



## Residential Building Plan Submittal Checklist by Type

### 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 cannot correct it in the system, and you will have to start over. If you need assistance determining which application to use, please contact the Permit Technicians at 678.512.3250.

- The documents submitted must be 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.
- All documents must meet City's [File Format Requirements](#)
  - Plans must be a minimum of 11"x17" and be drawn to scale (you must 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 vectored PDFs
  - Submit only complete sets of plans and 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 three plan reviews, a Resubmittal Fee is charged for the fourth and subsequent reviews. Fees 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.johnscreekga.gov/residents/community-development/building-permitting>

For technical assistance with the CSS Portal, please email [info@johnscreekga.gov](mailto:info@johnscreekga.gov) or call 678-512-3250 during business hours.

### Residential Accessory Structures

Permit for construction or installation of a detached structure that is an accessory to the main house. Examples: shed, pool cabana, guest house, detached garage, or free-standing pergola.

Installation of pre-fabricated shed equal to or less than 120 square feet does not require a permit, but must comply with building setbacks for accessory structures.

- Site Plan – Simple, a Site Survey may be required on a case-by-case basis
  - See [Site Plan Requirements](#) guide
- River Corridor Properties require an As-Built Survey and Hold & Release Affidavit
- Architectural/Structural Drawings (fully dimensioned, drawn to scale, 11”x17” minimum)
  - Structural Drawings & Elevations (Site Built) OR Manufacturer’s Specifications & Elevations (Prefabricated)
  - Must include footing/foundation plan with size and depth, per code
  - Electrical information (if applicable)
  - Additional plans and information may be required on a case-by-case basis

## Residential Addition

Permit for an addition to an existing home. Examples: room addition, sunroom, second-story pop-up, or expansion of attached garage.

Use Residential Deck/Porch/Patio Cover application for screened porch permits, porticos, or covered walk-ways. If project includes both an addition and interior remodel of adjacent spaces, apply under Residential Addition.

- Site Plan – Full, with a Site Survey prepared by a licensed Land Surveyor
  - See [Site Plan Requirements](#) guide
  - River Corridor Properties require an As-Built Survey and Hold & Release Affidavit
- Architectural Drawings (fully dimensioned, drawn to scale, 11”x17” min.)
  - Floor plans of every level proposed including a roof plan
  - All Rooms and spaces must be identified as to use
  - Mechanical, Electrical and Plumbing equipment/fixtures must be shown on plans
  - Energy Code Compliance
- Structural Drawings ((fully dimensioned, drawn to scale, 11”x17” min.)
  - Foundation/Footing Plans with related details
  - Structural Framing Plans of all levels (floors, ceilings, roof)
  - Truss/I-joist Layout Diagrams, with truss (floor, roof) profiles, stamped/sealed by a licensed Structural Engineer (where applicable)
  - Structural Composite Lumber (Glulam’s, LVL’S & LSL’S) with calculations
  - Braced wall provisions, show brace wall lines and braced wall panel locations through the use of separate diagrams and/or noted on the four building elevations

## Residential Deck/Porch/Patio Cover

Permit to build or replace a deck, porch, screened porch, patio cover, or portico; or to replace structural parts, such as railings, posts, or beams.

For sunrooms, apply for Residential Addition permit.

For detached structures, apply for Accessory Structure permit.

- Site Plan – Simple, a Site Survey may be required on a case-by-case basis
  - See [Site Plan Requirements](#) guide
- Structural Drawings (fully dimensioned, drawn to scale, 11”x17” minimum)
  - Plans must show Existing with demolition & Proposed conditions separately
  - Footing plan, identifying size, depth, post sizes and attachment details

- Framing Information (size of members, direction, spacing, species and grade)
- Ledger, guardrail, stairway and handrail details
- Load path connection schedule with manufacturer and model no.
- Elevations or façade views from all sides with dimensions
- Multi-leveled decks with covers may require the design and seal of a Design Professional
- Use of Engineered wood products will require a Structural Engineer's stamp/seal
- A letter from a licensed Structural Engineer will be required, when placing a new structure atop and old wood framed deck, certifying its structural competency

## Residential Exterior Alteration

Permit for exterior alteration of an existing home. Examples: Alter or move a window or exterior entrance, new dormers or portico over entrance. Excludes deck, porch, patio cover, or screened porch.

- ❑ Site Plan – Simple, a Site Survey may be required on a case-by-case basis
  - See [Site Plan Requirements](#) guide
- ❑ Architectural/Structural Drawings (fully dimensioned, drawn to scale, 11"x17" minimum)
  - All Plans must show Existing/demolition & Proposed conditions separately
  - Enlarged plan(s) of new or expanded element proposed
  - Elevation or façade views or new or expanded elements proposed

## Residential Foundation Only

Foundation-only permit for a residential building. Under a Foundation Only Permit, construction of footings, grade beams, column pads and piers, and foundation walls off footings will be permitted to lowest excavated point of the building only. No elevated slab construction is permitted under a foundation permit. Construction must stop when those elements are complete until a full Building Permit is issued.

- ❑ Site Plan – Full, with a Site Survey prepared by a licensed Land Surveyor
  - See [Site Plan Requirements](#) guide
- ❑ Architectural/Structural Drawings (fully dimensioned, drawn to scale, 11"x17" minimum)
  - Enlarged foundation plan, 100% complete design
  - Foundation details
  - Elevations (façades) of all sides with heights
  - Architectural plans of base building, 75% complete design, noted as 'For Reference Only'
  - Height and Area calculations.

