



City of Douglasville

Residential Plan Review Guidelines

This packet includes:

1. Plan Submittal Guidelines
2. Site Plan Requirements
3. Building Permit Application
4. Plans Transmittal Letter
5. Supplemental Residential Plan Review Letter
6. Calculating Plan Review Fees and Building Permit Fees

City of Douglasville
Plan Submittal Guidelines
One and Two Family Dwelling Projects

The following steps are provided as a guideline and are not inclusive of all steps that may be necessary for the permitting of a proposed project.

Step 1 – Building Plan Review

No building permit will be issued until the City of Douglasville’s Development Services Department has reviewed and approved plans for said project.

If your project is located within the Historic District, a Certificate of Appropriateness must be obtained before submitting any documents to the Building Department.

Submittal includes:

- Building Permit Application
- Plans Transmittal Letter
- 2 complete sets of building plans including floor plans, plan view of electrical, mechanical and plumbing, wall sections, elevations and structural details
- Supplemental Residential Plan Review Letter
- 2 site plans
- \$125.00 plan review fee

If building plans have been previously approved, you will not be required to resubmit with subsequent plan review applications. Alterations to previously approved plans may be subject to the plan review process at the discretion of the Building Official.

Please note, when submitting plans for residential and non-residential buildings 5,000 square feet or more, a minimum of one (1) complete set of architectural drawings shall bear an original stamp and signature (Wet Seal) of a Georgia registered architect or registered engineer who prepared the plans. All additional plans may be a reproduction of the original set. This requirement includes any resubmittals, addendums or changes to the original plan.

Building and/or site plans that are disapproved (red-lined) because they lack required information or because they do not comply with building code must be corrected and resubmitted.

Resubmittals include:

- Plans Transmittal Letter
- Red-lined plans
- 2 complete sets of corrected plans
- \$175.00 re-review of plan fee

(2)

Step 2 -- Building Permitting

You will be notified when the building plans have been approved.

A building permit will be required for any construction of a building, an addition to any building, moving a building or alteration of a building. A permit is not required if an accessory building is less than 100 square feet in area.

Submittal includes:

- Approved plans and application documents
- Tap fee receipts for water and sewer from Douglasville/Douglas County Water and Sewer Authority or approved Septic Tank Permit from Douglas County Environmental Health Department
- Contractor's Code Compliance Bond
- Georgia State Residential Contractor License
- Valid Contractor's Business License

Separate mechanical, electrical and plumbing permits are required for any structure that is new, remodeled or upgraded. Contact the Building Department at (678) 449-3042 for permitting requirements.

Building Codes and Ordinances

- International Residential Code, 2012 edition with State of Georgia Amendments
- International Plumbing Code, 2012 edition with State of Georgia Amendments
- International Energy Conservation Code, 2009 edition with State of Georgia Amendments
- National Electric Code, 2014 edition
- Douglasville's Code of Ordinances, Chapter 22, Appendix A and Appendix B

Helpful Telephone Numbers

- Building Inspection request line (678) 449-3042
- Building Official (678) 449-3038
- Planning & Zoning (678) 449-3052
- DDCWSA (770) 949-7617
- Douglas County Environmental Health (770) 920-7311
- Douglas County Fire Department (770) 942-8626 (blasting permit)

Documents needed for:

Residential Building Permit:

- Permit application (previously submitted)
- DDCWSA water/sewer tap fee receipt (Pink card and paperwork) or septic tank permit issued by Environmental Health
- \$10,000 Contractor Code Compliance Bond (new construction only)(if building in multiple subdivisions; one per subdivision)
- Contractor's Current Year Business License
- Contractor's Current State of Georgia License
- Notarized, Authorized Permit Agent Form (if qualifying agent listed on state license is not present to sign for permit).
- Permit Fees
- Permit is valid for 180 days
- Mechanical, Electrical, and Plumbing permits require separate application and fees; Contractor's current state license, business license, and driver's license. If state license holder is not present must have a letter on business head authorizing another individual permission to permit.
- Homeowner is allowed to permit their own building project; must submit plat of property, deed and taxes paid, and notarized affidavit (example attached).
- Homeowner is allowed to permit electrical, plumbing, and mechanical (system's refrigerant must be installed by a licensed mechanical contractor) work for the home they occupy; however, they must do the work themselves. If work is contracted out by the homeowner, that person must have a state license and business license and apply for the permit.

