



City of Alpharetta

Commercial Permitting Procedures



Before submitting a permit application, please ensure that your property has an address assigned to the parcel.

If you do not have an address, please click on the link below to request a new address from the City of Alpharetta's GIS team:

<https://arcg.is/00CymP>

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.

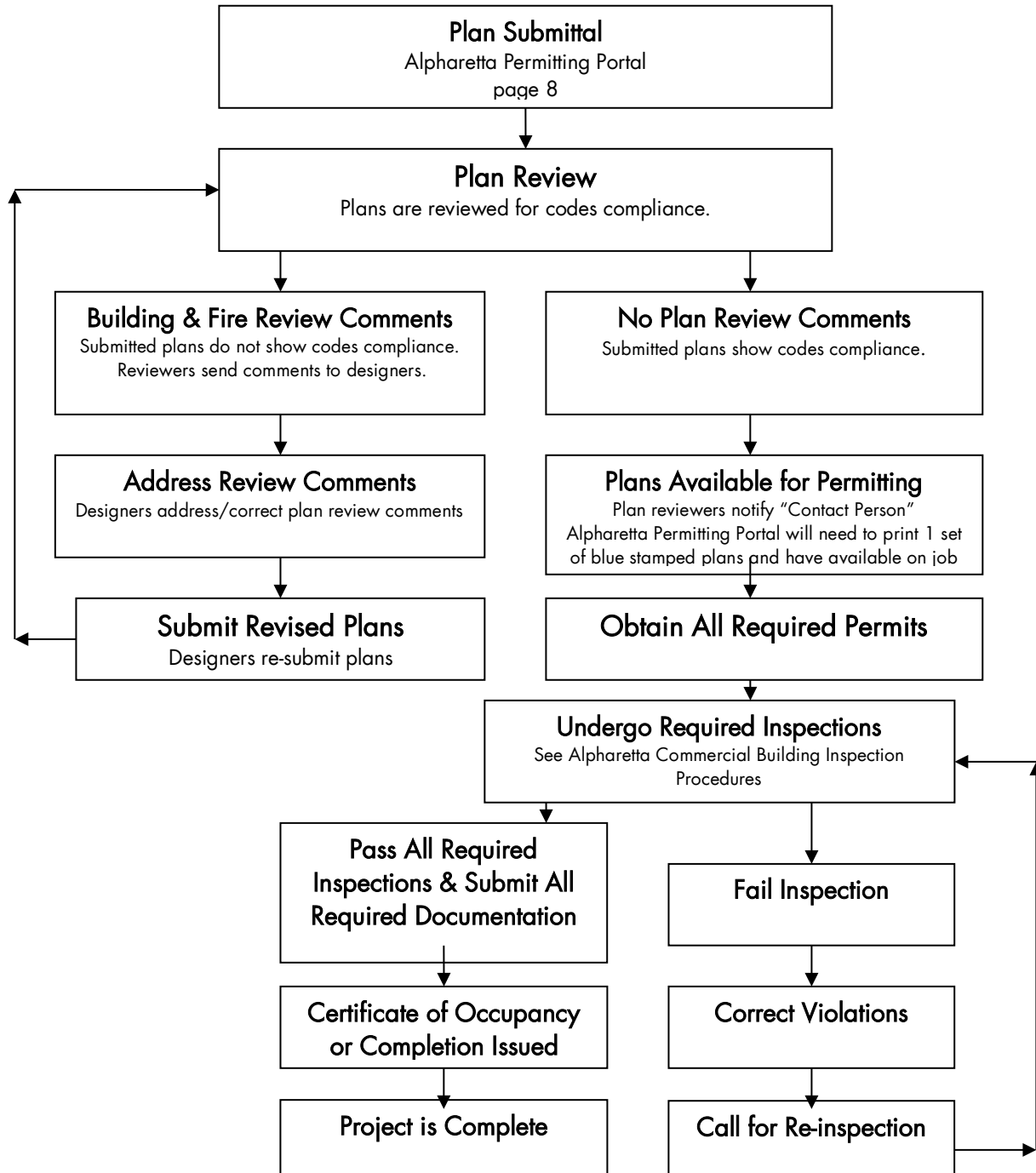
Please note: If there is a conflict between codes or ordinances, the more restrictive shall apply.

