

# DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT

## PERMITS DIVISION

### AT YOUR FINGERTIPS

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### WHY DO I NEED A PERMIT?

Many homeowners and property owners serve as their own “handyman” every once in awhile; painting, patching a hole, replacing a floor board or even hanging a ceiling fan. However, some home and commercial improvement projects become overwhelming and require a certain level of expertise. At this point, the first and most important thing to understand is that **A Permitted project is a Well-planned project.** A permit protects the home/property owner, contractor and the

City. It provides proof to the homeowner that the contractor is licensed to do the work, the contractor has the assurance that his/her work will be inspected in accordance with appropriate regulations and it provides an efficient monitoring system, for use by City officials, of all development activities in the City.

Building permits are required for **all** new construction. Other projects requiring building permits include 1.) Interior build-outs, 2.) Room additions, 3.) Renovations, 4.) Driveways, 5.) Elevation changes and 6.) Accessory structures. Building permits can only be obtained by state-licensed contractors who hold a business license. Homeowners may obtain a building permit (must provide proof of ownership and reside at the property) only if they are going to do the work themselves. Property owners must secure the services of a licensed

contractor.

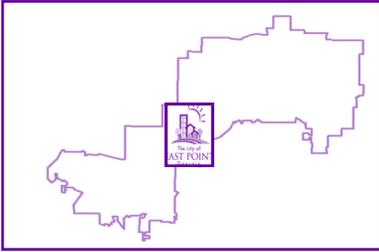
Trade permits must be obtained by licensed contractors for all electrical, plumbing and HVAC work. Repair and/or installation of water lines and gas lines also require a trade permit by a licensed contractor.

Specialty permits are required for demolition, roofing, sign and fence installations and tree removal. Contractors needing a demolition permit must submit a rodent letter, acknowledgement of asbestos, service cut-off request and disclaimer statement. Tree removal permits are only issued after a tree survey has been submitted by a certified arborist and/or landscape architect.

Land disturbance permits are issued on earth moving (grading) projects greater than or equal to one (1) acre or contain three (3) or more lots. This permit ensures that all stormwater management and erosion control measures are in place prior to construction.



**Permits are valid for 6-months ONLY and are NON-TRANSFERRABLE**



## PERMITS DIVISION

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## Your *One-Stop-Shop* for ALL Development Needs

**Vision:** The Permits Division is an innovative division of the Department of Planning & Community Development which effectively and efficiently coordinates all permitting and plan review processes regarding renovations, tenant build-out and new construction development activities in the City of East Point.

**Mission:** The purpose of the Permits Division is to ensure plan review coordination occurs between the City's service delivery departments and issue permits in a timely and efficient manner.

**Goals:** The goals of the Division are as follows

- \* Improve the permitting processes
- \* Ensure a pleasant work environment for all persons doing business in the City
- \* Serve as a support system for business retention in the City by providing efficient plan review and permitting services
- \* Protect quality of life by monitoring all permitted activities in the City

## SUBMITTALS & REVIEWS

The Permits Division within the Department of Planning & Community Development is the clearinghouse for all plan and application submittals regarding permitting, rezoning, subdivides, variances, special use permits and land disturbance. By submitting all necessary documents through the Permits Division, each applicant has the assurance that staff will efficiently track all documents distributed to the service delivery departments for review.



There are three (3) types of plan review processes in place that facilitate the issuance of a building permit: Concept Review, Mini-Review and Building Permit. Review The Department has established these reviews as a means to expedite the permitting process based on the type of project. **EAST POINT HAS ONE OF THE SHORTEST PLAN REVIEW PROCESSES IN THE METROPOLITAN ATLANTA AREA!**

Concept Review is required for projects one (1) acre or larger and/or contain three (3) lots or more. This review process only requires an application and eight (8) copies of the site plan. Each of the service delivery departments attends the meeting and gives the applicant all requirements that will be reviewed for permitting. Meetings are held each Thursday at 1:45pm

Mini-Reviews are typically handled within the Department and only apply to renovations, fences, signs, decks, driveways and storage sheds larger than 120square feet. Three sets of plans are required for submittal. Please allow 5-business days for review.

Building Permit Review is required for all new construction, interior build-outs and major elevation changes. Each of the service delivery departments attends the meeting and gives the applicant all comments regarding approval or denial of plans submitted. Meetings are held each Monday at 1:45pm. Please allow 14-business days minimum for review.

## WHEN CAN I MOVE IN?

*All permits have been obtained, inspections have been finalized and the work is completed...But you still say I can't move in?*

Upon completion of all work and final inspections, the last permit to acquire is a Certificate of Occupancy (CO). This document is final authorization for the property owner to occupy the space. The structure is inspected one last time by the Fire Marshall and Chief Building Official. Their inspection and signature by the Chief Building Official is verification that the structure has met all life, safety and health issues. COs are required for all new construction and any new business opening in the City of East Point. A business must have a CO in order to obtain a business license.

In some cases, a CO may not be required, but the contractor and/or homeowner needs an official document verifying that the work was completed as permitted. Therefore, the Permits Division has established a Certificate of Completion (CC). The CC is typically issued for projects permitted as renovations or interior build-outs.

**Applications for COs and CCs are valid for 60-DAYS ONLY**