

BUILDING PERMIT SUBMITTAL REQUIREMENTS

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❖ GENERAL APPLICATION REQUIREMENTS

Please read these instructions before applying for a building permit.

Then complete the application and upload all plans and documents on the CSS Portal.

Read the description of the application type before starting to apply. If you select the wrong type, we can't correct it, and you'll have to start over. If you need assistance determining which application to use, please contact the Permit Techs at 678/512-3250.

- The documents submitted clear, legible, and provide sufficient information to determine compliance with Building Codes. See [City Code Sec. 105-52](#).
- Incomplete application packages or illegible documents will not be accepted. We are happy to provide guidance before you submit an application. Do not email us files for "pre-review."
- All documents must meet City's [File Format Requirements](#).
 - Plans must be a minimum of 11"x17" and be drawn to scale; indicate scale
 - Show site address and the name and contact info of person drawing the plans
 - Plans must have cover sheet with index of sheets in set; sheets should be numbered
 - Files must be unlocked PDFs, and plan files must be vectorized PDFs
 - Submit only complete sets of plans, not individual sheets
 - Architectural plans must list applicable codes on the title sheet.
 - Where required, documents must be signed and sealed by a registered architect or professional engineer.
 - Changes on resubmitted plans must be clouded, with notes and date of revision
- Complete any required supplemental forms in full, providing all requested information – type or print clearly.
- Fees are invoiced when the application package is confirmed as complete. Fees must be paid before plan review begins.
- Applications expire if the permit is not issued within 180 days of the application date.
- Contractors must be registered with the City and linked to the project at the time of application.
- After two plan reviews, a Resubmittal Fee is charged for the third and subsequent reviews. Fee must be paid prior to resubmitting.

For information about permitting and the CSS Portal, go to the Building & Permitting section of the City website at <https://www.johnscreekgga.gov/residents/community-development/building-permitting>

For technical assistance with the CSS Portal, please email info@johnscreekgga.gov or call 678/512-3200 during business hours.

❖ RESIDENTIAL PERMITS – SUBMITTAL REQUIREMENTS

NEW CONSTRUCTION – SINGLE-FAMILY HOMES

- Site Plans – Full
 - See [Site Plan Requirements](#) guide
- Site Survey – prepared by a licensed Land Surveyor
 - See [Site Plan Requirements](#) guide
- Architectural Drawings (dimensioned and drawn to scale, 11"x17' minimum)
 - Structural plans and floor layouts
 - Truss layouts and specifications
 - Engineered joist & LVL designs, wet-stamped by licensed engineer
 - Elevations from all sides
 - Wall sections
 - Foundation and roof plans
 - Electrical plan showing outlets, switches, equipment, and fixtures
 - Location of mechanical and plumbing equipment/fixtures shown on plans
 - All rooms identified as to use
- HVAC equipment sizing calculations based on Manual J & S
- Fulton County Sewer and Water permits
- River Corridor properties require River Corridor As-Built Survey and Hold & Release Affidavit

NEW CONSTRUCTION – ADDITIONS & SUNROOMS

- Site Plans – Full
 - See [Site Plan Requirements](#) guide
- Site Survey – prepared by a licensed Land Surveyor
 - See [Site Plan Requirements](#) guide
- Architectural Drawings (dimensioned and drawn to scale, 11"x17" minimum)
 - Structural plans and floor layouts
 - Truss layouts and specifications
 - Engineered joist & LVL designs, wet-stamped by licensed engineer
 - Elevations from all sides
 - Wall sections
 - Foundation and roof plans
 - Electrical plan showing outlets, switches, equipment, and fixtures
 - Location of mechanical and plumbing equipment/fixtures shown on plans
 - All rooms identified as to use
- HVAC equipment sizing calculations based on Manual J & S
- River Corridor properties require River Corridor As-Built Survey and Hold & Release Affidavit

INTERIOR ALTERATIONS

- Architectural Drawings (dimensioned and drawn to scale, 11"x17" minimum):
 - Key plan to identify location of work area within house and the use of adjacent rooms
 - Show existing vs. proposed layouts (before and after), and indicate any demolition
 - All rooms identified as to proposed use
 - Location of mechanical and plumbing equipment/fixtures
 - Electrical plan showing outlets, switches, and fixtures
 - Insulation and HVAC information for conversion of unconditioned space to living space

