



City of Alpharetta

Commercial Permitting
Procedures

NOTICE

The information within this document is prepared by the City of Alpharetta Georgia Community Development Department, Inspections and Codes Enforcement Division, hereinafter referred to as "the City." The intent of this document is to reasonably inform our citizens, designers, developers, contractors, and the general public of the codes and laws related to commercial building construction in effect within the city and also to communicate the policies and procedures developed by the city over time to enforce these laws for safe and code compliant commercial construction.

This document is a building official interpreted "plain language" compilation of various sections of federal, state, county, and city building construction laws and the rules and regulations related to improving commercial property in the City. The information within is not all inclusive, nor is it designed to be, but rather presents a general overview of construction laws and processes relative to planning, permitting, constructing, inspecting, and completing a commercial construction project in the city.

For the purpose of this document, the following shall apply to the use of words and phrases: Words used in present tense include future tense. Words used in singular tense include plural tense. The word "he" also means "she." The words "shall" or "must" are always mandatory. The words "may" or "can" are permissive. The word "and" indicates all conditions, requirements, or factors so connected must be met or fulfilled, whereas the word "or" indicates that at least one condition, requirement, or factor so connected must be met. The word "structure" means anything that is built and includes the word "building." The word "person" means any individual, corporation, association, firm, partnership or other legal entity. The word "permit" means written governmental permission issued by an authorized official, empowering the holder thereof to do some act not forbidden by law, but not allowed without such authorization.

This document may be updated as codes, laws, rules, regulations, and policies change. This document has been prepared by the City of Alpharetta Building Official, and specific requirements and policies not mandated by law may be modified or waived by the Building Official. This and other construction related procedures may be accessed and downloaded at: www.alpharetta.ga.us.

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COMMERCIAL BUILDING CODES

Applies to all commercial and industrial construction and accessory structures not meeting the International Residential Code (IRC) definition of residential construction

Administration: *in cases of conflict between codes / ordinances, the more restrictive shall apply*

The Code of the City of Alpharetta, Georgia – latest revision.
1994 Standard Building Code (SBC), Chapter 1 – Administration
City of Alpharetta Unified Development Code – latest revision.

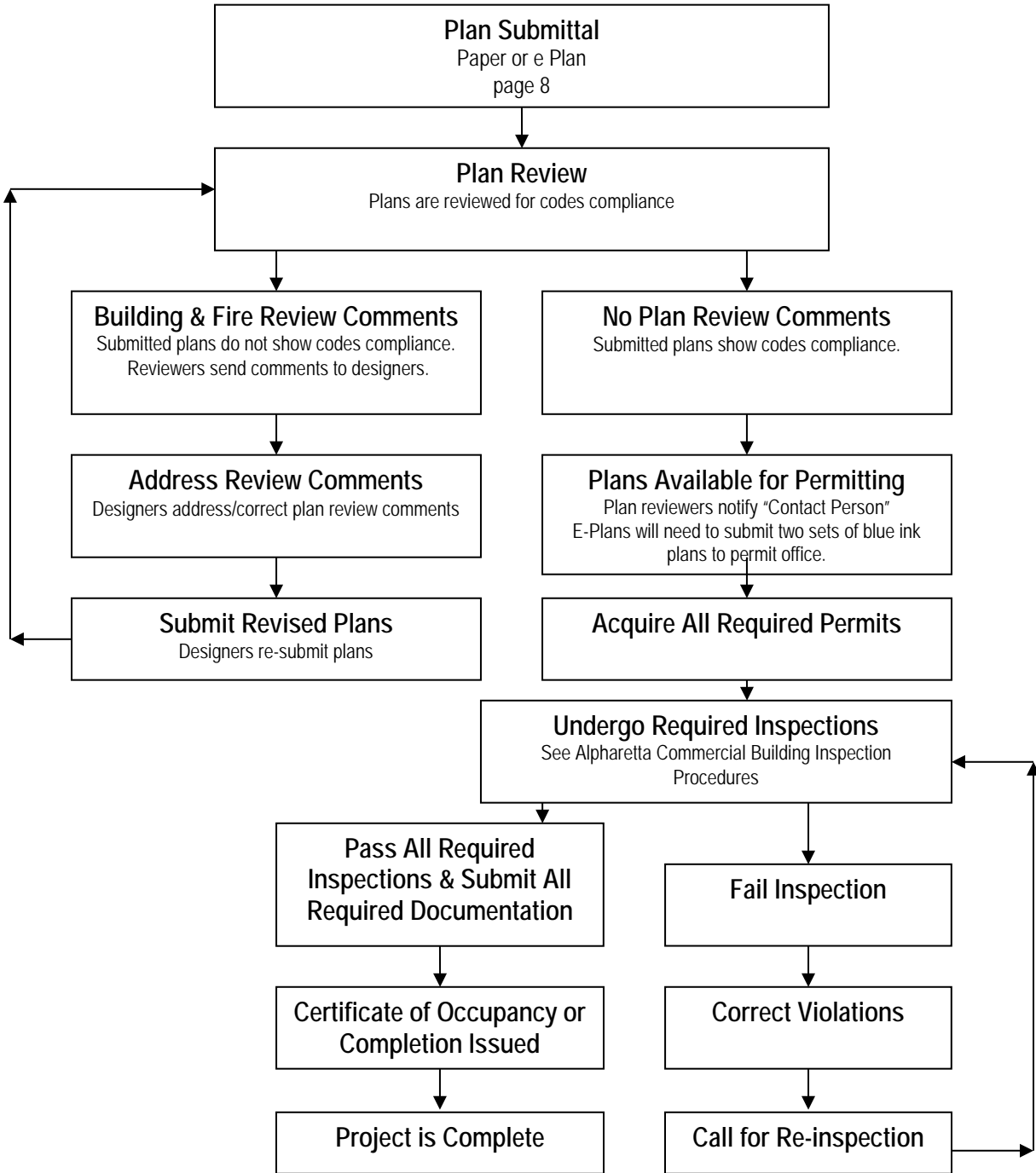
Building:	2012 International Building Code (IBC), with Ga. Amendments.
Mechanical:	2012 International Mechanical Code (IMC), with Ga. Amendments
Gas Piping:	2012 International Fuel Gas Code (IFGC), with Ga. Amendments
Plumbing:	2012 International Plumbing Code (IPC), with Ga. Amendments.
Electrical:	2017 National Electrical Code, with Ga. Amendments.
Energy:	2009 International Energy Conservation Code (IECC), with Ga. Amendments; ASHRAE / IESNA Standard 90.1 – 2004, with Georgia Amendments.
Fire Safety:	2012 Standard Fire Prevention Code (IFC), with Ga. Amendments; 2012 Life Safety Code, City Sprinkler Code – Ord. No. 220, latest revision.
Water Conservation:	Alpharetta Water Conservation Requirements for New Construction
Pools:	See Swimming Pool Permitting Procedures
Soils Erosion:	Alpharetta Soil Erosion & Sediment Control Ordinance - latest revision.
Accessibility:	Georgia Accessibility Code – GSFC Rules & Regs. 120-3-20 – latest revision.
Industrialized Buildings:	Industrialized Buildings Rules of the Georgia Commissioner of Community Affairs O.C.G.A. 110-2, latest edition.
Site Walls, Walks, Drives:	City Standard Drawings or site specific design by Georgia Architect or P.E.

Georgia Amendments may be found at: www.dca.state.ga.us (*See Construction Codes listed under Fostering Sustainable Development*)

Be sure to check Errata to Georgia Amendments while on the DCA Website.

