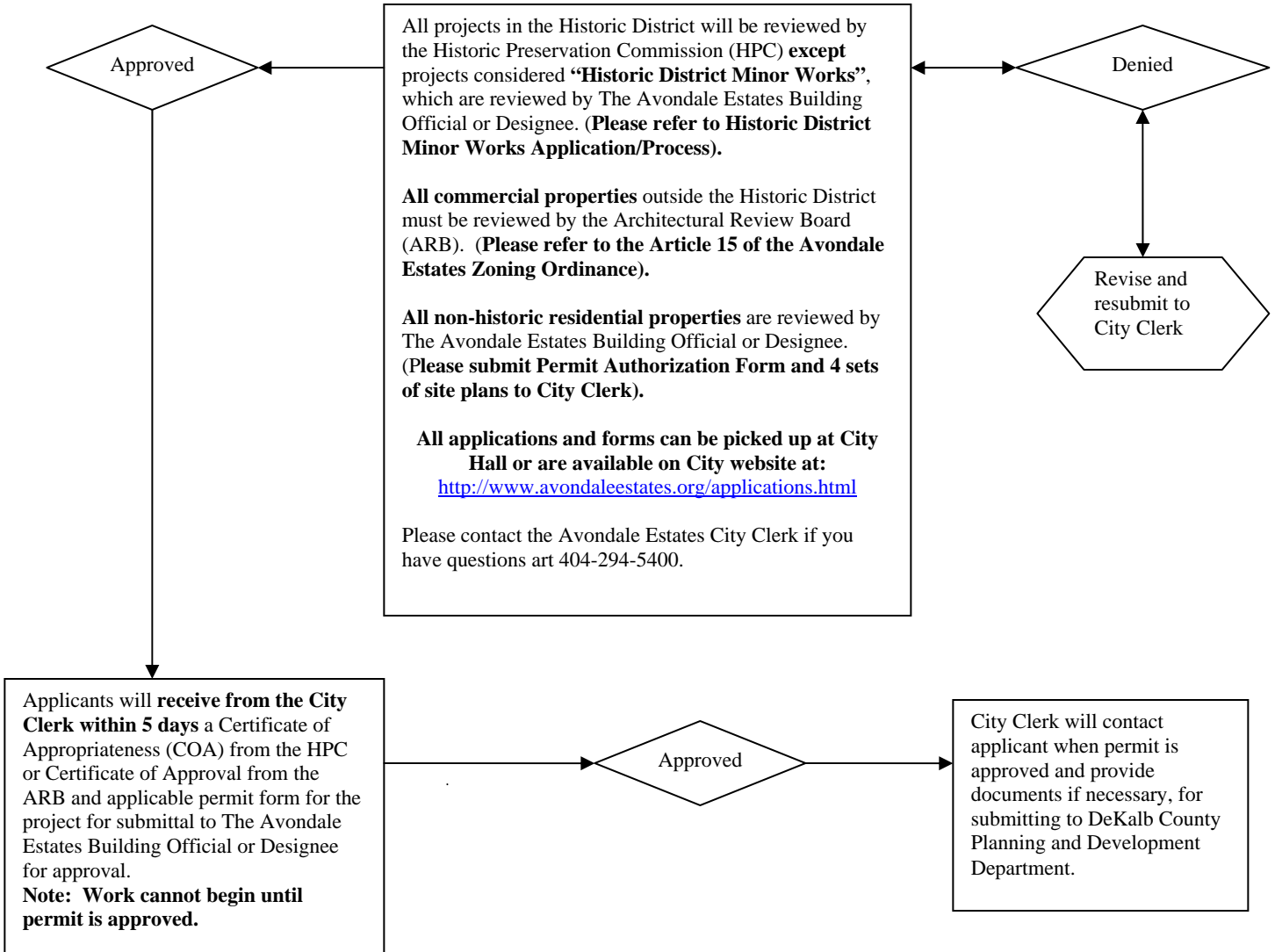
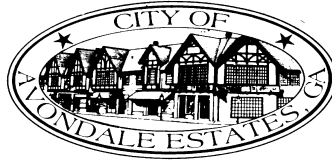


# Avondale Estates Building Permit Process



**NOTE: Site plans must be sealed by Georgia Registered Land Surveyor or a Civil Engineer Exemption: Minor Works Applications**



## **BUILDING PERMIT APPLICATION CHECKLIST**

*City of Avondale Estates*  
Code Enforcement, Public Works and Parks  
WWW.AVONDALEESTATES.ORG

21 N. Avondale Plaza  
Avondale Estates, GA 30002  
Phone (404) 294-5400  
Fax (404) 299-8137

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### **1. GENERAL REQUIREMENTS**

- a. All projects in the Historic District will be reviewed by the Historic Preservation Commission (HPC) **except** projects considered Historic District Minor Works which are reviewed by Avondale Estates Building Official or Designee. All commercial properties outside the Historic District must be reviewed by the Architectural Review Board (ARB), please refer to Article 15 of the Avondale Estates Zoning Ordinance. All non-historic residential properties are viewed by Avondale Estates Building Official or Designee (Submit Permit Authorization Form and 4 sets of site plans to the City Clerk - also, include tree inventory, removal and/replacement plan, if applicable).