DECKS/PORCHES/PATIO COVERS (New and Replacement)

- Site Plans – Simple
 - See [Site Plan Requirements](#) guide for more information
 - Setbacks, stream buffers, and easements
 - Distance to property line from closest corners of structure, measured perpendicular to property line
 - Both existing and proposed structures on property
 - Limits of disturbance; erosion control and tree protection measures
 - Show entire property, north arrow, and indicate scale
- Structural Drawings (dimensioned and drawn to scale, 11"x17" minimum)
 - Elevations, including stairs and railings and height above ground
 - Framing information (size of members, direction, spacing, attachment method, species and grade)
 - Ledger attachment method
 - Footings
 - Guardrail, stairway, and handrail details
- River Corridor Properties require a River Corridor As-Built Survey and Hold & Release Affidavit

POOL/SPA & BARRIER

A pool permit is required for above-ground pools over 24" in height.

- Site Plans – Full
 - See [Site Plan Requirements](#) guide
 - Pool and spa location, equipment location, and related plumbing from pool to pool equipment
 - Barrier (fence) and gate locations
 - Decking
- Site Survey – sealed by a licensed Engineer
 - See [Site Plan Requirements](#) guide
- Construction Plans showing:
 - Profile section of pool/spa
 - Any accessories (diving board, stairs, e.g.)
 - Description of materials and equipment
 - Fence elevation drawing (new or existing)
 - Fence details (height, gates)
- Electrical Plans with showing:
 - Bonding grid around pool
 - Wet niche fixture grounding detail
 - Distance from the inside edge of the pool to GFCI receptacles

- Show that pump motors and wet niche fixtures are protected with GFCI overcurrent devices
- Any electrical components such as lights, power line, etc., over the pool
- Alarm system for doors leading to pool area
- River Corridor Properties require a River Corridor As-Built Survey and Hold & Release Affidavit

ACCESSORY STRUCTURE – Shed, Garage, Accessory Dwelling Unit, Pergola etc.

- Site Plans – Simple
 - See [Site Plan Requirements](#) guide
- Structural Drawings & Elevations (Site Built) OR
- Manufacturer Specs & Elevations (Pre-Fab)
- River Corridor Properties require a River Corridor As-Built Survey and Hold & Release Affidavit

RETAINING WALLS

- Site Plan – Full
 - See [Site Plan Requirements](#) guide
- Site Survey – sealed by a licensed Engineer
 - See [Site Plan Requirements](#) guide
- Drawings and Elevations – stamped by a Georgia-Licensed Professional Engineer
 - Footings, wall reinforcement
- Calculations for walls with a surcharge – stamped by a Georgia-Licensed Professional Engineer
- Owner's Indemnification for Retaining Wall
- Engineer's Certification for Retaining Walls, with Engineer's Stamp – required for walls 4 ft. or higher and for all walls with a surcharge
- River Corridor Properties require a River Corridor As-Built Survey and a Hold & Release Affidavit

EXTERIOR ALTERATIONS

- To be determined on a case-by-case basis in consultation with the Building Official.

DEMOLITION OF STRUCTURE

- Site Plans – Simple or Plat of Survey showing
 - See [Site Plan Requirements](#) guide
 - Locations of all existing structures on property; identify structures to be demolished
 - Utility cut-off locations
 - Erosion control and tree protection measures
- Pest/Vermin Abatement Certification dated in last 30 days
- Copy of the [Georgia Asbestos Project Notification Form for Demolition](#) filed with Georgia EPD (*not an asbestos survey*)
- Copy of the [Georgia Asbestos Project Completion Form for Demolition](#) filed with Georgia EPD – if asbestos has been abated

HOMEOWNER AFFIDAVIT – Homeowner Acting as General Contractor

- Notarized Homeowner-Contractor Affidavit and Photo ID -- Notary Services available at City Hall
- Homeowner must certify they have a working knowledge of all construction codes and ordinances adopted by the City of Johns Creek applicable to the work for which they will be responsible and demonstrate proficiency in performing and/or supervising that work. Otherwise, State-licensed contractors will be required.
- Verifiable proof of primary residency and ownership

