



City of Decatur

Planning, Zoning and Inspections Department

509 N. McDonough Street

Decatur, GA 30030

Phone: 404-370-4104 Fax: 404-370-0691

Frequently Asked Questions

When are the Planning, Zoning and Inspections Department's office hours for plan review submittals and building permit pick up?

- Monday through Friday 9:00-4:00 p.m.

Where do I park when I get there?

- Find a parking meter in the area around City of Decatur City Hall, located at 509 N. McDonough Street Decatur, GA 30030.
- DeKalb County parking deck on the corner of W. Trinity Place and Commerce Drive. Pricing may vary.

When do I need a Building Permit?

- If any renovation or construction (to include additions, attic build outs, general repairs and new single family dwellings/commercial sites) project has a Construction Value of \$1,000.00 or more
- Existing location has structural issues prior to renovations
- Any roofing
- A property has been rendered uninhabitable
- Commercial Tenant Finish

What do I need for an HVAC Permit approval?

- All HVAC contractors must present a current copy of their business and state license when they submit their application.
- Must have property owner's name, address, phone number and building permit number if applicable.

What do I need for a Plumbing Permit approval?

- All Plumbing contractors must present a current copy of their business and state license when they submit their application.
- Must have property owner's name, address, phone number and building permit number if applicable.

What should I submit for a Building Permit to be approved?

- RESIDENTIAL
Please refer to City of Decatur's *Residential Plan Review Checklist & Residential Demo Checklist*, which can be found at www.decalurqa.com under the Planning, Zoning and Inspections Department's Applications and Forms link, for further details
- COMMERCIAL
TWO sets of construction drawings/floor plans, grease trap drawings, fire sprinkler/alarm and/or a detailed scope of work may be a required submittal.

Can I complete a Building, HVAC or Plumbing permit application online?

- No. The Planning, Zoning and Inspections Department apologizes for any inconvenience this may cause. Please be assured we are looking into improving a permit application process that will show more consideration for your time and patronage.

What are the minimum fees for a permit and how do I pay for a permit?

- All of our permits have a *minimum* \$50.00 fee. Payments for your permits should be paid at the Planning, Zoning and Inspection Department during office hours. At this time all payments are accepted by check (personal/business-no starter or counter checks will be accepted), credit/debit card (American Express not accepted) or cash (exact change) only. Please refer to our *Schedule of Fees* for further pricing information. All checks should be made payable to City of Decatur.

How do I request an Inspection?

- When you are issued your permit you should receive a copy of our *Inspection Request* form. The inspection request forms can also be printed from our web page: www.decaturga.com under the Planning, Zoning and Inspections Department's Applications and Forms link. Although the Inspection Request form is accessible online you can't submit your request for inspection online. We ask that you complete the form and fax/drop off the form the day before you would like the inspection by 4:00 p.m.

If I fail an inspection will I be charged a Re-inspection Fee?

- Yes. If you fail a Building, HVAC or Plumbing inspection all fees must be paid before the Inspectors will come back out to re-inspect your project. Please refer to our *Schedule of Fees* for further pricing information. All fees must be paid at the Planning, Zoning and Inspections Department and you will be responsible for submittal of another *Inspection Request* form via fax or drop off during the office hours.

Where do I submit Variance, Land Use Amendments and Historic Preservation applications and fees?

- All applications and fees should be submitted to the Planning, Zoning and Inspections Department. Please make sure you have completed the applications and submitted the copies required for review and be prepared to make your payment with a check or exact change cash. Fees and Instructions for submittal are located on the applications. Applications can be obtained in the office and can be printed from our web page: www.decaturga.com under Planning, Zoning and Inspections Department's Fees link. Although these applications are accessible online you can't submit your application online. All checks should be payable to City of Decatur.

Where do I submit Tree Protection plans and fees?

- All tree protection plans and fees should be submitted to the Planning, Zoning and Inspections Department. Please be prepared to make your payment for the review with a check or exact change cash. You can also refer to our *Schedule of Fees* for further pricing information. All checks should be payable to City of Decatur.

Where do I submit plans for Fire Sprinkler and Fire Alarm Systems?

- All plans for Fire protection should be submitted to the Planning, Zoning and Inspections Department. Please be prepared to make a payment for the review with a check or exact change cash. All checks should be payable to City of Decatur.
- For residential or commercial the review fee is \$50.00

When do I request a Certificate of Occupancy?

- New Construction of a Single Family Dwelling
- Additions to existing Single Family Dwelling
- Existing location has structural issues prior to renovations
- A property has been rendered uninhabitable
- New Construction of a Commercial site
- Commercial Tenant Finish

What do I need to submit for issuance of a Certificate of Occupancy?

- RESIDENTIAL
Must have all required inspections passed, signed and dated by the Building Inspector on the Building Permit Card. (May also need Arborist, Engineering and DeKalb County electrical inspections before issuance of Certificate of Occupancy)
- COMMERCIAL
Must present Fire Summary Report. Must also have all required inspections passed, signed and dated by Building Inspector and City of Decatur Assistant Fire Chief on the Building permit card. (May also need Arborist, Engineering and DeKalb County electrical/grease trap inspections before issuance of Certificate of Occupancy)
- **CERTIFICATE OF OCCUPANCY FEES:**
(All payments for Certificate of Occupancy forms must be paid with a check or exact change cash only- checks should be payable to City of Decatur)
Residential: \$25.00
Commercial: \$50.00

OTHER IMPORTANT INFORMATION

- Please be advised that requests for Certificate of Occupancy must be made at the Planning, Zoning and Inspections Department. Please have Property owner's full name(s) as noted on the Building Permit and if applicable the Business name the Certificate of Occupancy is being requested for. The property owners should receive a copy of the Certificate of Occupancy.
- Building Permit card description: Yellow/Gold card issued to you at the time you paid for your permit. This card should be posted on the job site where it is visible from the street or in a construction box with the construction drawings where it is accessible to the Inspector(s).
- All Building Permit Cards at the end of Renovation/Construction projects should be given to the homeowner or property owner for their records. We do suggest all Contractors make a copy of the Building Permit Card once all required inspections have passed and been signed and dated by the Inspector(s).