To ensure that your experience with the Office of Buildings is as efficient as possible, below is a list of things to know when picking up your Building Permit.

PLACARDED PROPERTIES
✓ If the property has a placard from City of Atlanta Code Enforcement, 818 Pollard Blvd, Atlanta, GA 30315.
  ○ Release papers from City of Atlanta Code Enforcement (404-546-3800) must accompany other required documents.

DEMOLITION PERMITS
✓ Demolition permits require current (30 day) Rodent Letter and a sewer plug permit (This is a Plumbing Permit that can be obtained in the Trade Permit Division of the Office of Buildings) in addition to the following:

HOMEOWNERS, Please provide the following:
✓ Current state issued photo ID
✓ Notarized AFFIDAVIT CONCERNING EXCEPTION TO CONTRACTOR LICENSING REQUIREMENTS
  A copy of the affidavit can be found here, https://www.atlantaga.gov/home/showdocument?id=33228
✓ For One- & Two-Family Residence Only – If slab is to remain, sewer plug is not required.
  ○ Please note this will be verified by city inspector.
✓ HOMEOWNER’ AFFIDAVIT FORM

AGENTS FOR THE HOMEOWNER, Please provide the following:
✓ A copy of Homeowner’s current state issued photo ID
✓ Agent’s state issued photo ID
✓ Notarized AFFIDAVIT CONCERNING EXCEPTION TO CONTRACTOR LICENSING REQUIREMENTS
  A copy of the affidavit can be found here, https://www.atlantaga.gov/home/showdocument?id=33228
✓ Notarized CONTRACTOR AGENT AFFIDAVIT AUTHORIZATION
  A copy of the affidavit can be found here, https://www.atlantaga.gov/home/showdocument?id=33224
✓ HOMEOWNER’ AFFIDAVIT FORM

CONTRACTORS, Please provide the following:
✓ Current business license
✓ Current contractor’s license issued by Georgia’s Secretary of State
✓ State issued photo ID
✓ Notarized CONTRACTOR’S LICENSE AFFIDAVIT
  A copy of the affidavit can be found here, https://www.atlantaga.gov/home/showdocument?id=33226

AGENTS FOR THE CONTRACTOR, Please provide the following:
✓ A copy of Contractor’s state issued photo ID
✓ A copy of Contractor’s current Business License
✓ A copy of a current Contractor’s License issued by Georgia’s Secretary of State
✓ Agent’s state issued photo ID
✓ Notarized CONTRACTORS LICENCE AFFIDAVIT
  A copy of the affidavit can be found here, https://www.atlantaga.gov/home/showdocument?id=33226
✓ Notarized CONTRACTOR’S AGENT AFFIDAVIT AUTHORIZATION
  A copy of the affidavit can be found here, https://www.atlantaga.gov/home/showdocument?id=33224

Thank you for doing business with the Department of City Planning’s Office of Buildings.