

CITY OF ALPHARETTA CODES ENFORCEMENT MANUAL

**City Of
ALPHARETTA
GEORGIA**



Quick Book

**A Summary Guide To Alpharetta
Rules And Regulations**

Community Development Department
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CITY OF ALPHARETTA CODES ENFORCEMENT MANUAL

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*This manual is a quick reference guide to some of the City's Codes and requirements. The language contained in this document is **not** intended to substitute for the actual regulations but only serves as a summary of the regulations. When further detail is needed, please refer to the specific regulation cited within the summary, if applicable.*

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ADDRESSES

- Addresses on buildings shall be Arabic numerals or letters and be a minimum of 4" (Four inches) in height and ½" thick.
- Numbers shall be placed in a position to be plainly legible and visible from the street.
- (*International Property Maintenance Code of The City of Alpharetta Section 304.3*).

ANIMALS

- Animals must be leashed or fenced.
(*Fulton Co. Sec.34-205 61*)
- Animals should be on a leash when being walked.
(*Fulton Co. Sec. 34-205 C*)
- 4 (Four) or more dogs require a kennel permit.
(*Fulton Co. Sec. 34-203 A*)
- Maximum 10 (Ten) cats per property.
- Except in Agricultural Zoning Districts, the maximum number of horses is 5 (Five) per property.
(*Fulton Co. Sec. 34-210 B 4*)
- Horses must be kept 150' (Feet) from neighbor's property.
- A State and / or Federal permit is required to maintain wild-life or exotic animals. (*Fulton Co. Sec. 34-209*)
- Contact Fulton County Animal Control (404-794-0358).

BOATS & RECREATIONAL VECHILES

- Boats, trailers and recreational vehicles must not be visible from the street (*U.D.C Section 2.5.4.B*).

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BUILDING CONSTRUCTION

- ❑ Building permits are required before any work can be started: (This includes such work as basement finishes, remodeling, decks and pools (*U.D.C. Section 4.4.5*).
- ❑ Commercial plan review is on Tuesday and Friday from 8:00^{am} to 12:00^{pm} .
- ❑ All plumbing, low voltage, electrical and mechanical work requires a separate permit (*U.D.C. Section 4.4.5 E*).
- ❑ The Permitting Office is located at 287 South Main Street. Hours of operation are Monday thru Thursday 8:00^{am} to 4:00^{pm} and Friday 8:00^{am} to 3:00^{pm}.
- ❑ Call between 8:00^{am} and 9:00^{am} about permitting or for an inspection (678-297-6080).

BURIAL OF MATERIALS

- ❑ Prohibited to bury glass, cans, tires, appliances etc. (*U.D.C. Section 3.1.2*) (*City Code Section 10-3*).
- ❑ Burial of tree stumps, limbs, etc. requires a permit.
- ❑ Contact Code Enforcement (678-297-6080).

BUSINESS LICENSES

- ❑ Licenses are required for home based and traditional businesses. (*See Home Occupation*)
- ❑ Cost of license varies and must be renewed annually.
- ❑ License must be posted in a conspicuous place.
- ❑ For Liquor License information contact the City Clerk (678-297-6003).
- ❑ Call the Business License Division with questions (678-297-6070).

COMPLAINTS

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- Contact Code Enforcement with complaints regarding: illegal signs, abandoned vehicles, non compliant home businesses, and junk/debris on private property (678-297-6080).
- Call Fulton County Animal Control (404-794-0358) with complaints regarding stray dogs, dead animals, etc.

DRIVERS LICENSES

- For information and locations for renewing and or obtaining a Georgia State Drivers License call (404-657-9300 or www.dmv.ga.gov).

FENCES & WALLS

- Maximum height 6 (Six) feet in a residential area. (*U.D.C. Sec. 2.3.6 A*)
- Maximum height 8 (Eight) feet in non- residential area. (*U.D.C. Sec. 2.3.6 A*).
- Fences and walls cannot be placed within 20 (Twenty) feet of an intersection. (*U.D.C. Sec. 2.3.6 B*)
- Fences and walls shall be made of wood, metal, brick, block, vinyl or stone. (*U.D.C. Sec. 2.3.6 C*)
- All fencing shall be constructed with finished side facing away from property. (*U.D.C. Sec. 2.3.6 D*)
- A permit is not required if fence or wall is constructed in accordance with *U.D.C. Section 2.3.6*.
- Contact Inspections Division (678-297-6080).