PERMITTING / INSPECTION FLOW CHART

Building Plan Review, Permitting, Construction Inspections, & Certificates of Occupancy



PLAN SUBMITTAL, PLAN REVIEW and e-Plan

ALL BUILDING PLANS MUST BE REVIEWED BY CITY BUILDING AND FIRE OFFICIALS PRIOR TO ISSUING ANY BUILDING PERMIT.

General:

Prior to submitting plans for building and fire officials codes compliance review, property owners, tenants, and their design professionals must exercise "due diligence" to determine the land use and construction requirements at any particular site.

All properties in the City are in Zoning Districts, identified on the Alpharetta Zoning Map, and subject to Use regulations identified in Alpharetta's Unified Development Code, known as the UDC.

There are also special areas of the city, such as the Central Business District and Historic District, plus Corridors of Influence, where properties in these areas must undergo Architectural Review of design and exterior finishes by the City Design Review Board, known as the DRB. This assures planned projects meet the City Planning Commission's architectural and development expectations.

In addition, many properties are subject to special 'conditions of development' imposed by the city Board of Zoning Appeals and City Council. Also, owners of new buildings are usually required to pay "impact fees" prior to permitting.

Collectively, these are development conditions. Depending upon development conditions, certain Uses, such as food service, retail sales, medical offices and other Uses may be restricted or not allowed on a property selected by a prospective owner or tenant. It is a primary responsibility of an owner or tenant and their development design team to thoroughly investigate a property upon which a building project is planned and to proceed accordingly.

Submitting (and Re-Submitting) Building Plans:

To have plans reviewed for building and fire codes compliance, building plans must be delivered to the City's Building Division offices, located at 2 Park Plaza, Alpharetta, Ga. 30009. Submit **two (2) sets of wet stamped or electronically stamped plans signed and dated in blue ink**; stapled or bound into individual sets. Submit between 8:00 am and 3:30 pm, Monday through Friday. Electronic plan submittal through e Plan Solutions is available (see page 8). Plans must be sealed by a GA design professional.

The plans must be accompanied by a **Commercial Plan Submittal Form**, or **Re-Submittal Form** completely filled out, containing contact information in order for plan reviewers to properly direct their comments. There is a plan submittal fee of \$275.00, payable by cash, check or credit card. The amount of \$275.00 is equal to the minimum commercial permit fee, and the amount of the submittal fee will be credited to the costs of the building permit when the final permit fee are paid and the permit is issued. Plan submittals that are mailed or courier delivered to the office must also contain the plan submittal form and the \$275.00 fee.

In addition to two plan sets and Commercial Plan Submittal Form, initial plan submissions must include a completed and signed **City Building Permit Application Form** for the type of work to be done.

Electronic Submittal: Use eplansolution.com. Electronically submitted plans will be placed under review. - see page 7 & 8. Once approved, 2 sets of paper plans, signed and dated in blue ink will need to be delivered to the permitting office.

Plans containing all required information will normally receive initial written comments, if any, issued to the designated primary contact person, within ten (10) working days of receipt. When plan review is completed, plan reviewers will notify applicant regarding the status of the plans, by either email and/or telephone. If plans do not contain all required information, and additional information is required to complete building and fire plan review, you will normally receive written notice of additional information required within ten (10) working days of receipt. Plan review will stop until the additional information is received.

Plan re-submissions or changes to plans for projects already permitted may be re-submitted to building plan reviewers on any work day. The following requirements apply: **1:** Plan resubmittals or changes to plans already permitted must be accompanied by a letter from the designer(s) describing each revision made to the plans, identifying which pages and details affected and a revision submittal form completely filled out. Each plan page/detail changed must be 'clouded' and include the revision number on the plan to expedite plan re-review. **2:** When responding to city plan reviewer comments, designers should address each reviewer comment in the numerical order received to expedite plan re-review. **3:** All plan review correspondence must include the project name and street address, including suite/unit number, associated to the project. Correspondence concerning plans already permitted shall include the building permit number.

One set of final reviewed plans will be retained by the building division, one by the fire marshal (omit for e - Plans), and one set, with original City "Reviewed for Codes Compliance" signatures affixed to each page, must be placed on the jobsite in an accessible and weather protected location and shall remain there throughout the construction for building and fire officials use during inspections. **Approved e Plans** must bring in two sets of paper plans with signed and dated wet stamps or electronically sealed, signed and dated in blue ink, with the plan reviewer's stamp, and fire marshal's stamp. **No Plans = No Inspections.**

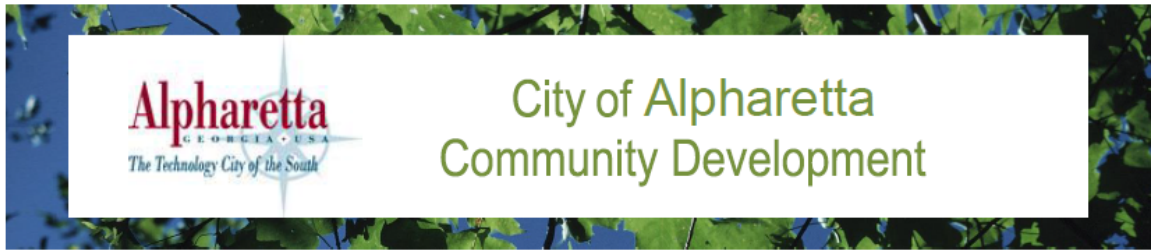
DESIGN PROFESSIONAL

The City requires all commercial building plans submitted for review to be prepared by a professional designer. The design professional shall be a professional designer, architect, or professional engineer **registered under Georgia** laws regulating the practice of building design, architecture, or engineering and shall affix their official seal and signature to said drawings and specifications for the following:

All Occupancies -- All occupancies, except detached 1&2 Family Dwellings and townhouses and their associated out-buildings, regardless of new construction, addition, alteration, or renovation to existing buildings or structures or their mechanical, electrical, plumbing, fuel gas, or fire protection systems shall **have the official seal and signature of a Georgia licensed design professional on the plans.**

Building plans and specifications for work excepted above shall be prepared and submitted by any competent building or space designer or other such responsible person approved by the property owner and shall contain all information as required and listed above. Submitted plans for excepted work shall bear the printed name, street address, and legible signature of the designer and any professional seals held. Professional seals may be either "wet" or computer generated and must be signed and dated in blue ink.

ELECTRONIC PLAN SUBMITTAL FLYER



Alpharetta Introduces Electronic Plan Submittal

The City of Alpharetta has partnered with ePlan Solutions, Inc. a web-based electronic plan and document system that facilitates reviews, communication and approval of construction plans. This will save residents, developers, contractors and business owners money and time while reducing the City's environmental footprint. The following projects can be submitted through ePlan:

- Development plans (site plans)
- Building plans (construction plans) / Commercial & Residential
- Building alteration / Commercial & Residential
- Fire Protection plans – Sprinkler, Clean Agents & Fire Alarm
- Telecom Towers
- Electrical plans
- Mechanical plans
- Plumbing plans
- Final plats
- Minor Subdivision
- Sign plans

To submit plans please,

- 1) Log in to www.eplansolution.com and choose “Do a Plan Review”.
- 2) Create an account with ePlan Solutions, a users guide will be provided at this time for steps to follow.

Fees are for the service of uploading plans and are not collected by the City of Alpharetta.

Contact ePlan Solutions at 678-898-0610 or email support@eplansolution.com for more information.



e Plan Solutions, Inc.

