



INSTRUCTIONS FOR OBTAINING A RESIDENTIAL BUILDING PERMIT

Use this permit for:

1. New Construction of one- and two-family dwellings of three stories or less.
2. Additions to one- and two-family dwelling of three stories or less.
3. Interior Finishes to one- and two-family dwellings of three stories or less.
4. Renovations to one- or two-family dwellings of three stories or less.

All construction must comply with zoning and building requirements. The City's Code of Ordinances may be viewed online through Municipal Code at:

https://library.municode.com/ga/duluth/codes/code_of_ordinances

Required Documentation for New Construction & Addition Building Permits

1. Site plan
2. Building plan
3. State of Georgia Energy Code Compliance Report
4. Approved Gwinnett County Sewer Permit receipt (new construction and relocated dwellings only)
5. Gwinnett County Septic Permit receipt (applies only if dwelling is served by a septic system)
6. Res check Compliance report
7. Manual S and J report for compliance of HVAC system loads and sizing related to res check

Required Documentation for Obtaining Residential Subcontractor Permits

1. Submit proof of a valid State of Georgia contractor license for the proposed type of work.
2. Provide a State of Georgia valid picture ID including personal signature.
3. Submit proof of a valid State of Georgia contractor business registration (Occupational Tax Certificate).
4. Complete and sign a City of Duluth subcontractor permit application form.
5. Pay all required subcontractor permit fees.

General Notes Regarding Building & Subcontractor Permits

1. Building and subcontractor permits are required prior to starting any construction work within the city limits.
2. Homeowners residing in subdivisions with covenants in place should obtain written approval for their addition or renovation construction from their homeowners association prior to obtaining

a building permit. Most all city subdivisions are normally subject to restrictions imposed by covenants or subdivision regulatory committees. Homeowner closing documents will normally outline what improvements can and cannot be made on a property. If you are not sure of covenant restrictions, contact the subdivision Homeowners association. Approval granted by covenants or subdivision regulatory committees does not authorize proceeding with construction. Permits are still required prior to commencing any construction work. It is legally important to understand that the city does not enforce covenant regulations.

3. Building permits must be obtained and subcontractor trade permits shall be issued simultaneously. *Exception: When no other work (a single scope of work) is planned or associated to the subcontractor work that will be completed at your site, a "Stand Alone" subcontractor permit may be issued without first obtaining a building permit. Typical examples of a stand-alone subcontractor permits issued are: water heaters repairs, AC compressor elements and electrical service replacements to do an emergency. For night and weekend emergency repairs, a subcontractor permit is still required, but the installer must obtain the permit on the next business day during normal City business hours.*
4. If you are a homeowner building or remodeling your own home or have hired a contractor, require all hired contractors and subcontractors to provide you with a city issued permit / placard for their work, which will indicate your work site address, prior to allowing them to proceed with any construction.
5. It shall be the responsibility of the general contractor to assure that all hired subcontractors have a valid city issued permit prior to starting any work on site.
6. Georgia law, O.C.G.A. 43-14, requires all persons contracting or performing for hire any plumbing, electrical, low voltage, heating and air conditioning or utility work in Georgia to be duly and currently licensed by the Georgia State Construction Industry Licensing Board for that work.
7. The City of Duluth will not issue subcontractor trade permits to any non- licensed person performing any of these trades, except that a homeowner performing his her own work on his / her primary residence may obtain his / her own permit for that work and shall complete the homeowner affidavit. All work shall comply with all codes and laws.

Plan Review

All Permit Applications must be submitted through the City of Duluth's Online Permit Portal:

www.duluthga.net/permits

Submit the following PDF files with your online application:

Note: Individual PDF files may not exceed 100 MB. Larger files should be separated into individual PDFs.

Construction Documents. All plans must be clearly drawn to scale (feet/inches). Depending on the type of construction, plans may be required to be prepared by a registered design professional. See Section 5-29 of the City Ordinances for details on structural plan requirements.

New Construction

Building plans shall be drawn no smaller no smaller than 1/8" = 1'0 scale and shall be of sufficient clarity to indicate the nature and extent of the work to be performed. Building plans shall show in detail that it

will conform to building and technical codes and all related laws, ordinances, rules and regulations in effect at the time of permit issuance.

