



The City of
East Point
 Georgia

Department of Planning & Community Development

@ Jefferson Station

1526 E. Forrest Avenue Suite 100 East Point, GA 30344

404.270.7212 (Phone)

404.765.2784 (Fax)

www.eastpointcity.org

Date _____

DEMOLITION PERMIT CHECKLIST

Project Address _____

Permit No. _____

Items that are needed to demolish a structure are as follows:

The **Contractor/Agent** must provide the following:

- Building Permit Application**
- Rodent Letter** stating that the premises are free of infestation or have been treated.
- Power Kill Request Form Completed**
- A signed statement of **Permit Acknowledgement of Asbestos/Environmental Notification to Georgia EPD for Projects Involving Demolition, Wrecking, or Renovation.**
 - Was Asbestos found? Yes – Submit Report & Manifest No
- A copy of the **Contractor's Business License**
- Building/Demolition Permit Disclaimer Statement.**
- Proof of Ownership** – provide warranty deed or settlement statement
- Proof of Ownership** (warranty deed or settlement statement) and/or **Contract Agreement** between Contractor and Owner
- Contact Customer Care for additional fees**

The Permit Office will submit the Service Kill Request Form to the following utilities: Electric Department, Water Department, and Atlanta Gas Light Company. This process can take up to ten - fifteen (10-15) business days to complete.

The Permit Office will receive all confirmations from each Department before issuing the Demo Permit.



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Application Date ____ / ____ / ____

APPLICATION FOR BUILDING PERMIT FEES ARE NON-REFUNDABLE

This application is **not** a permit until fees are received and processed.
Any work prior to permit issuance is prohibited.

Bldg Permit No. _____

Date _____

ADDRESS OF JOB _____			LOT NO. _____		
CONTRACTOR _____			PROPERTY OWNER NAME _____		
ADDRESS _____		TEL _____	ADDRESS _____		TEL _____
CITY _____	STATE _____	ZIP _____	CITY _____	STATE _____	ZIP _____
BUSINESS LICENSE NO. _____			STATE CARD NO. _____		

THIS IS TO CERTIFY THAT I WILL PERSONALLY SUPERVISE THIS INSTALLATION

CONTRACTOR SIGNATURE _____ PLEASE PRINT _____

INTAKE REQUIREMENTS

In addition to the required plan attachments below, you must submit a site plan and building permit application for the entire building. If the following documents and fees are not attached, the building permit application will not be accepted.

- | | | | |
|---|---|---|---|
| Concept Review | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Neighborhood Comment Form | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Preliminary Plat | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Copy of Business License | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Final Plat | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Is this a Model Home? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Tree Save Requirements | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Copy of the Unrecorded Final Plat Attached? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Landscape Plans | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Copy of Rodent Letter Attached | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Infill Compatibility Survey | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Is A Site Plan Required For This Lot? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Digital Photo & Drawing attached (11 x 17 Required) | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Is Site Plan Attached? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| | | Sign Permit | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

PROJECT DESCRIPTION

Description of Work _____

PLEASE COMPLETE THE INFORMATION BELOW & CHECK ALL THAT APPLY

Residential	Commercial	Rehab	Demo
Single-Family Attached <input type="checkbox"/> Single-Family Detached <input type="checkbox"/> Multi-Family <input type="checkbox"/> Square footage of Unit _____ Side Yard Setbacks _____ No. of Acres _____ No. of Units _____ No. of Stories _____ No. of Rooms _____ No. of Baths _____ No. of Bedrooms _____ Attic Finished <input type="checkbox"/> Unfinished <input type="checkbox"/> Valuation of Job \$ _____	Square footage _____ Tenant square footage _____ Tenant Name _____ No. of Floors _____ No. of Units _____ No. of Baths _____ No. of Parking Spaces _____ Valuation of Job \$ _____	Commercial <input type="checkbox"/> Residential <input type="checkbox"/> Square Footage _____ Side Yard Setbacks _____ Existing No. of Floors _____ Proposed No. of Floors _____ Existing No. of Bedrooms _____ Proposed No. of Bedroom _____ Existing No. of Baths _____ Proposed No. of Baths _____ Valuation of Job \$ _____	Building <input type="checkbox"/> Electrical <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Fire Damage <input type="checkbox"/> Rodent Letter Attached <input type="checkbox"/> Valuation of Job \$ _____

Click on this link to obtain a copy of this form from our website:
www.eastpointcity.org, select **Planning & Community Development Department**.