*“providing the link between municipalities and designers
for drawing, form and communication exchange”*



City of Alpharetta - 217 Roswell Street, Alpharetta Georgia 30009 / 678-297-6080 – ePlan Solutions Inc. / 678-898-0610

USE GROUP CODES

The following Use and Occupancy Classification types are from the Chapter 3 of the 2012 International Building Code (IBC).

A1 & A1A	Assembly – fixed seating, theaters, concert halls.
A2 & A2A	Assembly – food & drink consumption, restaurants, night club, taverns & bars.
A3 & A3A	Assembly – general, worship, court rooms, community halls, libraries, art galleries
A4	Assembly – indoor sporting events, skating rinks, pools
A5	Assembly – outdoor sporting events, arenas, stadiums, bleachers.
B	Business – general office, doctor/dentist offices, barber/beauty shops, colleges, laboratories.
E	Education – K - 12th grade; academies, nursery schools, day care >24 hours.
F1	Factory & General Industrial - moderate hazard use, auto dealers/repair, dry cleaner, millwork.
F2	Factory & General Industrial - low/ordinary hazard use, ceramics, foundaries, metal fabrication.
H1	High Hazard – detonation hazard.
H2	High Hazard – deflagration hazard.
H3	HPM - hazardous production materials, semiconductors, HPM research & development.
I1	Institutional - supervised environment - assisted living, group homes.
I2	Institutional – incapacitated - hospitals, nursing homes, detoxification facilities
I3	Institutional – restrained - prisons, jails
I4	Institutional – day care <24 hours
M	Mercantile - retail sales, malls, shopping centers, grocery stores, drug stores.
R1	Residential – transient boarding houses, hotels/motels.
R2	Residential – multifamily, apartments, condominiums, dormitories, frat/sorority houses.
R3	Residential – one & two family dwellings.
R4	Residential – residential care, assisted living.
S1	Storage – moderate hazard – lumber/paper, builder supply warehouses.
S2	Storage – low hazard – public garages, fresh/frozen foods, metals, glass, appliances.
U	Utility – towers, barns, greenhouses, retaining walls, sheds, miscellaneous.

SITE PLAN REQUIRED for NEW BUILDINGS AND ADDITIONS

Where land disturbance is a part of the proposed construction, a Site Plan, identical to the one submitted with the Land Disturbance Permit Application, must be attached to each set of building construction drawings submitted for plan review. All site plans submitted with building plans must include at least the following:

1. Project name and street address where work is to be performed.
2. Name, street address, and telephone numbers of all persons preparing the site plan.
3. City Land Disturbance Permit (LDP) number assigned to project, if available.
4. Location of recorded property lines and all setbacks.
5. Location of all right-of-way lines for any public street abutting the site.
6. Location of any existing or proposed drives, walks, parking or service areas, curb cuts, etc..
7. Location of Accessible routes, parking spaces, ramps, etc. required by Georgia Accessibility Code.
8. Location of all easements, buffers, and public utility service connection points and facilities.
9. Location of flood plain areas and minimum lowest floor elevation, if applicable.
10. Location of any existing or proposed buildings or structures on the same site, including a dimensioned exterior wall footprint of each structure, and any buildings or structures to be demolished.
11. Finish grade elevation contours at all sides of buildings within ten feet (10') of building perimeter.

KEY PLAN REQUIRED for INTERIOR FINISH ONLY PROJECTS

Interior renovations, which are those that do not change the location of exterior walls or roof lines, do not require a site plan but do require a Location or Key Plan of sufficient clarity to show the location of the proposed work area in relation to the overall building, spaces, or floors and shall include sufficient detail to ascertain compliance to fire egress requirements.

An example of this type of key plan would normally be a scaled footprint of the entire building or floor where the workspace is located, with the workspace shaded to distinguish it from the remaining building or floor. Include locations of all egress stairways to grade and exit ways to the building exterior. This is required to complete building and fire plan review.

BUILDING PLANS REQUIRED

Two (2) complete sets of building construction drawings must be submitted to the Building Division for building and fire department review. No construction project can be permitted without first undergoing building and fire codes compliance reviews by City building, planning, and fire officials. Electronic plan submittal through ePlan solutions is available (see page 8).

ALL BUILDING PLANS MUST INCLUDE AT LEAST THE FOLLOWING:

Summary information on this page must include at least the following:

1. **Title Page.** -Information listed on this required page is **mandatory** for processing plan reviews. ***No plan will be reviewed without a Title Page being included with the plan submittal.*** This plan page does not require professional seal by a Georgia licensed designer. This plan page is where all designers summarize the project.
2. **Project Street Address & Suite Number.** -*Example – 123 East Street, Suite 100, Alpharetta, Ga. 30005*
3. **Project Name.** (List Building & Tenant name, as applicable) -*Example – Best Office Supply Company.*
4. **Project Size & Type.** -*Example – A new 300' width x 100' depth (60,000 sqft.) two story Mercantile building with 60 feet of open area on all sides.*
5. **Brief Use Description:** -*Example - Retail office supplies sales with separated merchandise storage and general offices.*
6. **Listing of Occupancy Use Groups:** (IBC Chapter 3) -*Example - Mixed, with Mercantile being principal. Occupancy Subclassifications present: Business, Storage, Educational, and Assembly.*
7. **Room by Room Egress Occupant Load Calculations:** (LSC Table 7.3.1.2) Note that Georgia Amendments to the 2012 International Building Code require that occupancy load be calculated from the Life Safety Code, **not the International Building Code.** The Life Safety Code considers the use of each individual space for load calculations. -*Example - 965 Total Persons; 456 @ 1st Floor and 509 @ 2nd Floor; calculated as follows:*

Note: #100 Rooms = 1st (grade) Floor; #200 Rooms = 2nd Floor.

Room No.	Use	Use Class	Size SqFt.	SqFt./Person	No. Persons
100	Retail Sales	M	10,000	30g	334
110	Warehouse	S2	14,000	300g	47
120	Open Office	B1	3,500	100g	35
121-125	Private Office	B1	200 ea.	100g	10
140 & 142	Locker Room	B1	200 ea.	100g	4
143-146	Toilet Rooms	B1	250 ea.	100g	10
150	Break Room	A2	200	15n	14
160	Mech. Room	S2	400	300g	2
200	Retail Sales	M	27,500	60g	459
210-214	Comp. Training	E	200 ea.	20n	50

No building plan will be reviewed by City building and fire plan reviewers without the above **Room by Room** Schedule of Occupancy Use & Egress Occupant Load calculations being listed on the Title Page.

8. **Egress Width Calculations** – (LSC Table 7.3.3.1) -*Example – Total Occupants = 965*

2nd Floor = 509 persons x 0.3"/person = 153" + 3 exit ways required; 4 – 42" Stairwells = 168" provided.
First Floor = 456 persons x 0.2"/person = 92" required, but LSC 7.4.1.2 prohibits reduction in number of means of egress from 2nd floor, therefore 4 – 48" wide exit ways are provided, each with a 36" wide exit door.

Building Construction Type & Fire Protection: (IBC §602) –*Example- Type III-A (3A) – Sprinkled*

9. **Building Height & Area Modifications:** –*Example – Height = No Modification; Area = Unlimited – Example Note: IBC §507.4, allows Mercantile buildings of two stories or less to be unlimited in area when surrounded by a 60' open area.*

Effective Codes for Construction: List all design codes on this page. Design codes must match those codes effective for construction in the City at the time of permit issue for the work.