SITE PLAN REQUIREMENTS

Site Plans shall contain as a minimum the following elements:

1. Location (land lot, district, section, parcel) and size of property in acres, or in square feet if less than an acre.
2. Name of the subdivision.
3. Date of survey, north point and graphic scale.
4. The actual dimensions of the lot to be built upon.
5. The square footage of the building to be erected with basement and first finished floor elevations.
6. The outline of the building and location on the lot, and the location of all minimum building set back lines.
7. The lay out of all driveways and curb cuts on the property.
8. Locate point of entry of all utilities on the property.
9. Any features within or adjacent to the property, including existing streets and names, utility lines, easements, existing building to remain, retaining walls, sidewalks, or other features as appropriate to the nature of the property.
10. A statement regarding the existence of flood hazard areas.
11. Landscape plan or a statement of intent.
12. Such additional information as may be useful to permit an understanding of the proposed use and development of the property.

City of Douglasville
Building Permit Application
Residential

Application Number: _____

Date: _____

Building Permit: _____

Owners Name: _____

Location: _____

(Address of Proposed Construction)

Owner

General Contractor

Address

Address

Telephone _____

Telephone _____

Land Lot _____ District _____ Section _____ Parcel _____ Zoning _____

Property Size: _____ Setbacks: Front _____ Side _____ Rear _____

Subdivision Name _____ Lot _____

Historic District

Project Type

New Single Family Detached _____, Manufactured Single Family _____, Single Family Modular _____, Guest Home _____, Addition _____, Remodel _____

Garage: Attached _____, Detached _____, Carport _____, Storage Bldg _____,

Barn _____, Swimming Pool _____, Pool House _____, Porch/Deck _____

Other _____

Total Square Footage of New Structure _____ **Estimated Cost** _____

Heated Square Footage _____

Unheated Square Footage: Garage/ Carport _____ **Basement** _____

Number of Bedrooms: _____ **Number of Bathrooms** _____

Number of Fireplaces: Prefab _____ **Masonry** _____

Sign-Off

1) Planning and Zoning _____

2) Community Development _____

3) Engineering _____

4) Building / Fire Safety _____

Construction Type _____

Please attach a copy of any Zoning Stipulations or Variances associated with this project.

PLANS TRANSMITTAL LETTER

ENGINEERING AND INSPECTIONS
DIVISION
TELEPHONE: 678-715-6070 FAX: 770-947-5906
www.ci.douglasville.ga.us

CITY OF DOUGLASVILLE
6695 CHURCH STREET
DOUGLASVILLE, GEORGIA 30134

Please Fill Out the following COMPLETELY:

DATE: _____

TYPE OF PLANS : _____ FULL SET _____ ADDENDUM _____ ARCHITECTURAL _____ HVAC
_____ PLUMBING _____ ELECTRICAL _____ FIRE PROTECTION _____ CIVIL

FACILITY NAME: _____ NEW _____ EXISTING _____

PROJECT NAME: _____ PHONE: _____

STREET ADDRESS (Physical Location): _____

LAND LOT _____ DISTRICT _____ SECTION _____ PARCEL _____

TYPE OF OCCUPANCY (PER LSC): _____ ASSEMBLY _____ AMBULATORY HEALTH _____ COLLEGE
_____ DAY CARE _____ EDUCATION _____ HOSPITAL _____ INDUSTRIAL
_____ INSTITUTION _____ MERCANTILE _____ NURSING HOME _____ OFFICE
_____ PERSONAL CARE _____ STORAGE _____ RESIDENTIAL _____ OTHER

OWNER: _____ Phone: _____

Address: _____ Email Address: _____

City: _____ State: _____ Zip: _____

ARCHITECT/ENGINEER: _____ Phone: _____

Georgia Registration Number: _____ Email Address: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____

TYPE OF SUBMISSION: How many copies? Write number in blanks below: (Minimum 2 sets of prints required)

_____ BLUEPRINTS _____ SPECIFICATIONS

PURPOSE OF SUBMISSION: _____ PERMIT _____ PRELIMINARY _____ INFORMATION ONLY

_____ REVIEW/APPROVAL _____ RESUBMISSION _____ OTHER: _____

AMOUNT OF REVIEW FEE INCLUDED: \$ _____

SQUARE FEET: _____ ESTIMATED COST: _____ TOTAL STORIES OF BUILDING _____

OCCUPANT LOAD (PER NFPA 101): _____ BASEMENT: YES _____ NO _____ SPRINKLERS: YES _____ NO _____

CONSTRUCTION TYPE PLEASE CIRCLE ONE GROUP:

IBC IA IB IIA IIB IIIA IIIB IV VA VB

PROJECTED COMPLETION DATE OF PROJECT: _____

RETURN PLANS TO:

No Post Office Box Address

Name: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Note: ANY permit submittal RECEIVED without a COMPLETED TRANSMITTAL FORM will not be reviewed until it has been received.