Building plan shall include at least the following, as applicable to the work being performed:

1. Provide dimensioned foundation plan indicating location of all footings at foundations walls, exterior walls and interior load bearing walls. Include details of footings, foundation walls and concrete floors. Show heights, widths, and depths, thicknesses, reinforcing steel, connections, supports and other details necessary to ascertain code compliance.
2. Supply dimensioned floor plan of each floor level to be improved including elevated decks, balconies, porches etc. Label each room and area for its use and provide schedule or show location and size of all windows, doors and openings between rooms, etc.
3. Show location of exterior and interior bearing walls supporting floors and roofs above.
 - a. Include notes or details regarding bearing wall construction.
 - b. List size and spacing of walls studs and indicate or note the manner in which all bearing walls will be anchored to the foundation.
 - c. Locate and show size and composition of all headers and support beams to be used.
4. Include floor and roof framing notes or details such as type, size and spacing of floor / ceiling joists and rafters to be used as proposed.
 - a. If vertical wood posts or metal columns are to be used to support elevated floors or roofs, provide details of the assembly to include size, length and composition, anchoring and connection details.
 - b. *Note: if floor or roof trusses are proposed in the project construction, the manufacturers detailed drawings shall be provided and sealed by a State of Georgia Registered Design Professional. All truss drawings shall be reviewed and must be approved by the Building Official prior to the installation of trusses.*
5. Show location of water heaters, electrical service & distribution panel(s), heating & air conditioning appliances, plumbing fixtures, major appliances, cabinets, countertops and other built – in items.
6. Include dimensioned elevation views of all construction (vertical side) of exterior walls, roof lines and roof pitches for new construction.
 - a. Show dimensioned elevation views of all construction affected exterior wall and roof lines for addition or alteration to existing buildings.

Any change from city approved building plans to as built on site construction shall be submitted as a revised drawing and reviewed by the Building Official for code compliance prior to making any changes.

Site Plan Documents.

Residential interior alterations or renovations, which do not include any change in location of any exterior wall or roof line, do not require submission of a site plan or plot plan at the time of permit issue. City of Duluth Unified Development Code (1113.03, 1115.04).

A copy of the approved house location plan shall be on the permitted site and available to inspectors at all times.

No building or similar structure, nor any part thereof or attached to, shall encroach into any setback area, easement or required buffer area without prior written City Official Approval.

Applicant submitting plans showing buildings or related structures located less than one foot (1') from a setback or easement or five feet (5'0) from a buffer shall be required to submit an as built survey to the Building Official prior to receiving a certificate of occupancy or certificate of completion. This survey must include information required in the subsequent items #1 thru #9 and must be prepared by a Georgia registered surveyor.

Surveys showing encroachments not approved by governing officials will result to a denial to issue any type of certificate of occupancy (City of Duluth Unified Development Code 1116.05) until such time as the building official's written authorization is obtained.

Any change from city approved site plans to as built site plans must be resubmitted by the permit holder and approved by the Director of Planning and Development.

Site plan or plot plan shall be of sufficient clarity to show at least the following information:

1. Site Street address, subdivision name, lot/block number. If applicable, name and signature of the person or firm submitting the site plan
2. Site boundary survey with north arrow
3. All street names, widths and location of right-of-way
4. Location of all setbacks including distance between structures on adjacent properties
5. Location and type of all easements, buffers and drainage structures on adjacent properties
6. Location of flood plain areas and minimum lowest floor elevation required, if site applicable
7. Location of all existing and proposed buildings or structures to include dimensioned structure footprints showing overhangs. (City of Duluth Unified Development Code 304.01)
8. Location and type of any existing or proposed patios, walks, steps, drives and other paved areas
9. Location, height and type of any site retaining walls, ancillary buildings or other structures

New Home Construction & Additions Will Require the Following Inspections:

Inspections requests are scheduled through the City of Duluth's Online Permit Portal:

www.duluthga.net/permits

1. Footing Inspection and UFER inspection (UFER inspection is for new homes)
2. Underfloor plumbing and underfloor electrical inspection to be conducted PRIOR to placement of concrete
3. Slab inspection shall be made PRIOR to placing concrete and all required vapor barrier and wire mesh (WWF has been installed). Note: Box checks are required for submission and approval to verify setbacks prior to a slab inspection being requested
4. Foundation/ Foundation wall inspection shall be made after trenches are excavated; reinforcement steel is in place, forms erected and PRIOR to placing of concrete
5. Rough framing and Sheathing Inspection of the exterior wall sheathing fasteners and braced wall panels shall be made prior to concealment by moisture barrier (house wrap). Fire stopping and draft stopping shall be inspected at this time. MEP inspections can be made at this time

6. Rough mechanical, electrical and plumbing inspection (can be inspection concurrently with rough framing inspection)
7. Moisture Barrier Inspection of house wrap, membranes, flashings and any other required moisture barriers shall be made prior to the installation of exterior finishing material. MEP inspections can be made at this time
8. Insulation Inspection. This inspection is conducted insulation is in place PRIOR to covering walls
9. Final Inspection will be conducted AFTER the new home or Addition is completed