**Please go to <http://www.avondaleestates.org/applications.html> to obtain the following documents:**

- **Historic District Minor Works Application/Forms.**
  - **Certificate of Appropriateness Application/Process for the Historic Preservation Commission and Architectural Review Board which includes submission deadline dates and meeting dates**
  - **Zoning Ordinance and Zoning Map**
  - **Permit Authorization Form**
- b. After approval from the Historic Preservation Commission and Architectural Review Board applicants will receive from the City Clerk within 5 days a Certificate of Appropriateness from the Historic Preservation Commission or Certificate of Approval from the Architectural Review Board and applicable permit form for the project for submittal to the Avondale Estates Building Official or Designee for approval. Also, include tree inventory, removal and/replacement plan, if applicable. **Note: Work cannot begin until permit is approved.**
- c. All plans must be accurate, legible, with dimensions and drawn to a standard scale.
- d. Estimated response time for Building Permit Application is 3-5 business days from date received.
- e. If building activity does not commence within (6) months of the permit issuance, all building permits shall become null and void.
- f. All building activity shall cease between the hours of 10:00 p.m. and 7:00 a.m. No work on Sunday will be allowed.
- g. All vehicles must be parked on a hardened surface. Parking on grass, sidewalks, and public right-of-way is strictly prohibited.

### **2. SITE PLAN**

- a. Must be sealed by a Georgia Registered Land Surveyor or Civil Engineer.
- b. Must show location of house, driveway and all proposed improvements to be constructed (fence, walls, patios, accessory structures, pools, etc.)

- i. Indicate lot coverage.
  - “The percentage of a lot which may be covered with buildings or structures, excluding walks, drives, and other similar uses, and recreational facilities which are accessory to a permitted use.”
- ii. Indicate floor area space.
  - “The total number of square feet of floor space within the exterior walls of a building not including storage space in cellars or basements, and not including space used for parking of automobiles.”
- iii. Show parking. **Please refer to Avondale Estates Zoning Ordinance for parking requirements.**
- iv. Show dimensions of all setbacks (i.e. **10 feet from side property line to the house**).
- v. Finish flooring elevation on footprint of house.
- vi. Indicate any existing easements and their dimension.
- vii. Indicate road right-of-way.
- c. Erosion and Sedimentation For Land Disturbance of **Over One (1) Acre**:
  - i. Erosion and Sedimentation Control measures must be in place and inspected weekly. If the construction area receives one quarter inch of rain or greater in a twenty-four (24) hour period, the site must be inspected by a contractor immediately following the rain.
  - ii. **Contractor** must possess an Erosion and Sediment Control Level 1A Certification (Blue Card) and provide verification upon request. As of August 2007 **all subcontractors** must provide Erosion and Sedimentation Awareness Certification (White Card) verification of attendance and provide verification upon request.
  - iii. Construction exit (CO) must consist of a stone stabilized pad using one and one half to three and one half inch stone with a filter fabric under the entire pad. Pad length shall be 50 feet. The pad width shall be twenty (20) feet. Any variation(s) must be approved prior to the start of construction.
  - iv. Temporary vegetation must be in place within fourteen (14) days of land disturbance activity.
  - v. Land disturbance activity must be measured in acres. Fees will be addressed on the application.
- d. Grading Plan
  - i. Show existing and proposed ground contours.
  - ii. No land disturbance activity shall be conducted within 35 feet of banks, streams, lakes, and wetlands, etc. (i.e. “state waters”).
  - iii. Best Management Practices (B.M.P.) and basic housekeeping shall be observed at all times.
- e. Tree Ordinance Compliance
  - i. Onsite plan to provide existing tree inventory.
  - ii. Tree protection area must be indicated on plans.
  - iii. Please review the Avondale Estates Tree Ordinance (**Commercial Property Only**) prior to beginning any construction, a copy can be obtained from the City Clerk.
  - iv. If a tree survey is needed a certified arborist shall be contacted by the applicant and must be approved by the City of Avondale Estates. Arborist contact information must be provided.

### 3. CONSTRUCTION DETAILS

- a. Structural Details
  - i. Show a wall section detail including foundation through roof.
  - ii. Show egress components (stairs, ramps, etc.).

