

Alterations or the remodeling of the inside of a Single-Family residence including mechanical, electrical and plumbing work will require the following documents to be submitted for full review by City of Douglasville staff. Separate permits are required for the mechanical, electrical and plumbing scopes of work and cannot be issued until the building permit is issued but the information for those scopes should be proposed on the main sets of Permit Documents. A separate demolition permit can be obtained as an optional phase of construction otherwise it will be considered a portion of the main building permit.

Separate permits and reviews are required

- **Mechanical (PM), Electrical (PE) and Plumbing (PP)**

- Side sewer connection and water meter installations are not included in this process and will need to be obtained from Douglas County Water and Sewer Authority (DC-WSA) prior to applying for a permit.
- New or Altered Septic Tanks will need to have information provided to Douglas County (DC) Health Department and have approvals provided prior to applying for a permit.

Projects that Require Plan Review: must have the following documents submitted to the Douglasville Building Department for full review. A Plan review fee of \$125.00 will be required at intake of documents.

[See applicable Plan Review Checklists for further information](#)

Required Documents			Number of Copies
Residential Application Form			1
Architectural Plans and Details			2
Structural Plan, Details and Calculations			2
Mechanical, Electrical and Plumbing Layout Plans			2
Res-Check Energy Code Data Sheets (or identical information on the plans)			2
DC-WSA Water Meter and Sewer Receipt (Pink Form) – Meter size may change if adding new plumbing fixtures			1
General Contactor Licensing Information (State, Business & Owner’s ID)			1
Optional Documents for Review	Number of Copies	Inspection Documents for Certificate of Occupancy	Number of Copies
Geotechnical Report	1	Energy Code Report	2
DC Health Department Approval for Revisions to Septic Tanks	1	Duct Testing Reports	1
		Termite Treatment Letter	1
Building Elevations for any Exterior Wall changes	1	Engineering Reports	1
	1	Special Inspection Reports	1
		Revised Drawings As Directed by Inspector	1

Currently Adopted Codes:

- 2012 International Residential Code (IRC)
- 2012 International Mechanical Code (IMC)
- 2012 International Plumbing Code (IPC)
- 2012 International Fuel Gas Code (IFGC)
- 2017 National Electrical Code (NEC) published as the NFPA 70
- 2009 International Energy Conservation Code (IECC)

- Approved Permits are valid for 180 days after issuance.
- Notarized, Authorized Permit Agent Form required if owner of company is not present at issuance.
- Notarized, Homeowner Self-Contractor Unlicensed Form deed information
- Notarized, Unlicensed Repair Work Form with deed information