GARAGE SALES

- No permit is required to have a Garage Sale.
- Signs allowed to be posted after midnight on the Thursday prior to the sale and must be removed before midnight that Sunday. (*U.D.C Section 2.6.11 C*)

GARAGE SALES (Continued)

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- Signs must be at least 1000 feet apart.
- DO NOT place signs in medians, or on trees, poles, street signs, traffic signs or fences. (*U.D.C. Section 2.6.8*)
- Garage sale signs are prohibited in the Historic Downtown Business District. (Between Church St.; Marietta St., Main St. and Milton High School)
- Signs can not exceed 4 (Four) square feet in size or 3 (Three) feet in height.
- Contact Code Enforcement (678-297-6080).

GARBAGE PICK-UP

- For household garbage and recycling service Contact BFI / Green Works (770-442-8184).
- It is illegal to dispose of leaves in storm drains .
- Tree limbs must not exceed 2' (Two feet) in length and 12" (Twelve inches) in diameter.

HOME OCCUPATION

- Home Occupation (*U.D.C Section 2.3.3*).
- Business must be carried on wholly within principal building.
- Business cannot occupy more than 25% of the floor area of the house, not to exceed 500 square feet.
- No merchandise may be displayed for advertising or stored outside dwelling.
- No more than 6 (Six) non-residential trips per day can visit the home.
- Must obtain a business license.
- No alteration of residential character.
- No employees allowed in home.

HOME OCCUPATION (Continued)

- One parking space per 250 square feet of floor area.

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- No motor power other than electrical.
- 1 (One) unlighted sign 1 (One) square foot in size.
- Noticeable activities limited to 7:00^{am} to 9:00^{pm}.
- Call the Business License Division with questions (678-297-6070).

INSPECTIONS

- Inspectors perform same day inspections if called between 8:00^{am} and 9:00^{am}.
- Required for any work where a permit is issued (i.e. decks, pools, basement finishes).
- Contact Building Inspection Division (678-297-6080).

IRRIGATION SYSTEMS

- System lines must be out of Right-of-Way.
- Contact Public Works Department (678-297-6200).

JUNK / DEBRIS

- Dumping, depositing, or placing of litter and debris is prohibited. (*City Code Section 10-21*)
- Contact Code Enforcement Division (678-297-6080).

MAINTENANCE (HOME / PROPERTY)

- Landscaping must be maintained in a healthy, neat and orderly condition. (City of Alpharetta Property Maintenance Code Sec. 302.1)
- Lawns required to be trimmed to less than 12" (Twelve inches) in height. (City of Alpharetta Property Maintenance Code Sec. 302.4)

NOISE

- Construction work prohibited between the hours of 9:00^{pm} and 7:00^{am}. (*City Code Section 13.22 2*)

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- Barking or crying of animals (*City Code Section 13.22*)
- Weekend yard work prohibited prior to 8:30^{am}. (*City Code Section 13.22*)
- Contact the Alpharetta Police Department (678-297-6300).

PARKING IN RESIDENTIAL AREAS

- Vehicles must be parked on a paved surface (Not on grass). (*U.D.C. Sec. 2.5.9*)
- Vehicles without current tags must be parked within an enclosed building. (*U.D.C. Sec. 2.5.4 C*)
- Vehicles may not be parked overnight in a residential cul-de-sac. (*U.D.C. Sec 2.5.9*)
- Inoperable vehicles may not be parked or stored on a residential street. (*U.D.C. Sec. 2.5.9 D*)

SHEDS, ACCESSORY BUILDINGS

- 10 (Ten) foot side and rear setback, or same setback as principal building, whichever is less.
- Cannot exceed 20% in size of principal use.
- Not allowed in front yard (*U.D.C. Section 2.3.3 C*).
- Contact Inspections Division (678-297-6080).