10. **Property Owner's Name, Street Address, Contact Person, and Phone Numbers;** –*Example– Best Office Supply – 123 Main St., Americus, Ga. 30000, Tom Best – 706-213-6621, Fax: 706-213-6625*

11. **All Designers Names, Addresses, Contact Persons, Phone & Email;** –*Example– Architectural = ABC Architects, 456 Della Street, Gray, Ga., 30000- Bill Good – (Phone, Fax, Email)
Plumbing = D&E Engineering, 200 Any Place, Paris, Ga, 30000 – Joe Pipe – (Phone, Fax, Email)
Electrical = EMC Engineering, 10 Wong Way, Tofu, Ga., 30000 – Ed Spike – (Phone, Fax, Email)*

Plan Page Index: List all plan pages, including mechanical, electrical, and plumbing.

End of Title Page Requirements

Provide complete Architectural, Structural, Mechanical, Electrical, Low Voltage, Plumbing, and Fire

Provide Structural Design Criteria for new structures and additions to existing structures, including assumed design wind loads, seismic information, etc., as required by the IBC.

Provide written list of Special Inspections, if required by IBC Chapter 17. Applies to new construction, additions, and structural changes to existing structures. This mandatory special inspections package, approved by the building official, may be downloaded at: <https://gsfic.georgia.gov/documents/special-inspections-guidelines>

Provide Georgia Energy Code (IECC) Compliance Report for all new buildings and additions to existing buildings, per Georgia Energy Code requirements.

Provide a water usage analysis and conservation plan. The plan shall be designed to establish a goal of not less than ten (10) percent reduction in the anticipated annual water usage for the project. Forms and information are available at <http://www.alpharetta.ga.us/index.php?m=files&id=107>.

Drawings shall be drawn to scale and be of sufficient clarity to indicate the nature and extent of the work proposed and shall show in detail that it will conform to the listing of building and fire codes herein and related City, county, state, and federal laws, ordinances, or rules and regulations relating to building construction in effect at the time of permitting.

Drawings and specifications shall contain information in a form of notes, schedules or otherwise, as to specific materials or equipment, where such information is essential to determine code compliance.

Such information shall be specific, and City adopted building and fire codes and other City ordinances, or Georgia law, shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used as a substitute for specific information.

All information, drawings, specifications and accompanying data submitted shall bear the name and signature of the professional responsible for the submittal. Each page of each drawing set shall be sealed by a professional designer licensed in Georgia.

Each complete set of plans shall be bound together and must include all drawings applicable to the work to be done. Loose sheets will not be accepted. City building and fire officials do not accept partial submittals nor start any plan review prior to receiving three (2) complete sets of drawings for the work to be done. For example, architectural plans will not be reviewed unless the set includes mechanical, electrical, and plumbing plans, as required.

All submittals shall be coordinated through and received from one designated plan review **Primary Contact** and all building and fire plan review comments will be addressed to the designated primary contact person to coordinate the resubmittal of revised plans. Unless otherwise designated, the Primary Contact shall be the Architect of Record.

PRE APPROVAL BY OTHER AUTHORITY

Some plans require pre-approval by other authority or department before a permit can be issued. Typical examples include, but are not restricted to:

Restaurants – Fulton County Health Department - **404-612-9425**

Groceries, convenience stores, bakeries – Georgia Department of Agriculture – **404-656-3621**

Grease traps & oil separators - Fulton County Water / Sewer Div. – **404-612-9439** In addition, underground grease trap locations must match the approved location(s) on the Land Disturbance Permit drawings.

Industrial Waste Pre-treatment: - Fulton County Water / Sewer Div. – **404-612-9439**

Water wells & Septic Systems - Fulton County Health Department - **404-612-9425**

Public Swimming Pools - Fulton Co. Health Department - **404-612-9425**

Ambulatory Surgical Treatment Centers – GA Dept. of Community Health – **404-656-0457**

Tenant Construction inside North Point Mall - General Growth Properties – **312-960-5000**

Exterior changes in certain districts requiring *Design Review Board* approval. – Alpharetta Planning & Zoning – **678-297-6070**

Wireless antenna projects require prior approval and permitting from Alpharetta Planning & Zoning, if it is a new tower (land disturbance permit), or antenna mounted to buildings (color & design approval). – **678-297-6070**.

Site lighting – Alpharetta Planning & Zoning – **678-297-6070**. Outdoor fixture types *and locations* must reflect the approved locations of the Land Disturbance Permit. Electrical plans must match approved site lighting location plans. Lighting design must meet the Night Sky requirements of the Green Cities Ordinance.

Fuel Tanks – For gas stations, emergency generators, etc., aboveground fuel tanks containing over 660 gallons, and underground fuel tanks of any size, must be reviewed and approved by the Georgia State Fire Marshal's Office before a permit is issued for their installation. – **404-656-2064**.

MECHANICAL SYSTEMS DRAWINGS

Alpharetta is located in North Fulton County Georgia. The *Georgia Energy Code* places us in the same climatic design region as Chattanooga, Tennessee.

Use **22°F Winter and 92°F Summer** design dry bulb temperatures; **74°F** as Mean Coincident wet bulb temperature; HDD65 = **2990**; and CDD65 = **1541** as a design basis.

List all climatic design parameters on the plans and any programmed compliance reports .

If design includes re-using existing HVAC systems, show these existing systems on the plans and include their operating / sharing data in your equipment schedules and calculations as applicable to the work.

Many existing systems fail to meet ICC code requirements, especially outside ventilation and exhaust air.

You may use Ventilation Rate or IAQ Procedures allowed by ASHRAE 62.1-2004, Section 6.2 and 6.3. You may use either the plan Title Page Occupant Load Table (based on LSC Table 7.3.1.2) or the IBC Table 1004.1.1 to establish the total number of people that might occupy a building or portion thereof at any one time as a zone population basis (P_z) for using Table 6.1 through Table 6.4. Provide written design guidelines and calculations. Make maximum use of tables and equipment schedules, as this has proven very effective for expediting plan review approval.

If existing HVAC systems are to be modified/supplemented, show how and to what extent on the plans.

Do not assume any occupant load reductions. You must prove any reductions by calculation on the plans.

Show detailed equipment schedules on the plans, to include but not be limited to:

- List manufacturer's data to include model numbers, input and output data.
- List CFM rating of all blowers/fans.
- Show smoke detector locations.
- List operating voltages of all equipment.
- Show required disconnects.
- Show equipment mounting details, clear workspaces, etc.

Show ventilation, make-up, circulation, and exhaust air duct system schedules and details. List type and thickness of materials used. Provide a plan view to include duct size and airflow capacity for each different size/run used. Show all inlet/outlet locations. Show air duct support, connection, termination, boot, and other ancillary equipment details. Include fire/smoke damper locations. Provide details of all code required insulation on the plans.

If design includes any commercial food heat-processing appliances, include details of all Type I & Type II exhaust air hoods. Show all hood construction details, clearances, ducting, and termination information.

If design includes a fuel gas system, list types of materials used, operating pressure, pressure drop, total system developed length from meter to most remote outlet. Show CFH demand at each outlet and total system CFH demand. Provide both plan view and isometric drawings of the entire fuel gas system. Show all piping size change points, riser heights, regulator and valve locations. List piping support details, and include any other information pertinent to ascertain *IFGC* codes compliance.

PLUMBING SYSTEM DRAWINGS

Show detailed fixture / appliance / piping schedules on plans. List manufacturer's data to include model numbers, inlet/outlet data, flush/flow capacities, anti-scald protection, backflow prevention, regulators, trap primers, and other system components necessary to provide complete codes compliant systems.