SUPPLEMENTAL RESIDENTIAL PLAN REVIEW LETTER

DATE: _____

BUILDING DESIGN NAME _____ INITIAL REVIEW _____ YES _____ NO _____
SUBDIVISION NAME _____ LOT NUMBER _____
PROJECT ADDRESS: _____ PHONE: _____
BUILDING TOTAL SQ. FT. _____ BASEMENT _____ BASEMENT HEATED YES _____ NO _____
GARAGE _____ HEATED YES _____ NO _____ 1st FLOOR _____ 2nd FLOOR _____
BEDROOMS _____ # BATHROOMS _____ # FIREPLACE _____
SPRINKLED _____ YES _____ NO _____

FOUNDATION:

FOOTING: DEPTH _____ WIDTH _____ REINFORCEMENT _____
WALLS: WIDTH _____ HEIGHT _____ REINFORCEMENT _____
COLUMN/PIER DEPTH _____ WIDTH _____ REINFORCEMENT _____

SLABS:

FOOTING DEPTH _____ WIDTH _____ REINFORCEMENT _____
INTERGRADE FOOTING INTERIOR BEARING WALLS
DEPTH _____ WIDTH _____ REINFORCEMENT _____

FLOORS:

LIVE LOAD _____ DEAD LOAD _____
COMMON LUMBER _____ I- JOIST _____ TRUSS _____ METAL _____
I- JOIST AND TRUSS ATTACH LOAD CALCULATIONS AND DESIGN DRAWINGS WITH ENGINEERS STAMP AND SIGNATURE

BASEMENT SPAN _____ SPACING _____ SIZE _____ GRADE _____
1st FLOOR SPAN _____ SPACING _____ SIZE _____ GRADE _____
2nd FLOOR SPAN _____ SPACING _____ SIZE _____ GRADE _____
3rd FLOOR SPAN _____ SPACING _____ SIZE _____ GRADE _____

GIRDERS: (INTERIOR BEARING WALLS)

BUILDING WIDTH _____ GIRDER SIZE _____ COLUMN SPACING _____
NUMBER OF FLOORS SUPPORTING _____

WALLS:

BEARING WALL MATERIAL WOOD _____ GRADE _____ METAL _____
1st FLOOR: HEIGHT _____ SPACING _____ SIZE _____
2nd FLOOR: HEIGHT _____ SPACING _____ SIZE _____
3rd FLOOR: HEIGHT _____ SPACING _____ SIZE _____

EXTERIOR WALL COVERING:

SUBWALL MATERIAL _____ BRACING MATERIAL _____
EXTERIOR VENEER MATERIAL _____

CEILING JOISTS:

LIVE LOAD _____ DEAD LOAD _____ ATTIC STORAGE YES _____ NO _____

COMMON LUMBER _____ I-JOIST _____ TRUSS _____ METAL _____
SPAN _____ SPACING _____ SIZE _____

RAFTER:

LIVE LOAD _____ DEAD LOAD _____ CEILING ATTACHED TO RAFTERS YES _____ NO _____
COMMON LUMBER _____ TRUSS _____ METAL _____

ATTACH TRUSS LOAD CALCULATIONS AND DESIGN DRAWINGS STAMPED AND SIGNED BY ENGINEER

SPAN _____ SPACING _____ SIZE _____

Residential Permit

The City of Douglasville utilizes the International Code Council's Building Valuation Data (BVD) table which is updated at six month intervals and provides an "average" construction cost per square foot which is used in determining permit fee valuation (gross square foot area x square foot construction cost). It is important to understand the BVD table does not take into account the bidding process for a particular job. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the value of a building for determining the permit fee because the cost related to code enforcement activities is not affected by the bid process.

