions of this Section 16-30.004(2).

\_\_\_\_\_ f.) The provisions of Subsections c. and d. above shall not apply when a building permit is issued for repairs and/or alterations that do not increase the floor area.

(Code 1977, § 16-30.004; Ord. No. 2001-62, § 1, 1-25-01; Ord. No. 2001-65, § 1, 9-13-01)

**Editor's Note:** Ord. No. 2001-65, § 1, adopted Sept. 13, 2001 set out provisions pertaining to zoning action on building permits. To maintain numerical sequencing of this Code, said ordinance provisions have been included as Subsection 16-30.004(2)f. at the discretion of the editor to read as herein set out. See the Code Comparative Table.