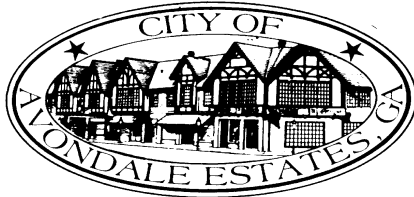
- iii. Show floor framing plans for each level, ceiling and roof framing plan.
- iv. Plan reviewer may require additional structural details.
- v. Specify size and type of structural components:
  - 1. Beams, headers, joist, and rafters
  - 2. Columns
  - 3. Trusses
- b. Foundation Plan
  - i. Turndown slab and footings.
- c. Elevations
  - i. All four elevations for new dwellings and detached accessory structures.
- d. Floor Plan
  - i. Show thickness of walls.
  - ii. Show windows and door sizes.
  - iii. Show width of stairs and height of risers handrails.
  - iv. Show room names (i.e. master bedroom, bathroom).
- e. Roof Plan
  - i. Must indicate all material used in roof construction.
- f. Deck Details (if applicable)
  - i. Floor Plan.
  - ii. Size and type.
  - iii. Post/Column foundation and connection with footings and beam.
  - iv. Deck attachment details.
  - v. Stairs and ramps.
- g. Detached Accessory Structures
  - i. May not exceed height of the principle structure.
  - ii. Not more than two stories.
  - iii. Setbacks must be indicated.

#### 4. **PERMIT**

- a. For questions regarding the permit process and fees, contact the City Clerk at 404-294-5400.
- b. Permit Placard with applicable permits shall be posted on building site at all times.
- c. After receiving the approved Permit Authorization from the City of Avondale Estates, the contractor or the property owner will submit a copy of the approved Permit Authorization and site plan to the DeKalb County Building Permit Department if applicable. Call (404) 371-2000 for questions about DeKalb County Building Permit Fees.
- d. **Any deviation or alteration of the approved building permits and/or site plans will require approval from the City of Avondale Estates.**

#### 5. **STOP WORK ORDERS**

- a. The City of Avondale Estates will issue a **STOP WORK ORDER** if any of the following occurs
  - i. Buffer violation.
  - ii. Soil erosion and sedimentation control measurements are not installed or maintained properly.
  - iii. A situation that is unsafe or otherwise a threat to the safety or well being of the citizens of Avondale Estates needs to be corrected.
  - iv. Any disregard or failure to adhere to the ordinances, regulations, guidelines or conditional approval set forth by the City of Avondale Estates.



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## Applicant's Copy

### Demolition Checklist

#### Land Disturbance Activity

- Land Disturbance Activity (L.D.A.) must be less than an acre\***
- All properties must be reviewed by the Historic Preservation Commission and Architectural Review Board prior to beginning demolition.
- Provide site plan to scale including all elevations
- Erosion and sedimentation control plan with 24 hour contact person information  
*Note: Contact person must maintain a Level 1A or greater Erosion and Sedimentation Certification*
- Provide verification of utility service disconnection (Please contact the following companies: Utility Protection Center 770.623.4344, Atlanta Gas Light 404.230.6503, Georgia Power Company 888.660.5890, Dekalb County Water and Sewer 404.378.4475, cable/phone service provider if applicable)
- Rodent control inspection  
*Note: Please refer to the Avondale Estates Code of Ordinances Section 5-5*

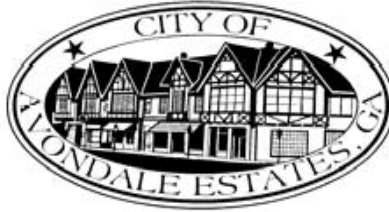
#### Landscape/ Tree Plan

- Provide a copy of the landscape/tree plan
- Tree save area must be properly identified **NOTE: Does not apply to residential properties.**
- Obtain a copy of the Avondale Estates Tree Ordinance at our City Hall office at 21 N. Avondale Rd. Avondale Estates, Ga. 30002

**Note: Applicant must submit the approved Permit Authorization from Avondale Estates to Dekalb County Planning and Development Department to receive the actual demolition permit prior to the start of any demolition activity. Please refer to the Avondale Estates Building Permit Process**

**Permit fee: \$100.00 Principal Building (Primary Structure)  
\$50.00 Accessory Building (Garage, Storage Building, etc.)**

**\*Any Land Disturbance Activity (L.D.A.) over one (1) acre has to meet the approval of the Georgia Soil and Water Conservation Commission. Please obtain a copy of the Avondale Estates Land Disturbance Permit Application.**



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OFFICE USE ONLY	
PERMIT NUMBER: _____	REC'D BY/ DATE: _____
PROJ. NUMBER: _____	RELATED NOs: _____

ISSUE DATE: _____
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## CITY OF AVONDALE ESTATES LAND DISTURBANCE PERMIT APPLICATION

NOTE: When properly validated, this form constitutes a permit. Attach sheets as required to fulfill application requirements.