Show *IPC Table – Minimum Number of Plumbing Facilities* compliance calculations on the plans.

Show fixture, equipment, and piping connection, support, and required clearance details on the plans.

Provide dimensioned plan view and isometric drawings of all sanitary DWV, roof drainage, potable water, steam, air, or other supply and distribution piping systems within the scope of work to be done. If work includes tying into or using existing systems, show connection points, size, and type of existing systems.

If design includes commercial food service or processing, include Safe Waste System plan and isometric drawings, per *IPC*. Include all pipe sizes, vent locations, floor sinks/drains, and branch waste line length data to show codes compliance.

If plumbing design includes a fuel gas system, list types of materials used, operating pressure, pressure drop, total system developed length from meter to most remote outlet. Show CFH demand at each outlet and total system CFH demand. Provide both plan view and isometric drawings of the entire fuel gas system. Show all piping size change points, riser heights, regulator and valve locations. List piping support details, and include any other information pertinent to ascertain *IFGC* codes compliance.

All fixtures shown on the plumbing fixture schedules must be consistent with the fixtures shown on the required Water Conservation Report.

ELECTRICAL & LOW VOLTAGE SYSTEM DRAWINGS

Provide electrical service information on the plans in the form of riser diagrams and notes. If construction includes utilization of existing electrical service systems, include information regarding existing systems, plus all new electrical system information. Show size, location, ampacity, phase, and other pertinent details of transformers, service equipment and wiring, switch gear, panels, disconnects, over current/ fault protection, and grounding/bonding information so as to allow reviewers to determine codes compliance.

Include main and sub-panel schedules showing phased connected loads and spares. List circuit numbers; breaker/fuse sizes and types. List wiring types, ratings, and sizes to be used. Show conduit types and sizes for checking conduit fill calculations.

Include electrical schedules for equipment, appliances, motors, lighting, and other connected apparatus.

Provide power wiring diagrams showing connection points and each circuit's terminal location at panels, equipment, appliances, disconnects, devices, outlets, and show all other connected loads.

Provide lighting system wiring diagrams showing locations of all lighting fixtures, switches, and controls.

Provide low voltage system circuiting diagrams showing locations of all power wiring service connection points, transformers, alarm, data, telephone, and CATV outlets and other control devices.

Outdoor lighting shall comply with the Night Sky requirements of the Green Communities Ordinance, enacted January 20, 2009. Additional information on the Green Communities Ordinance and the Night Sky requirements may be found on the city's website at www.alpharetta.ga.us.

OBTAINING BUILDING PERMITS

After Plan review is complete, a building permit may be obtained. The property owner or their authorized agent (contractor, architect, etc.) must provide the following information to City building officials at 2 Park Plaza, Alpharetta, Ga. 30009. Normal hours of permit issue; 8:00am – 3:30pm Monday -Thursday, 8:00am – 3:00pm Friday.

Required Documentation For Obtaining Commercial Building Permits:

1. Approved Fulton County sewer permit (Tap) receipt. *(New construction, Addition, & Change in Use only)*
2. City of Alpharetta impact fees receipt. *(New construction or Addition only)*
3. City Tree Compliance & Soil Erosion Control permit signed by City Engineering Department. *(Applies where an Engineering Permit has been issued.)*
4. Copy of Georgia State Contractors License.
5. Authorized Permit Agent Form
6. A copy of the Schedule of Special Inspections (if required) in accordance with Chapter 17 of the *International Building Code*. Forms are available at www.seaog.org/SIP.html.
7. 'Construction Cost Letter' verifying total cost of construction. Originates at property owner & notarized. (Does not apply to new building construction and first generation tenant build outs.)
8. Pay all City required building permit fees.

MECHANICAL, ELECTRICAL, LOW VOLTAGE, AND PLUMBING (MEP) PERMITS

Required prior to any MEP work or improvements being performed at the proposed work site. Subcontractor permits may be obtained 8:00am – 4:00pm Monday – Thursday; 8:00am – 3:30pm Friday.

Required Documentation For Obtaining Subcontractor Permits:

1. Submit proof of a valid Georgia contractor license for the proposed type work.
2. Provide a Georgia valid picture I.D. including personal signature. If the licensed card holder isn't picking up the permit, the card holder can complete a fully executed authorized permit agent form to allow someone else to pick up permit.
3. Submit proof of valid Georgia contractor business registration.
4. Complete and sign City Subcontractor Permit Application form.
5. Pay all City required Subcontractor permit fees. (Fee Schedules on Application)

CONTRACTOR LICENSING REQUIREMENTS

Since July 1, 2008, a state-issued contractor's license is required to perform commercial building in Georgia. A copy of the license, qualifying agent's license, and qualifying agent's photo ID must be presented when first applying for a permit after receiving the license. If a person other than the qualifying agent appears in person to obtain a permit, they must present a fully executed "Authorized Permit Agent Form."

Some specific trades, when performing work limited to that trade, are exempt for licensing if they are classified as "Limited Specialty Contractors" by the state. Check with the Building Inspection Division Office if you are not sure if a license is required.

GENERAL NOTES REGARDING BUILDING & SUBCONTRACTOR PERMITS

A. Building and subcontractor permits are required prior to starting any construction work in the city, excepting work specifically exempt from requiring a permit in *Exception No.1 & Exception No.2 to §4.4.5A of the City's Unified Development Code*.

B. Building permits must be obtained before Subcontractor trade permits can be issued for construction.

*Exception: When no other work is planned or associated to the subcontractor work that will take place at your site, a **Stand Alone** subcontractor permit may be issued without first obtaining a building permit. Typical examples of Stand Alone subcontractor permits issued are; water heater repairs, AC compressor replacements, and electrical service change outs.*

For night or weekend emergency repairs, a subcontractor permit is still required, but the installer must obtain the permit within two business days during normal permit issue hours.

Note: When Stand Alone subcontractor permits are issued, copies of the permit are given to city inspectors for follow-up inspections. The permit holder is responsible for promptly calling in code required inspections. Failure to request and pass Stand Alone permit required inspections may result to the permit holder losing city permitting rights.

C. If you are a property owner or tenant who has hired a general contractor, require all hired contractors and subcontractors to provide you with a City issued permit for their work, showing your work site address, prior to allowing them to proceed with any construction work. Fines, penalties, and other delays could be legally assessed to any property owner or tenant for working or allowing work to proceed on your site without first having City required permits in hand.

D. Georgia law, *O.C.G.A. 43-14*, requires all persons contracting or performing for hire any plumbing, electrical, low voltage, heating-air conditioning, or utility work in this state to be duly and currently licensed by the Georgia State Construction Industry Licensing Board for that work.

The City will not issue subcontractor trade permits to any non-licensed person.

GEORGIA ENERGY CODE (IECC) COMPLIANCE

The Georgia State Energy Code for Buildings, hereinafter referred to as the *IECC*, requires all new buildings and additions to existing buildings to comply with energy conservation standards adopted by Georgia. The City requires an *IECC* Compliance Report showing how planned construction meets *IECC* compliance.

IECC reports detail what energy conservation standards, such as exterior wall, roof, and floor insulation, windows & skylights (building envelope), HVAC equipment, interior & exterior lighting, water heating equipment, and other requirements to produce an *IECC* compliant energy efficient building.

General exemptions to *IECC* compliance include:

- Buildings that use no electricity or fossil fuels.
- Commercial and Industrial processing spaces.
- Historic buildings listed on the National or Alpharetta Register of Historic Buildings.