EXAMPLE: Calculating Cost for a One and Two Family Dwelling Permit

Building Permit Fee Valuation = Gross Sq. Foot Area x Sq. Foot Construction Costs

Occupancy Group: Residential, one- and two-family (R-3)

Type Construction: V B

Building: Two Stories above grade, full unfinished basement, attached garage

Gross Sq Foot Area: Dwelling 1st story 1855 GSF and 2nd story 1472 GSF = 3327 GSF
Garage 440 GSF
Unfinished basement 1394 GSF

Square Foot Construction Costs (Exhibit A): Occupancy Group & Type Construction (R-3 / V B) = \$101.95/GSF; Garage use note(a) = \$39.61/GSF; Unfinished Basement use note(b) = \$15.00/GSF

Permit Fee Valuation: Dwelling 3327 GSF x \$101.95 / SF = \$339,187.65
Garage 440 GSF x \$39.61 / SF = \$17,428.40
Unfinished Basement 1394 GSF x \$15 / SF = \$20,910.00
\$339,187.65 + \$17,428.40 + \$20,910.00 = \$377,526.05

Total Valuation Table (Exhibit B): \$100,001 to \$500,000 range = base fee \$508.50 for the first \$100,000.00 plus \$3.50 for each additional \$1,000.00 or fraction thereof.

\$377,526.05 - \$100,000.00 = \$277,526.05 (\$526.05 is a fraction of \$1,000.00 therefore will be rounded to next higher \$1,000.00) \$278,000 divided by \$1,000.00 = 278
260 x \$3.50 = \$973.00

Building Permit Fee = \$508.50 + \$973.00 = \$1,481.50

Type of Construction

- Type I and II: Non-combustible structural frame, non-combustible exterior and interior bearing walls, non-combustible exterior and interior nonbearing walls, non-combustible floor and roof construction.
- Type III: Non-combustible exterior bearing and nonbearing walls, interior building elements are of any material permitted by the building code.
- Type IV (Heavy Timber): Non-combustible exterior bearing and nonbearing walls, interior building elements are of solid or laminated wood without concealed spaces. Minimum solid sawn nominal dimensions are required for structures of this type.
- Type V: Structural elements, exterior walls and interior walls are of any materials permitted by the building code.

Note: A= Protected
B= Unprotected

Square Foot Construction Costs^{a, b, c, d}

| Group | (2006 International Building Code) | Type of Construction | | | | | | | | |
|-------|--------------------------------------------------------|----------------------|--------|--------|--------|--------|--------|--------|--------|--------|
| | | IA | IB | IIA | IIB | IIIA | IIIB | IV | VA | VB |
| A-1 | Assembly, theaters, with stage | 207.99 | 201.27 | 196.59 | 188.35 | 177.31 | 172.08 | 182.33 | 161.78 | 155.82 |
| | Assembly, theaters, without stage | 188.37 | 181.65 | 176.97 | 168.72 | 157.73 | 152.50 | 162.70 | 142.19 | 136.23 |
| A-2 | Assembly, nightclubs | 160.35 | 155.84 | 151.87 | 146.10 | 137.40 | 133.56 | 140.99 | 124.59 | 120.41 |
| A-2 | Assembly, restaurants, bars, banquet halls | 159.35 | 154.84 | 149.87 | 145.10 | 135.40 | 132.56 | 139.99 | 122.59 | 119.41 |
| A-3 | Assembly, churches | 191.73 | 185.01 | 180.33 | 172.08 | 161.06 | 155.82 | 166.06 | 145.52 | 139.56 |
| A-3 | Assembly, general, community halls, libraries, museums | 162.11 | 155.39 | 149.71 | 142.46 | 129.82 | 126.20 | 136.44 | 114.89 | 109.93 |
| A-4 | Assembly, arenas | 187.37 | 180.65 | 174.97 | 167.72 | 155.73 | 151.50 | 161.70 | 140.19 | 135.23 |
| B | Business | 161.10 | 155.30 | 150.33 | 143.24 | 130.34 | 125.39 | 137.63 | 114.22 | 109.47 |
| E | Educational | 176.25 | 170.31 | 165.47 | 158.26 | 148.32 | 140.74 | 153.03 | 130.54 | 125.61 |
| F-1 | Factory and industrial, moderate hazard | 97.68 | 93.20 | 87.88 | 84.96 | 76.10 | 72.71 | 81.54 | 62.67 | 59.24 |
| F-2 | Factory and industrial, low hazard | 96.68 | 92.20 | 87.88 | 83.96 | 76.10 | 71.71 | 80.54 | 62.67 | 58.24 |
| H-1 | High Hazard, explosives | 91.50 | 87.02 | 82.70 | 78.78 | 71.10 | 66.71 | 75.36 | 57.67 | N.P. |
| H234 | High Hazard | 91.50 | 87.02 | 82.70 | 78.78 | 71.10 | 66.71 | 75.36 | 57.67 | 53.24 |
| H-5 | HPM | 161.10 | 155.30 | 150.33 | 143.24 | 130.34 | 125.39 | 137.63 | 114.22 | 109.47 |
| I-1 | Institutional, supervised environment | 161.32 | 155.78 | 151.61 | 145.46 | 135.81 | 132.09 | 146.81 | 122.94 | 118.11 |
| I-2 | Institutional, hospitals | 271.13 | 265.33 | 260.35 | 253.27 | 239.63 | N.P. | 247.66 | 223.51 | N.P. |
| I-2 | Institutional, nursing homes | 189.55 | 183.75 | 178.78 | 171.69 | 159.17 | N.P. | 166.08 | 143.05 | N.P. |
| I-3 | Institutional, restrained | 185.16 | 179.37 | 174.39 | 167.30 | 155.66 | 149.72 | 161.69 | 139.55 | 132.80 |
| I-4 | Institutional, day care facilities | 161.32 | 155.78 | 151.61 | 145.46 | 135.81 | 132.09 | 146.81 | 122.94 | 118.11 |
| M | Mercantile | 119.24 | 114.73 | 109.76 | 104.99 | 95.94 | 93.10 | 99.88 | 83.13 | 79.95 |
| R-1 | Residential, hotels | 163.43 | 157.90 | 153.72 | 147.58 | 137.69 | 133.97 | 148.68 | 124.81 | 119.99 |
| R-2 | Residential, multiple family | 136.97 | 131.44 | 127.26 | 121.11 | 111.35 | 107.63 | 122.34 | 98.47 | 93.65 |
| R-3 | Residential, one- and two-family | 129.98 | 126.37 | 123.27 | 120.01 | 115.61 | 112.61 | 118.02 | 108.33 | 101.95 |
| R-4 | Residential, care/assisted living facilities | 161.32 | 155.78 | 151.61 | 145.46 | 135.81 | 132.09 | 146.81 | 122.94 | 118.11 |
| S-1 | Storage, moderate hazard | 90.50 | 86.02 | 80.70 | 77.78 | 69.10 | 65.71 | 74.36 | 55.67 | 52.24 |
| S-2 | Storage, low hazard | 89.50 | 85.02 | 80.70 | 76.78 | 69.10 | 64.71 | 73.36 | 55.67 | 51.24 |
| U | Utility, miscellaneous | 69.10 | 65.33 | 61.44 | 58.37 | 52.71 | 49.14 | 55.08 | 41.61 | 39.61 |

