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678-512-3200 ~ 678-512-3303(fax)
12000 Findley Road, Suite 400, Johns Creek, GA 30097

BUILDING PERMIT SITE PLAN CHECKLIST

Minimum Requirements

The following documents, if applicable, are required in order to obtain approval of the site plan for a building permit.

1. 3 sets of complete house location plan per the following checklist.
2. Fulton County Water & Sewer Tap-in Permit (if applicable).
3. Fulton County Health Department Septic and Well Permits (if applicable).
4. Contractors Business License (if applicable)
5. Completed building permit application and submittal fee
6. Residential Erosion & Sedimentation Control and Tree Protection Agreement.
7. Retaining Wall Indemnification Agreement and Plan Stamped by Professional Engineer (if applicable).
8. Pool Permit (if applicable).

General Plan Requirements

1. Maximum sheet size shall be 24" x 36"
2. Project name and address, subdivision name and lot number (if applicable), landlot, district, and zoning.
3. Owner's name and complete address including zip code.
4. Name and telephone number of a 24-hour contact.
5. Design firm name/address/phone, point of contact and contact phone number.
6. North arrow, site acreage, and scale of drawing (1"=10 to 1"=50').
7. Boundary information including bearings and distances along all property lines.
8. Street name.
9. Lot building setback lines (per City of Johns Creek Zoning Ordinance) labeled with dimensions to lot lines.
10. Locations of all existing structures (including houses, barns, sheds, landscape and retaining walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines, pools, fences, etc.) with distances to lot lines for all above ground structures.
11. Locations of all proposed structures (including houses, walls, sanitary and storm drainage lines and structures, septic tanks and lines, pools, fences, etc.). Size and type of construction should be called out on the plan with distances to lot lines for all above ground structures.
12. Height of proposed buildings and square footage of existing and proposed dwelling (the dwelling must meet the minimum requirements for the parcel's zoning district).
13. Location of zoning buffers, state water buffers, floodplain, access easements, sewer easements, and drainage easements, property lines, etc.

____ 14. Location of driveway (existing and proposed) and the proposed construction entrance. Dimension from any improvements or the property corner. Proposed driveway apron(s) must be a minimum of 10 feet from a catch basin or fire hydrant, and a minimum of 5 feet from the lot line. Driveway apron(s) must also be a minimum of 25 feet from the radius return on corner lots.

____ 15. Flood plain note and Flood Insurance Rate Map (F.I.R.M) panel number and effective date. Note should be in the following form:

"This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by F.I.R.M Community Panel Number(s) 135160 _____ for unincorporated Fulton County, Georgia. (Use June 22, 1998 map)."

If property is located in a flood zone as determined by FEMA, a Certificate of Elevation will be required. Plan must state existing and minimum proposed finished floor elevations for the main floor, basement, and garage. Elevations must be at least 3 feet above the 100-year elevation. The house must be at least 10 feet (horizontally) away from the 100-year limit.

____ 16. If the site includes a stormwater detention pond or a normally wet pond or lake, submittal of a Certificate of Elevation will be required.

Trees

____ 1. Location of any specimen trees. A specimen tree is any deciduous tree with a diameter at breast height (DBH) of 27 inches and larger, or a coniferous tree with a DBH of 24 inches and larger.

____ 2. Location of all landscape strips and tree save areas.

____ 3. If accurate and true, provide a statement on the plan that there are no trees over 12" in diameter within 50" of proposed work.

Erosion & Sediment Control/Stormwater

____ 1. A delineation of the limits of disturbance and a statement of the estimated square feet of area disturbed.

____ 2. Existing and proposed topographic contours with adequate spot grades to define drainage.

____ 3. Location and type of temporary or permanent soil erosion control measures including, but not limited to silt fence, construction exit, level spreader, rip-rap, mulching, temporary and permanent seeding, etc.

____ 4. Direction of existing and proposed storm water or drainage flow by use of arrows.

____ 5. Proper design, installation & maintenance of BMPs.