Acceptable Forms of Payment:

Cash/Credit Card/ATM Card/Cashier's Check/Business Checks or Money Order
 PAYABLE TO: THE CITY OF EAST POINT & MAIL TO ABOVE ADDRESS

NO PERSONAL CHECKS

TOTAL ALL FEES

Date Approved _____ BY: _____

Commercial Residential Demo Rehab First Submittal 1st Re-submittal 2nd Re-submittal 3rd Re-



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POWER KILL REQUEST

Requestor Information:

Name of Company: _____

Address: _____

City/State/Zip Code: _____ (Phone #) _____

Owner/Applicant _____, request the following services to be

to be disconnected at _____

Location Address

Phone Number

as required by Section 6-33.2 of the Code of Ordinances of the City of East Point.

Electrical Gas Water

I acknowledge the above location is one of the following types:

Commercial Industrial Residential

Square Feet of Structure _____

I further acknowledge disconnection of service to the above location would not affect service to other structures.

True False

Signature _____ Date _____

Notary Signature _____ Commission Expires _____

Office Use Only

Confirmation Dates Received:

Application #: _____

Electric Meter: _____

Date Requested _____

Electric Line Drop: _____

Gas: _____

Water: _____

Water Meter: _____

Water Service: _____



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Permit Acknowledgement of Asbestos/Environmental Notification to Georgia EPD for Projects Involving Demolition. Wrecking or Renovation

The undersigned hereby acknowledges that the issuance of this permit does not in any way grant permission to the owner, owner's representative, or permit holder to proceed with demolition, wrecking, or renovation of a structure prior to the filing of any required ten (10) day **"Project Notification for Asbestos Renovation Encapsulation or Demolition"** form in accordance with the Georgia Asbestos Rules. The Georgia Environmental Protection Division administers the rules. In most cases, the rules require both the owner and the involved contractors to assure the portion of the building involved in the project is thoroughly inspected by an Accredited Asbestos Inspector for materials that contain asbestos; and the removal of the asbestos before renovation, wrecking, or demolition begins almost without exemption. Georgia EPD requires a completed demolition notification form be submitted 10 working days in advance even if no asbestos is present in the building. The brochures entitled **Asbestos & Renovation and Asbestos and Demolition** provide further guidance for regulatory compliance and contact telephone numbers. Other environmental issues such as asbestos removal techniques, lead abatement, ground contamination, or unusual site conditions may have EPD regulations that could affect the project.

Undersigned

Date

Notary Signature

Commission Expires

(Seal)

Office Use Only:

Project Address: _____

Permit Number: _____



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Building/Demolition Permit Disclaimer Statement

Notice: Developments of land and construction or demolition of buildings may include activity, which is governed by the federal, state or local laws enacted to protect the environment or regulate the disposal or release of toxic materials. An applicant understands and acknowledges that he/she is solely responsible for compliance with all such laws and regulations which apply to the activity for which this permit is sought, including all laws and regulations governing asbestos removal or the release of toxic material of any kind.

Applicants are advised to consult with their attorneys and to seek assistance from the various environmental agencies to determine their obligations in regard to environmental protection. The applicant acknowledges that they have not relied on any information provided by the City of East Point or their officials or employees to determine their obligations under environmental protection laws. The applicant understands that receipt of a permit issued pursuant to this application **DOES NOT** constitute compliance with any environmental protection laws.

The City of East Point disclosure all liability for violation of any environment law, regulation or policy which may occur during activity undertaken pursuant to this application or any permit issued thereunder.

I certify that I have read the above statement and understand I am responsible for all laws and regulations governing asbestos removal of the release of toxic materials of any kind.

I certify upon completion of demolition that all BMPs have been properly installed, followed by a final inspection by the City of East Point.

This _____ day of _____, _____.

Applicants' Signature