There are several ways to show *IECC* compliance for building projects;

COMcheck-EZ software, current Georgia Version.
Chapter 5 – 2009 IECC, with Georgia Amendments
Ashrae Standard 90.1-2004, with Georgia Amendments

The Georgia Department of Community Affairs, hereinafter referred to as DCA, has approved a U.S. Department of Energy (DOE) software program called "***COMcheck-EZ***" for use in generating *IECC* compliance reports. *COMcheck-EZ* can be downloaded free of charge at www.energycodes.gov/comcheck/ez_download.stm. When using *COMcheck-EZ* software, you must download the "**Georgia**" version of this software. This will automatically load compliance reports with *IECC Georgia* defaults.

When submitting *COMcheck—EZ* compliance reports; you must include compliance data for the building thermal envelope, HVAC systems, power & lighting, and service water heating. All systems must comply. Two copies of the compliance forms must be submitted.

Preprinted Compliance forms for this method are located in the appropriate sections of the ASHRAE/IESNA Standard 90.1-2004 Users Manual. This Users Manual may be obtained through: www.ASHRAE.org or may be available at Metro area technical bookstores.

As an alternate to the above, you may prove *IECC* compliance by showing written compliance to Section 11 – Energy Cost Budget Method - of ASHRAE/IESNA Standard 90.1-2004.

Chapter 11 compliance must be documented, per Section 11.1.5. Software simulation programs must be used and meet DOE2, BLAST, or other requirements acceptable to building officials, per Section 11.2.

IECC Supplements & Amendments may be downloaded at:.....
www.dca.state.ga.us (See Construction Codes listed under Fostering Sustainable Development)

Two (2) signed copies of the report for the work to be permitted must be submitted with each building plan submittal. Whatever option listed above is chosen, the proposed construction must meet *IECC* compliance, prior to a building permit being issued for the construction. One copy will be stamped "Reviewed For Codes Compliance" and will be given back to you at permit issue. This copy must be on the construction site and available to city inspectors during inspections. The remaining copy will be retained in city permit record files.

WATER CONSERVATION

In January 2008, the City of Alpharetta enacted an ordinance which requires a reduction of normal water usage by 10% in new commercial construction. When submitting plans for new commercial construction which includes new plumbing, submit a report to show how water savings is achieved. Refer to the "Water Conservation Requirements for New Construction," available as a document on the City's website, www.alpharetta.ga.us. You will also find a Microsoft Excel worksheet to assist you in preparing your report. The use of WaterSense certified fixtures will assist in achieving the required water reduction.

Two copies of this report must accompany your initial plan submittal.

Under the City's Green Communities Ordinance, high efficiency fixtures such as WaterSense certified toilets, urinals, and faucets shall be used in all new public building installations.

GREEN COMMUNITIES ORDINANCE

On January 20, 2009, the City of Alpharetta enacted the Green Communities Ordinance, portions of which are highlighted below:

Green Building

LEED and EnergyStar certifications. The following policies shall apply to all public buildings that are either new construction or renovation projects:

1. All new buildings constructed and owned by the City of Alpharetta which have 5000 SF or greater of occupied space shall be LEED certified (Leadership in Energy and Environmental Design for New Construction: LEED-NC). In the event that LEED certifications add costs exceeding \$25,000, approval shall be required by City Council.
2. All new buildings constructed and owned by the City of Alpharetta which are not LEED certified shall be certified for New EnergyStar or EarthCraft Light Commercial construction. If achieving those certification levels adds costs exceeding \$25,000, approval shall be required by City Council.
3. All new buildings renovated by the City of Alpharetta shall be EnergyStar certified or follow LEED guidelines.

Green Building Incentives:

1. The City of Alpharetta offers expedited plan review, plan processing and permitting for LEED, EarthCraft, WaterSense and Energy Star certified projects.
2. The City of Alpharetta offers expedited building and site inspections for LEED, EarthCraft, WaterSense and EnergyStar certified projects.

In addition, the Green Communities Ordinance regulates outdoor lighting in its Night Sky requirements. More information on the Night Sky requirements may be found at www.alpharetta.ga.us.

CITY CLIMATIC & GEOGRAPHICAL DESIGN CRITERIA

All buildings and structures located in the city must be designed and constructed to meet the following climatic & geographical criteria.

Ground Snow Load -----	5 <i>psf</i>
Wind Speed -----	90 <i>mph (3 second gust) / 75 mph (fastest mile)</i>
Seismic Design Category -----	"B," sometimes "C" with site specific analysis
Weathering Probability For Concrete ----	<i>Moderate</i>
Frost Line Depth -----	5" (<i>12"minimum footing depth</i>)
Termite Damage -----	<i>Very Heavy</i>
Decay Damage -----	<i>Moderate to Severe</i>
Design Temperature -----	<i>22°F Winter and 92°F Summer design dry bulb temperatures; 74°F as Mean Coincident wet bulb temperature; HDD65 = 2990; and CDD65 = 1541</i>
Flood Hazards -----	Per current FIRM maps for Alpharetta.

GENERAL BUILDING VALUATIONS

Per O.C.G.A. §48-13-9, the City of Alpharetta utilizes square foot costs for new construction buildings, relying primarily on the International Code Council's Building Valuation Data Table (BVD) as a basis for determining the valuation of a new construction building or structure. Sometimes similar indices are used.

While the ICC/BVD table addresses building valuations of 27 types of fully constructed and finished new buildings, it does not address valuations for partial construction of buildings through the various stages of permitted construction, such as foundations, building shells and interior finishes, nor does it address construction valuation of other construction, such as, demolition, site retaining walls, cell towers, data centers, or certain other specialized buildings or structures.

Often retail and office buildings are built as "shells," where most of the interior is left unfinished, to be built out by future tenants. In this case, the City splits the new building value listed in the tables as follows: Shell building 80%, Interior finish 20%. These percentages are consistent with the footnotes of the ICC table.

Certain building types, such as data centers, are not addressed by the ICC table. In this case the City may use another national index, such as R S Means Square Foot Costs, current edition, to establish a valuation.

Other work, such as second generation interior finishes, demolition, retaining walls, and towers are not addressed by the BVD tables. In these cases, the City requires a "construction cost letter." Construction Cost letters must cover all costs associated with tenant space improvement, including those improvements

provided and installed by the building owner, the tenant, and the contractor to make a completed, ready to move in space for the tenant.

All improvements attached, fastened, or built-in to the building must be included in these costs; to include but not be limited to, permanently installed casework, equipment, stages, etc..

All construction cost letters must originate from building or property owners and must be notarized. Agents for the owner, including the property manager, are authorized to issue construction cost letters.

NEW BUILDING PERMITS & FEES

Applies to Construction of New Buildings and Additions to Existing Buildings

The most current ICC BVD (Building Valuation Data) shall apply to all New Buildings and Additions to Existing Buildings.

Building permit fees are calculated by adding category fees to obtain a final permit fee, as follows;

Base Fee: City charges a Base Fee of \$5.50 per \$1,000.00 of calculated 'Total Building Valuation', with a \$50.00 minimum Base Fee.

1. Divide the 'Total Building Valuation' figure by 1000 (a constant) and then multiply that result by \$5.50, rounded to the closest whole cent. The result is the Base Permit Fee.

Plan Review Fees: Plan review fees are calculated at \$4.50 per \$1,000.00 of Total Building Valuation or one half (50%) of the Base Permit Fee, with a \$25.00 minimum Plan Review fee.