Accessibility	Georgia Accessibility Code – GSFC Rules & Regs. 120-3-20 – latest revision.
Administration	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	2018 International Building Code (IBC), with Ga. Amendments
Electrical	2020 National Electrical Code, with Ga. Amendments
Energy	2015 International Energy Conservation Code (IECC), with Ga. Amendments
Fire Safety	2018 Standard Fire Prevention Code (IFC), with Ga. Amendments 2018 Life Safety Code, City Sprinkler Code – Ord. No. 220, latest revision
Gas Piping	2018 International Fuel Gas Code (IFGC), with Ga. Amendments
Industrialized Buildings	Industrialized Buildings Rules of the Georgia Commissioner of Community Affairs O.C.G.A. 110-2, latest edition.
Mechanical	2018 International Mechanical Code (IMC), with Ga. Amendments
Plumbing	2018 International Plumbing Code (IPC), with Ga. Amendments
Pools	See Swimming Pool Permitting Procedures
Site Walls, Walks, and Drives	Site specific design by Georgia P.E.
Soils Erosion	Alpharetta Soil Erosion & Sediment Control Ordinance - latest revision
Water Conservation	Alpharetta Water Conservation Requirements for New Construction

Georgia Amendments may be found at: www.dca.state.ga.us, then visit “Construction Codes,” which is listed under “Local Government Assistance.”

PERMITTING / INSPECTION FLOW CHART

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



PLAN SUBMITTAL, PLAN REVIEW, AND PERMITTING PORTAL

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 code 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 RESUBMITTING) BUILDING PLANS

To have plans reviewed for building and fire codes compliance, building plans must be loaded into the City of Alpharetta Permitting Portal (see Page 9). The plans will be reviewed and stamped through the Permitting Portal. *Plans must be sealed by a GA design professional.*

To visit the Portal, follow this link: [City of Alpharetta Permitting Portal](#)

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. In addition to the plan set 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 [City of Alpharetta Permitting Portal](#)

Electronically submitted plans will be placed under review (see page 7 & 8). Once approved, one (1) set of paper plans must be printed with the blue stamp and delivered to the job and available at the time of inspections for the inspector.

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 auto-emails via the Portal or by direct email from your plan Reviewer and possibly both. 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 in the "Rel Docs" section of portal.

Plan re-submissions or changes to plans for projects already permitted may be re-submitted to building plan reviewers via the Permitting Portal. 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, 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 ePlans must print one (1) set 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** and have available on the job site for the inspectors.

DESIGN PROFESSIONAL REQUIRED

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.



City of Alpharetta Permitting Portal

ELECTRONIC PLAN & DOCUMENT REVIEW SYSTEM

The City of Alpharetta will no longer be using ePlan Solution to submit plans.

Instead, all plans must be submitted via the internet at
<https://permits.alpharetta.ga.us/permits/template/login.aspx>

HOW TO SUBMIT ELECTRONIC PLANS:

- 1 Visit: <https://permits.alpharetta.ga.us/permits/template/login.aspx>
- 2 "Sign Up" or "Login to City of Alpharetta Permitting Portal"
- 3 Once your account is set up, follow the prompts by filling out the project information, then please upload your documents in the following order. Please note that all documents MUST be uploaded as a PDF file.
- 4 Upload to "Rel Docs"

Submittal:

1. All building plans and specifications for the City of Alpharetta Plan Examiners to review.

Prior to Permit Issuance:

1. Completed "Application"
2. Copy of Contractor's License
3. Copy of Contractor's Driver's License
4. Copy of Contractor's Business License (Occupational Tax Certificate)
 - a. If the homeowner is completing the work, the homeowner is required to complete, notarize, and upload "Homeowner Acting as a General Contractor Affidavit."
5. If someone other than the contractor is picking up the future permit, the qualifying agent must upload a notarized "Authorized Permit Agent Form."
6. Notarized "Building Valuation Letter"

All documents listed above in quotations are available on the City of Alpharetta's website, under Community Development, Resources: Applications, Forms, & Downloads.

NEED ASSISTANCE?

Please reach out to our Permit Technicians at 678-297-6080 / 678-297-6070 or by email at PermitTech@alpharetta.ga.us

USE GROUP CODES

The following Use and Occupancy Classification types are from Chapter 3 of the 2018 International Building Code (IBC).

Classification	Occupancy Class	Use
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 – 12 th grade, academies, nursery schools, day care open less than 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 open less than 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 warehouse
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

One (1) complete sets of building construction drawings must be submitted to the Building Division for building and fire department review via City of Alpharetta Permitting Portal. 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 the City of Alpharetta Permitting Portal is required (see page 8 for instructions; [City of Alpharetta Permitting Portal](#))

ALL BUILDING PLANS MUST INCLUDE AT LEAST THE FOLLOWING:

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

1. Title Page

- a. 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

- a. Example – 123 East Street, Suite 100, Alpharetta, Ga. 30005

3. Project Name (List Building & Tenant name, as applicable)

- a. Example – Best Office Supply Company

4. Project Size & Type

- a. 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

- a. Example - Retail office supplies sales with separated merchandise storage and general offices.

6. Listing of Occupancy Use Groups (IBC Chapter 3)

- a. Example - Mixed, with Mercantile being principal. Occupancy Subclassifications present: Business, Storage, Educational, and Assembly.

7. Room by Room Egress Occupant Load Calculations

- a. (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.
- b. 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 listed on the Title Page.