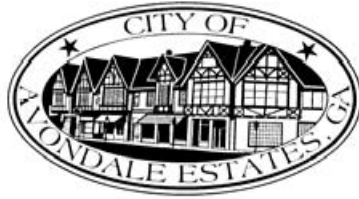
### JOB INFORMATION

Project Name:				Owner Name:			
Project Description:				Address:			
Project Address:				City/State/Zip:			
City/State/Zip:		Phone:		Cell Phone:		Fax Number:	
Tax Parcel Number(s):				Email Address:			
Size of Parcel (SQ FT):				<b>24 hr Contact:</b>			
Contractor Name:				Contact Name:			
Address:				Address:			
Phone:		Cell Phone:		Fax Number:		City/State/Zip:	
Email Address:				Phone:		Cell Phone:	
				Fax Number:			
				Email Address:			
Comments:							

### TYPE OF APPLICATION

<input type="checkbox"/> CLEAR	<input type="checkbox"/> FILL	<input type="checkbox"/> GRADE	DURATION OF FILL/GRADE ACTIVITY: _____
APPROXIMATE AREA BEING DISTURBED (IN ACRES): _____		ORIGIN OF FILL MATERIAL: _____	
(COST \$80.00 PER DISTUREB ACRE)			
APPROXIMATE VOLUME MOVED (CUBIC YDS): _____		DESTINATION OF MATERIAL BEING REMOVED: _____	
<small>(Volume is calculated with combination of Import and Export materials)</small>			

**NOTE: Please obtain a copy of the City of Avondale Estates Erosion and Sedimentation Control Ordinance**



## Additional Requirements

1. Construction work should not begin prior to 7 a.m. and shall conclude at dusk. **No work on Sunday's.**
2. All work must be performed in accordance with the standard plans and specifications of the City of Avondale Estates.
3. Where street closure is involved, a diagram of traffic control detours and signage must be submitted prior to issuance of this permit. If street closure involves a designated State Route, approval from the Georgia Department of Transportation must be granted prior to street closure.
4. This permit becomes null and void if work or construction authorized is not commenced within 180 days, or if construction or work is suspended or abandoned for a period of 180 days at any time after work is commenced.
5. Slope conditions of a maximum of 2:1 shall be maintained.
6. Concrete trucks must do clean out operations on the subject site. **NO CLEANOUT OF CONCRETE TRUCKS OR SOILS ARE ALLOWED ON ADJACENT PROPERTIES OR INTO STORM WATER FACILITIES.**

### CERTIFICATION

**I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION AND EXHIBITS SUBMITTED HERewith ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND, FURTHER, THAT I AM AUTHORIZED BY THE OWNER OF THE ABOVE PREMISES TO PERFORM WORK FOR WHICH PERMIT APPLICATION IS MADE. I UNDERSTAND THAT I AM CONSENTING TO ALLOW THE CITY OF AVONDALE ESTATES STAFF INVOLVED IN THIS APPLICATION OR THEIR DESIGNEES TO ENTER ONTO AND INSPECT THE SUBJECT PROPERTY FOR THE SOLE PURPOSE OF MAKING ANY EXAMINATION OF THE PROPERTY WHICH IS NECESSARY TO PROCESS THIS APPLICATION. ALL PROVISIONS OF THE LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY STATE OR LOCAL LAW REGULATING PERFORMANCE OF THIS TYPE OF WORK.**

**FURTHER, I HEREBY CERTIFY THAT I AM A LICENSED CONTRACTOR AND THAT SAID LICENSE IS IN FULL FORCE AND EFFECT, OR THAT I AM THE LEGAL OWNER OF THE ABOVE DESCRIBED PROPERTY.**

\_\_\_\_\_  
**APPLICANT SIGNATURE:**

\_\_\_\_\_  
**DATE:**

#### **FOR CITY OF AVONDALE ESTATES USE ONLY**

**PERMISSION IS HEREBY GIVEN** to do the above described work, according to compliance with the Erosion and Sedimentation Control Ordinance of the City of Avondale Estates.

\_\_\_\_\_  
**Approval for Issuance by City of Avondale Estates Official**

\_\_\_\_\_  
**Date**

Letter of Completion or Final Plat

Date: \_\_\_\_\_

# City of Avondale Estates

No. \_\_\_\_\_

**This Placard Must Be  
Posted In a Conspicuous  
Place on the Job.  
It Must Be Visible From  
The Public Right-of-Way**

**Do Not Begin  
Construction Before  
Notifying Inspector  
at 404-391-7331**

**Project Name:** \_\_\_\_\_

**Location:** \_\_\_\_\_

**File No:** \_\_\_\_\_

**ALL WORK TO BE DONE IN ACCORDANCE WITH  
APPROVED PLANS ON FILE WITH THE  
AVONDALE ESTATES PUBLIC WORKS DEPARTMENT**