- a. Private Garages use Utility, miscellaneous
b. Unfinished basements (all use group) = \$15.00 per sq. ft.
c. For shell only buildings deduct 20 percent.
d. N.P. = not permitted

EXHIBIT A

City of Douglasville



Building Permit Fees

Residential

Total Valuation Table

Fee Table

| | |
|------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| \$0 to \$3,000 | \$25.00 |
| \$3,001 to \$50,000 | \$25.00 base fee for the first \$3,000.00 plus \$5.50 for each additional thousand or fraction thereof, to and including \$50,000.00 |
| \$50,001 to \$100,000 | \$283.50 base fee for the first \$50,000.00 plus \$4.50 for each additional thousand or fraction thereof, to and including \$100,000.00 |
| \$100,001 to \$500,000 | \$508.50 base fee for the first \$100,000.00 plus \$3.50 for each additional thousand or fraction thereof, to and including \$500,000.00 |
| \$500,001 and up | \$1,908.50 base fee for the first \$500,000.00 plus \$2.50 for each additional thousand or fraction thereof |

Note: (1) Any fraction of thousand will automatically be rounded to the next higher thousand.

(2) Total Valuation Table = Structure's Gross Square Footage x Square Foot Construction Cost

| | |
|--------------------------------------------------|--------------|
| Additional Fees: Temporary / Permanent Utilities | \$25.00 |
| Fireplace | \$12.00 each |
| Certificate of Occupancy | \$10.00 each |

EXHIBIT B



Calculating Plan Review Fees

Plan review fees are payable when construction plans are submitted for review.

Initial plan review fees are \$125.00 for buildings up to 10,000 gross square feet of building space, plus \$0.015 per additional gross square foot.

EXAMPLE: Building area is 12,480 GSF
Fee is \$125.00 for the first 10,000 GSF
 $12,480 - 10,000 = 2,480$ GSF
 $2,480 \times \$0.015 = \37.20
 $\$125.00 + \$37.20 = \$162.20$

For plan resubmittals before building permit is issued - \$175.00

For plan resubmittals after building permit is issued - \$175.00, plus \$0.015 per GSF