Erosion Inspection Fee: A Flat Erosion Inspection Fee of \$100.00 is assessed to all commercial building permits, where land is disturbed.

Sewer Inspection Fee: A Flat Sewer Inspection Fee of \$50.00 per 'building sewer' connection is assessed to commercial building permits, where a new connection is made to an existing or new sewer system.

Certificate of Occupancy (CO) or Certificate of Completion (CC) Fee: A CO or CC Fee is assessed to all commercial building permits, except Towers, as follows.

CO's are issued to buildings/structures designed for human habitation and CC's are issued to structures not designed for human habitation, such as Foundation Only, Demolition, and Site Retaining Wall permits.

CO Fees and CC Fees are calculated based upon the gross total square footage of a building, or area thereof, improved and fee rated at \$0.05 cents per gross square foot of the building.

Example: The 15,000 sqft building = 15,000 x \$0.05 = \$750.00 CO Fee applies.

Note: A minimum \$200.00 CO Fee is assessed to any commercial permit, regardless to size.

Example: A 3,000 sqft. building = 3,000 x \$0.05 = \$150.00, but \$200.00 minimum CO fee applies.

Interior Finish Only building permits are assessed a flat rate CO fee of \$200.00.

Structures not designed for human habitation are assessed a flat rate CC Fee of \$200.00.

Note 1: Do not make out checks for a final amount prior to permit issue. Minor differences in rounding of numbers could occur between applicant calculated fees and city permitting database calculated fees.

Note 2: City building officials can normally advise applicants of exact building permit fees, calculated by the city's permit data system, after building plans are logged into the city building permit data system.

FOUNDATION PERMITS & FEES:

The City of Alpharetta may, at the discretion of the building official, issue "Foundation" permits for commercial / industrial construction upon receiving written request from the property owner showing justifiable cause for the permit. Justifiable causes are: Buildings with a footprint greater than 60,000 square feet; buildings with piling or cassion foundations; or buildings whose foundation walls act as retaining walls which must be erected in order for site work to be performed.

Such written request shall include a liability statement relieving the City of all liability incurred due to issuing the Foundation permit and shall include property owner's agreement to remove the foundation and return the land to a natural state acceptable to the City in the event a full building permit is denied for cause or a project is abandoned.

Foundation construction includes installing subsurface stabilization, such as piles and pile caps, footings and below grade slabs and foundation walls and slabs on grade and may or may not include underground services. Construction may not proceed beyond the top of slab until the City has issued a valid new or shell building permit, except that first floor located columns only may be installed when integrated into the foundation. No elevated floors can be included in a Foundation permit.

Building valuation for Foundation permits is assessed at **ten percent (10%)** of the valuation of a new building, as determined in the New Buildings & Fees section herein.

Note: Do not make out checks for a final amount prior to permit issue. Minor differences in rounding of numbers could occur between applicant calculated fees and city database calculated fees.

SHELL BUILDING PERMITS & FEES:

Shell buildings are new buildings constructed with only the essential structural elements, weather barriers, and basic building mechanicals in place. Shell buildings do not have tenant build outs in place, therefore this type of building is not habitable and may not be occupied or used.

Shell buildings include only structural floors and stairs, exterior walls and wall covers, load bearing interior walls, roof structure and roof cover, the exterior thermal envelope, and basic building mechanicals, often referred to as 'core facilities'. In multi-tenant buildings, the shell may include common restrooms, lobby, etc.

Shell buildings can not contain any prospective tenant build outs, including 'white box' build outs.

Tenant build outs, including white box build outs, are Interior Finish permits and fees are addressed in another section of these procedures.

Shell building valuation is calculated at **eighty percent (80%)** of the valuation of a new construction building, if including foundation construction with the shell building construction. If a separate foundation

permit has been issued for the shell building, the shell building valuation is calculated at **seventy percent (70%)** of the valuation of a new construction building.

Note: Do not make out checks for a final amount prior to permit issue. Minor differences in rounding of numbers could occur between applicant calculated fees and city database calculated fees.

FIRST GENERATION TENANT INTERIOR FINISH PERMITS & FEES:

First generation interior finishes are the first tenant build outs installed in an empty shell building.

These finishes include the initial construction and finishing of all first tenant interior non-load bearing walls and wall covers, doors, finish ceilings and floor covers, trim, and all service systems specific to the tenant needs; such as HVAC supply and exhaust ducting and grills specific to each room, base building fire sprinkler adjustments, signaling and exit lighting specific to the tenant space, tenant electrical sub-panels, switches, lighting and power outlets, data cabling and outlets, specialty equipment and appliances, plumbing for break rooms and toilet rooms within the tenant space and all built-ins installed in the tenant space.

First generation tenant build out valuation is calculated at **twenty percent (20%)** of the valuation of a new construction building.

When a first tenant only occupies a a portion of the building, valuation shall be calculated at **twenty percent (20%)** of a new construction building.

The Valuation of a new construction building is based on the most current ICC BVD.

Note: Do not make out checks for a final amount prior to permit issue. Minor differences in rounding of numbers could occur between applicant calculated fees and city database calculated fees.

SECOND GENERATION TENANT INTERIOR FINISH PERMITS & FEES:

As stated in the General Building Valuations section herein, second and subsequent generation tenant buildouts are not addressed by either ICC or R.S. Means on a 'comparable percentage valuation basis' of new building construction. The primary reason for this lack of comparison for second generation work is the 'scope of work' often varies so widely as to be uncomparable to a set standard for comparison. One second generation build out may only include moving a few walls and installing a few new doors, while another second generation build out may include reconstructing the entire space.

For that reason, the city accepts validated '**construction cost letters**' for these build outs.

Construction cost letters must cover all costs associated with tenant space improvement, including those improvements provided and installed by the building owner, the tenant, and the contractor to make a completed, ready to move in space for the tenant.

All improvements attached, fastened, or built-in to the building must be included in these costs; to include but not be limited to, specialty equipment and appliances, shelving, cabinets, work stations, stages, etc..

All construction cost letters must originate from building or property owners and must be notarized.

Agents for the owner, including the property manager, are authorized to issue construction cost letters.

Note: Do not make out checks for a final amount prior to permit issue. Minor differences in rounding of numbers could occur between applicant calculated fees and city database calculated fees.

DEMOLITION PERMITS & FEES:

If construction involves removal of a building down to the foundation, or portion of a building for an interior remodel, the City may, at its discretion, issue a demolition permit, upon application and request from the property owner, to remove buildings or portions of buildings prior to beginning new construction. A demolition permit must be issued prior to beginning demolition work. Minor demolition work required for an interior remodel or renovation generally does not require a separate demolition permit; in this case demolition work cannot begin until the building permit is issued.

For projects involving demolition of a building down to its foundation, the application shall include a letter from the property owner, on letterhead, relieving the City of liability incurred due to demolition. In addition, the letter shall include property owner's written agreement to remove all debris from the site and dispose of debris in an authorized landfill or other location approved by the Georgia Environmental Protection Division. **No on-site burial of debris is allowed.** Stockpiling on site of demolished materials intended to be recycled is not allowed unless the property is zoned and approved to allow use as a building material salvage yard. Otherwise, materials to be recycled must be removed immediately from the site to a location either out of the City or to a location with the proper industrial zoning.

Once begun, demolition should proceed continuously to minimize the hazards of a partially demolished building. Demolition must be complete; portions of the building may not be left standing without approval from the City.