8. Egress Width Calculations (LSC Table 7.3.3.1)

a. 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.

9. Building Construction Type & Fire Protection (IBC §602)

a. Example – Type III-A (3A) – Sprinkled

10. Building Height & Area Modifications

a. Example – Height = No Modification; Area = Unlimited

b. **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.

11. 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.

12. Property Owner's Name, Street Address, Contact Person, and Phone Numbers

a. Example: Best Office Supply – 123 Main St., Americus, Ga. 30000, Tom Best – 706-213-6621, Fax: 706-213-6625

13. All Designers Names, Addresses, Contact Persons, Phone & Email

a. 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)

14. 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:
- 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 <https://www.alpharetta.ga.us/government/departments/community-development/resources>
- 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:

USE GROUPS	AGENCY / DEPT.	NUMBER
Restaurants	Fulton County Health Department	404-612-9425
Groceries, Convenience Stores, Bakeries	Georgia Department of Agriculture	404-656-3621
Grease Traps & Oil Separators Underground grease trap locations must match the approved location(s) on the Land Disturbance Permit drawings.	Fulton County Water / Sewer Division	404-612-9439
Industrial Waste Pre-treatment	Fulton County Water / Sewer Division	404-612-9439
Water Wells & Septic Systems	Fulton County Health Department	404-612-9425
Public Swimming Pools	Fulton County Health Department	404-612-9425
Ambulatory Surgical Treatment Centers	Georgia Department of Community Health	404-656-0457
Tenant Construtions inside North Point Mall	Brookfield Properties	312-960-5000
Exterior Changes in Certain Districts	Alpharetta Design Review Board	678-297-6070
Wireless Antenna Projects	Approval and permitting required by Alpharetta Community Development	678-297-6070
Site Lighting Outdoor fixture types <i>and locations</i> must reflect the approved locations of the Land Distrubance Permit. Electrical plans must match approved site lighting location plans. Lighting design must meet the Night Sky requirements of the Green Cities Ordinance.	Approval and permitting required by Alpharetta Community Development	678-297-6070
Fuel Tanks For gas stations, emergency generators, etc., aboveground fuel tanks containing over 660 gallons, and underground fuel tanks of any size require state approval.	Review and approval required by the Georgia State Fire Marshal's Office	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

There are two ways to provide the required documentation for a building permit.

1. In person, by visiting the Building Department at Alpharetta City Hall (2 Park Plaza, Alpharetta, GA 30009) during business hours (Monday – Thursday from 7:30 am to 3:30 p.m. and Friday from 7:30 p.m to 3:00 p.m); or
2. By emailing permittech@alpharetta.ga.us

Please note that permits will ONLY be issued to the authorized permit agent and/or qualifying agent.

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. Payment of all City building permit fees is required to be made in person. We can accept the following payments: exact cash, checks made payable to "The City of Alpharetta", or credit cards. *Please note that a 3% convenience fee is charged to all credit card transactions.*

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

A permit is required prior to any MEP work or improvements being performed at the proposed work site.

Subcontractor permits may be obtained through the online portal. To Register Online go to:

[City of Alpharetta Permitting Portal](#)

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 or Georgia Driver's License. *If the licensed card holder is not 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. Payment of all City subcontractor permit fees is required to be made in person. (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 C 4 – 2015 IECC, with Georgia Amendments
- Ashrae Standard 90.1-2004, with Georgia Amendments

The Georgia Department of Community Affairs (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. One copy of the compliance form 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)

One (1) signed copy 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.

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.

Decay Damage	Severe
Design Temperature	22°F Winter and 92°F Summer design dry bulb temperatures; 74° as Mean Coincident wet bulb temperature; GDD65=2990; and CDD65=1541
Floor Hazards	Per current FEMA FIRM map for Alpharetta
Frost Line Depth	5" (12" minimum footing depth)
Ground Snow Load	5 psf
Seismic Design Category	"B"
Termite Damage	VERY Heavy
Weathering Probability for Concrete	Moderate
Wind Speed	90 mph (3 second gust) / 75 mph (fastest mile)

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, 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 \times \$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 \times \$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 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 Alpharetta's Stormwater Engineer (678-297-6070). After required tree save fence and silt fence are in place, engineering inspectors will sign the permit card. This signed card, along with a scaled and dimensioned site plan 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, one (1) copy of a demolition plan must be submitted to building plan reviewers via the City of Alpharetta Permitting Portal 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
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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 Alpharetta's Community Development Department (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: One (1) engineered set 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.

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

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 existing antenna or 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 through the City of Alpharetta Permitting Portal at: [City of Alpharetta Permitting Portal](#), Antenna Co-Locate building permit fees are flat rated at **\$250.00** per location.

Note 1: One (1) engineered set 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 Code Enforcement Manager 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 the City of Alpharetta Building Department within Community Development 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 the entire system installed.