❖ COMMERCIAL PERMITS – SUBMITTAL REQUIREMENTS

NEW COMMERCIAL CONSTRUCTION

- Site Plans – Full
 - See [Site Plan Requirements](#) guide
- Copy of Title sheet from approved Land Disturbance Permit
- Site Survey
 - See [Site Plan Requirements](#) guide
- Architectural Drawings (dimensioned and drawn to scale)
 - All rooms identified as to use
 - Life Safety Plan
 - Occupancy classification and load calculation
 - Sealed by a registered Architect when required
 - Elevations
- Mechanical, Electrical, Plumbing plans
- Structural Drawings (sealed when required)
- Specifications and detail drawings
- Statement of Special Inspections, if applicable
- Fulton County Sewer and Water permits
- COMcheck report – compliant with 2015 IECC, completed and signed

ADDITIONS & ACCESSORY STRUCTURES

- Site Plans – Full
 - See [Site Plan Requirements](#) guide
- Site Survey
 - See [Site Plan Requirements](#) guide
- Architectural Drawings (dimensioned and drawn to scale)
 - Existing and Proposed
 - Demolition
 - All rooms identified as to use
 - Elevations
 - Life Safety Plan
 - Occupancy classification and load calculation
 - Sealed by a registered Architect when required
- Mechanical, Electrical and Plumbing equipment/fixtures
- Structural Drawings (sealed when required)
- Statement of Special Inspections, if applicable
- Specifications and detail drawings

EXTERIOR ALTERATIONS

- To be determined on a case-by-case basis in consultation with the Building Official.

INTERIOR ALTERATIONS

- Architectural Drawings (dimensioned and drawn to scale)
 - Key plan showing location of work area within building
 - Existing and Proposed layouts
 - Demolition, if any
 - All rooms identified as to use
 - Life Safety Plan
 - Occupancy classification and load calculation
 - Sealed by a registered Architect when required
- Mechanical, Electrical and Plumbing equipment/fixtures
- Structural Drawings (sealed when required)
- Specifications and detail drawings
- See additional requirements for food service use

FOOD SERVICE ESTABLISHMENTS – Additional Requirements

Prior to submittal, the following approvals must be obtained:

- Fulton County Environmental Health Department Approval stamp on architectural plans
- Fulton County Public Works Pre-Treatment Permit & FOG Discharge Approval For New & Existing Grease Trap Interceptors – architectural plans must be stamped

Note: Separate permits for Hood Exhaust (Mechanical) and Fire Suppression System are required.

These should be applied for after the Building permit is issued.

POOL/SPA & BARRIER

A Pool permit is required for above-ground pools over 24" in height.

- Site Plans – Full
 - See [Site Plan Requirements](#) guide
 - Pool location, equipment location, and related plumbing from pool to pool equipment
 - Barrier (fence) and gate locations
 - Decking
- Site Survey – sealed by a licensed Civil Engineer
 - See [Site Plan Requirements](#) guide
- Construction Plans showing:
 - Profile section of pool/spa
 - Any accessories (diving board, stairs, e.g.)
 - Description of materials and equipment
 - Fence elevation drawing (new or existing)
 - Fence details (height, gates)
- Electrical Plans with showing:
 - Bonding grid around pool
 - Wet niche fixture grounding detail
 - Distance from the inside edge of the pool to GFCI receptacles
 - Show that pump motors and wet niche fixtures are protected with GFCI overcurrent devices
 - Any electrical components such as lights, power line, etc., over the pool
 - Alarm system for doors leading to pool area
- Commercial/public pools require Fulton County Health Department Review and Approval Stamp on the submitted construction plans and Fulton County Pool Permit to operate
- River Corridor Properties require a River Corridor As-Built Survey and Hold & Release Affidavit

DECKS (New and Replacement)

- Site Plans – Simple
 - See [Site Plan Requirements](#) guide
 - All plans must show existing vs. proposed
- Structural Drawings (dimensioned and drawn to scale)
 - Elevations, including stairs and railings
 - Framing Information (size of members, direction, spacing, species and grade)
 - Footing, ledger, guardrail, stairway and handrail details
- River Corridor Properties require a River Corridor As-Built Survey and Hold & Release Affidavit

CELL TOWER – NEW & ALTERATIONS/CO-LOCATIONS

- Site Plans – Full (required for new towers)
 - See [Site Plan Requirements](#) guide
- Structural drawings – stamped by a licensed Engineer
- Elevations – required for roof-top installations
- Equipment specifications