When demolition includes complete or partial removal of a building constructed prior to 1978, there is the possibility that the building contains asbestos or lead paint materials. Prior to issuing a demolition permit for these buildings, the City requires a report from an inspector licensed by the Georgia Environmental Protection Division stating that no hazardous materials are present at the building to be demolished. If hazardous materials are present, these materials must be removed by an abatement contractor, licensed by the state to handle the materials in a safe manner. A abatement report from the contractor must be presented at the time of application for the demolition permit.

When demolishing a complete or partial building down to the foundation, an Engineering Permit, referred to as a 'Pink Card', must be obtained from the City Engineering Department at 1790 Hembree Road, Alpharetta, GA 30009, 678-297-6200. After required tree save fence and silt fence are in place, engineering inspectors will sign the permit card. This signed card, along with two scaled and dimensioned site plans locating the structures to be demolished, must be submitted to the building department with the demolition permit application, owner's demolition request, and hazardous material abatement reports, if applicable.

If demolition is restricted to interior spaces only, two (2) copies of a demolition plan must be submitted to building plan reviewers and approved prior to permit issue. Such plans shall show the entire area of the work and clearly show the items to be demolished and the items to be left in place. When structural components are to be disturbed during demolition, or removed and reused, a professionally sealed structural bracing plan shall be included.

Construction may not proceed beyond the permitted demolition stage, until the City has issued a building permit for proposed construction.

Demolition Permit Fees: - Commercial demolition permit fees are flat rate fees as follows.
Whole building. = \$300.00

Partial building or interior demolition = \$200.00¹

RETAINING WALLS, GENERATORS, DETENTION STRUCTURES, MAILBOX SHELTERS, BUS SHELTERS, LANDSCAPE STRUCTURES

Permit and Fees:

Accessory structures to a commercial building, such as retaining walls, emergency generators and their enclosures, stormwater detention structures, bus and mailbox shelters, and landscape structures such as gazebos, pergolas, pavilions, etc. shall be permitted before commencing construction on these items.

On a commercial jobsite which has received a land disturbance permit, all proposed accessory structures must be shown on the approved land disturbance plan. A copy of this site plan must be provided when applying for the permit. If a land disturbance permit has not been issued, or the proposed structure is not shown on an approved plan, additional approval must be obtained prior to permit application.

In addition to a site plan, submit construction drawings, signed and sealed by a Georgia design professional, with foundation and structural details. Structures other than walls should include plans, elevations, and sufficient details to ascertain codes compliance.

Permit fees are based on the actual cost of construction. This should include any design costs, all excavation, footings, wall construction, backfill, and erosion protection associated.

Any retaining wall or site wall over four feet in height must be engineered and permitted. For multiple walls less than four feet in height, whose horizontal separation is less than twice the height of the lower wall, the aggregate total of the wall heights will be used when applying the four foot rule. In accordance with Chapter 17 of the International Building Code, a Schedule of Special Inspections must be submitted as required.

Emergency generators with aboveground fuel tanks exceeding 660 gallons or underground tanks of any size require approval from the Georgia State Fire Marshals Office (404-656-2064). In addition, provisions for visual and acoustical screening must be approved by the Alpharetta Planning & Zoning Division (678-297-6070).

TOWER PERMITS & FEES:

For cell tower construction, submit, with supporting documentation, a "Low Impact Telecommunications Antenna and Tower Application" to the Community Development Department at 2 Park Plaza, Alpharetta, GA 30009, 678-297-6070. Forms are available at that office or on the City's website. After this application is approved, submit construction documents to the Building Division at the same address as above. Tower building permit fees are flat rated at **\$750.00** per tower constructed, regardless of height.

Note 1: Two (2) engineered sets of structural drawings, showing building codes compliance, must be submitted to building officials for review, at least ten (10) full working days prior to permit issue.

Note 2: City building inspectors will inspect accessible support structures and accessible foundations for tower construction.

¹ **Note 1:** Do not make out checks for a final amount prior to permit issue. Minor differences in rounding of numbers could occur between applicant calculated fees and city database calculated fees.

Note 3: Tower erection contractors are required to hire IBC Chapter 17 Special Inspectors, approved by city building officials, for inaccessible foundation inspections and structure 'aloft' inspections.

A written Final Inspection Report must be submitted to city building officials by approved special inspectors, prior to issue of city required Certificate of Completion of construction of the tower.

If you wish to locate an antenna on a building, submit, with supporting documentation, a "Low Impact Telecommunications Antenna and Tower Application" to the Community Development Department at the address above. After this application is approved, submit construction documents to the Building Division at the same address. Antenna Co-Locate building permit fees are flat rated at **\$250.00** per location.

Note 1: Two (2) engineered sets of structural and electrical drawings, showing building codes compliance, must be submitted to building officials for review, at least ten (10) full working days prior to permit issue.

Note 2: City building inspectors will inspect accessible support structures and electrical installation at foundation areas of the tower.

Note 3: Antenna Co-Locate owners/contractors may hire IBC Chapter 17 Special Inspectors to verify inaccessible or 'aloft' structural and electrical installations to engineered plans. City inspectors do not climb towers and the city assumes no liability for items aloft. Installers / owners have sole liability.

A written Final Inspection Report must be submitted to city building officials by approved special inspectors, prior to issue of city required Certificate of Completion of construction of the tower.

The city does not perform plan review or permit towers and co-locates on Fulton County School Board property.

EXTERIOR SIGNAGE PERMITS

As exterior signage is not reviewed with, nor approved during, any City building and fire plan review for commercial or industrial construction. Separate submission and fee schedules apply and are not included with building permit fees.

For further information regarding signs, contact the City Codes Enforcement Officers at (678) 297-6088

PERMIT TIME LIMITS – EXPIRATION - RENEWALS

Permits shall expire six (6) months from the date of issue if the permit holder fails to request and pass a required first inspection of the permitted work, whether or not construction has been initiated.

Permits shall also expire if the permit holder fails to request and pass a required inspection during any six (6) month period after any previous required inspection has been passed.

The building official is authorized to grant no more than two (2) permit extensions, not to exceed ninety (90) days each, during which time the permit holder shall request and pass a required inspection.

After the extensions authorized expire; the permit becomes null and void and new permits must be obtained if the planned work is to continue. New permits, fees, plans, and all work must comply to all codes, laws, rules, regulations, and policies in effect at the time of new permit issue.

Requests for permit extension shall be made to the building official prior to permit expiration, must be in writing, and shall show justifiable cause for the extension.

No inspections may be made on any site with an expired permit, nor will any Certificate of Occupancy or Certificate of Completion be issued for an expired permit, until such time as the permit is renewed.

Building Permit renewal fees are payable at City Building Division offices and are assessed as follows:

1. If permitted work is substantially complete, as evidenced by inspection records showing passed Framing and Meters inspections, as applicable to the scope of work permitted, the renewal fee is a set \$100.00.
2. If the permitted work is not substantially complete, as evidenced by inspection records, the renewal fee is one half (50%) of the fees assessed at original building permit issue, but not less than \$200.00.

Renewal of expired building permits does not automatically renew expired associated subcontractor permits.

Subcontractors are required to renew their expired permits, subject to the general rules stated above for a building permit renewal, except that subcontractor minimum fees shall not be less than \$50.00 per permit.

If subcontractors different from the original permitting subcontractors are to complete the project, new permits must be obtained subject to the general rules stated above for a building permit, except that subcontractor minimum renewal fees shall not be less than \$50.00 per permit.

In addition, the new subcontractor must provide the building official with a letter stating the new subcontractor accepts installation responsibility for for the entire system installed.