SIGN AND BANNER PERMITS

- A sign permit is required for all signs and banners (*U.D.C. Section 2.6.4 A*).
- Weekend signs (For sale, for rent, etc.) allowed to be posted Thursday prior to sale and must be removed before midnight that Sunday (*U.D.C. Sec. 2.6.11 C*).

SIGN AND BANNER PERMITS (Continued)

- Prohibited Signs (Including portable signs, rotating, swinging or A-frame signs) are listed in *U.D.C. Section 2.6.8 (1-31)*.

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- Contact Code Enforcement (678-297-6080) .

SOIL EROSION CONTROL

- For erosion control problems, such as no silt fence, mud in the road, or poorly managed sites contact Alpharetta Engineering Department (678-297-6200).

SOLICITATION

- Permit required (*City Code Section 12-51 - 12-62*).
- Must have property owner's permission.
- Must register all agents with the Police Department.
- Cannot visit Subdivisions that request no solicitation.
- Subject to fines for handbills found on ground (*City Code Section 10-20 – 10-27*).
- Contact Code Enforcement (678-297-6080).

SWIMMING POOLS

- Permit and construction plans required.
- 20 foot set back from side and rear or same as principal structure, whichever is less.
- Pool cannot be placed in front yard, buffer or easement.
- Enclosed by minimum 5' (Five foot high) fence with self closing and self latching gate. (*U.D.C. Section 2.3.3 B*).
- Contact the Building Inspections Division 678-297-6080.

TAXES

- City property tax payments can be made at either of two locations:
 1. City Hall 2 South Main Street.

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2. City's Finance Department 2400 Lakeview Parkway Suite 175.

- Fulton County property tax payments can be made at:
 1. Fulton County Tax Commissioners 289 South Main Street (404-730-6100).

TREES

- A Permit is required for any tree removal.
- Contact the City's Arborist before cutting down any tree (678-297-6200) (*U.D.C. Section 3.2*).

VEHICLES

- Parking of vehicles on an unpaved surface is prohibited (*U.D.C. Section 2.5.9*).
- Parking a vehicle overnight in a cul-de-sac is prohibited (*U.D.C. Section 2.5.9*).
- No vehicle of any kind without current license plates shall be parked in a residential district, except in a completely enclosed building (*U.D.C. Section 2.5.9 D*).
- Abandoned vehicles are prohibited and are the responsibility of the owner of the property on which the vehicle is located (*City Code Section 10-33 4*).
- Contact Code Enforcement (678-297-6080).

VEHICLE REGISTRATION (TAGS)

- Administered through Fulton County, North Fulton office located at 289 South Main Street (404-730-6100).

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PHONE NUMBERS AND ADDRESSES

Alpharetta Welcome Center 20 North Main Street	770-678-2970
BFI / Green Works To arrange for tree limb pick-up	770-440-8184 770-772-4443
Building Inspections 287 South Main Street	678-297-6080
Business Licenses 287 South Main Street	678-297-6070
City Arborist (Tree Ordinance) 1790 Hembree Road	678-297-6200
City Hall 2 South Main Street	678-297-6000
Code Enforcement 287 South Main Street	678-297-6080
Court Services 12624 Broadwell Road	678-297-6250
Drivers License Call for Locations	404-657-9300
Engineering Department / Public Works 1790 Hembree Road	678-297-6200
Finance Department 2 South Main Street 2400 Lakeview Parkway Ste 175	678-297-6000 678-297-6060
Fulton County Animal Control 860 Marietta Boulevard NW	404-794-0358

PHONE NUMBERS AND ADDRESSES

Liquor License South Main Street	678-297-6000
Parks and Recreation Division 1825 Old Milton Parkway	678-297-6100

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Permitting (Construction, Signs)

287 South Main Street

678-297-6080

Police Department

2565 Old Milton Parkway

(Non Emergency)

679-297-6300

(Emergency)

911

Tag and Vehicle Registration

Call for locations

404-730-6100