DEMOLITION – STRUCTURE

- Site Plans – Simple or Plat of Survey
 - See [Site Plan Requirements](#) guide
 - Locations of all existing structures on property; identify structures to be demolished
 - Utility cut-off locations
 - Erosion control and tree protection measures
- Pest/Vermin Abatement Certification dated in last 30 days
- Copy of the [Georgia Asbestos Project Notification Form for Demolition](#) filed with Georgia EPD (*not an asbestos survey*)
- Copy of the [Georgia Asbestos Project Completion Form for Demolition](#) filed with Georgia EPD – if asbestos has been abated

DEMOLITION – INTERIOR

Non-structural demolition proposed in conjunction with a building permit for interior alterations is usually included in the scope of work for the alteration permit. If demolition must be done before the building permit is issued, a separate permit may be obtained.

- Demolition plan:
 - Key plan showing location of work area within building
 - Extent of demolition
 - Must exclude proposed construction, which must be clearly identified as for reference only

RETAINING WALLS

- Site Plan – Full
 - See [Site Plan Requirements](#) guide
- Site Survey – sealed by a licensed Civil Engineer
 - See [Site Plan Requirements](#) guide
- Drawings and Elevations – stamped by a Georgia-Licensed Professional Structural Engineer
 - Footings, wall reinforcement
- Calculations for walls with a surcharge – stamped by a Georgia-Licensed Professional Engineer
- Owner's Indemnification for Retaining Wall
- Engineer's Certification for Retaining Walls, with Engineer's Stamp – required for walls 4 ft. or higher and for all walls with a surcharge
- River Corridor Properties require a River Corridor As-Built Survey and a Hold & Release Affidavit

❖ OTHER APPLICATIONS – RESIDENTIAL OR COMMERCIAL

SOLAR PV PANELS

- Site Plan – Simple
 - See [Site Plan Requirements](#) guide
 - Show location of panels
- Electrical specifications
- Manufacturer's specifications and installation guide
- Elevations – for Commercial solar panels

EV CHARGERS

Select application type: Electrical (Residential) EV Charger or Electrical (Commercial) EV Charger.

For all installations, submit:

- Manufacturer's Equipment Installation Instructions
- Electrical load calculations, if required

Plans must show:

- Add note on plans: "All work will be performed in accordance with 2020 NEC, Art.625."
- Location of EV charger and utility panel in a diagram
- Equipment output power (continuous load)
- Equipment overcurrent protection rating (amps)
- Existing electrical service (amps)
- Branch circuit distance (ft.)
- Conductor size

For commercial installations, consult Building Official for additional requirements, including site plans and ADA requirements.

TEMPORARY STRUCTURES & CONSTRUCTION TRAILERS

- Site Plan – Simple
 - See [Site Plan Requirements](#) guide
- Floor/Layout Plan showing:
 - Any electrical, plumbing, or mechanical
 - Details of anchoring/foundation, stairs, ramps
 - ADA requirements, if structure is for public use
- Tent specifications and material certifications
- Manufacturer’s plans & specifications
- Trailer plans must be approved by Georgia Department of Community Affairs

CERTIFICATE OF OCCUPANCY/COMPLETION REQUEST

Certificate requests are reviewed by the Building Official. Allow a minimum of three business days.

- [Certificate of Occupancy/Completion Request- Commercial](#) or [Certificate of Occupancy/Completion Request – Residential](#) form – completely filled out
- [Georgia Residential Energy Code Compliance Certificate](#) or blower door test, signed by the mechanical contractor, for new construction
- Certificate request to be submitted by the General Contractor
- Submit request prior to scheduling final inspections
- Other documents may be requested

CHANGE OF CONTRACTOR

- [Change of Contractor Form](#) signed by the Property Owner.
- Copy of letter from the Property Owner to Withdrawn Contractor, informing the contractor that they are no longer stating that they approve of the change
- Copy of letter from Withdrawing Contractor, informing the Property Owner of their withdrawal.
- Notarized Authorized Permit Agent form and Applicant’s photo ID, if applicant is not the new contractor holding State licenses.

REVISION TO ISSUED PERMIT

Contact the Building Division at 378-512-3250 or buildingpermits@johnscreekgva.gov to request to submit a revision to your approved plans.

- Submit a [Revision to Issued Permit Application](#)