## Residential Interior Alteration

Permit for residential interior alterations or renovations. Examples: kitchen or bath remodel, basement finish, add or remove walls, replace drywall. A permit is not required for cosmetic work only (carpet, tile, paint).

- ❑ Architectural Drawings (drawn to scale, 11"x17" minimum)
  - Floor plans of every level proposed including a roof plan
  - All Rooms and spaces must be identified as to use
  - Show existing conditions (before) with demolition separately from proposed (after) plan(s) – Deviations from this requirement could result in a rejection of submittal
  - Mechanical, Electrical and Plumbing equipment/fixtures must be shown on plans
  - Engineered wood products must be stamped by engineer and included in submittal
- ❑ Demolition of Asbestos (ACM)

- Georgia Asbestos Project Notification Form for Demolition filed with Georgia EPD (not an asbestos survey)
- Georgia Asbestos Project Completion Form for Demolition filed with Georgia EPD – if asbestos has been abated

## Residential New Single-Family

Permit for construction of a new single-family home. Pools and retaining walls require separate permits.

- Site Plan – Full, with a Site Survey prepared by a licensed Land Surveyor
  - See [Site Plan Requirements](#) guide
  - River Corridor Properties require an As-Built Survey and Hold & Release Affidavit
- Architectural Drawings (fully dimensioned, drawn to scale, 11"x17" minimum)
  - Floor plans of every level proposed including a roof plan
  - All rooms and spaces must be identified as to use
  - Mechanical, Electrical and Plumbing equipment/fixtures must be shown on plans
  - HVAC Equipment sizing calculations based on Manual J & S
  - Energy Code Compliance
- Structural Drawings ((fully dimensioned, drawn to scale, 11"x17" minimum)
  - Foundation/Footing Plans with related details
  - Structural Framing Plans of all levels (floors, ceilings, roof)
  - Truss/I-joint Layout Diagrams, with truss (floor, roof) profiles, stamped/sealed by a licensed Structural Engineer (where applicable)
  - Structural Composite Lumber (Glulam's, LVL'S & LSL's) with calculations
  - Portal Wall Framing Diagram(s) for all large openings with narrow framed walls
  - Braced wall provisions – Show brace wall lines and braced wall panel locations through the use of separate diagrams and/or noted on the four building elevations
- Submit Fulton County Sewer and Water Permits, when prompted
- Submit Manual J & S Report

## Residential New Townhouse

Permit for construction of a new, single-family attached dwelling unit. Each townhouse unit requires a separate building permit. Retaining walls require a separate permit.

- Site Plan – Full, with a Site Survey prepared by a licensed Land Surveyor
  - See [Site Plan Requirements](#) guide
- Architectural Drawings (fully dimensioned, drawn to scale, 11"x17" minimum)
  - Floor plans of every level proposed including a roof plan
  - All rooms and spaces must be identified as to use
  - Mechanical, Electrical and Plumbing equipment/fixtures must be shown on plans
  - Truss Layouts, Engineered Joists & LVLs must be included in submittal
  - HVAC Equipment sizing calculations based on Manual J & S
  - Energy Code Compliance
- Structural Drawings ((fully dimensioned, drawn to scale, 11"x17" minimum)
  - Foundation/Footing Plans with related details
  - Structural Framing Plans of all levels (floors, ceilings, roof)
  - Truss/I-joint Layout Diagrams, with truss (floor, roof) profiles, stamped/sealed by a licensed Structural Engineer (where applicable)
  - Structural Composite Lumber (Glulam's, LVL'S & LSL's) with calculations
  - Portal Wall Framing Diagram(s) for all large openings with narrow framed walls

- Braced wall provisions, show brace wall lines and braced wall panel locations through the use of separate diagrams and/or noted on the four building elevations
- ❑ Submit Fulton County Sewer and Water Permits, when prompted
- ❑ Submit Manual J & S Report

## Residential Pool/Spa & Barrier

Permit to install a residential swimming pool and/or spa. For portable spas, above-ground pools over 24" deep and for in-ground pools and spas. Apply for pool safety barrier as part of this permit.

- ❑ Site Plan – Full, with a Site Survey prepared by a licensed Land Surveyor
  - See [Site Plan Requirements](#) guide
  - Swimming Pool and Spa location, equipment location, and related plumbing from pool to equipment pad
  - Barrier (fence) and gate locations
  - Proposed pool decking
  - River Corridor Properties require an As-Built Survey and Hold & Release Affidavit
- ❑ Architectural Drawings (fully dimensioned, drawn to scale, 11"x17" minimum)
  - Enlarged pool/spa plan (dimensioned), with profile/section of pool showing depths, equipment location and related plumbing from pool to equipment pad
  - Must note alarm system for windows & doors leading to pool area when home is part of fence/barrier
  - Show or note the bonding around pool
  - Provide a list or schedule of all pool equipment with model numbers

## Demolition – Residential Interior

Permit for non-structural, interior demolition in a residence/commercial space. A separate demolition permit is generally not required for an Interior Alteration permit.

- ❑ Drawings and Documentation required for upload:
  - Floor Plan(s), identifying extent of demolition
  - Georgia Asbestos Project Notification Form for Demolition filed with Georgia EPD
  - Georgia Asbestos Project Completion Form for Demolition filed with Georgia EPD – if asbestos has been abated
  - Fulton County Permit for the demolition of a septic tank (if applicable)

## Demolition – Residential Structure

Permit for demolition (razing) or partial demolition of a house or structure on residential property. Requires copy of EPD Project Notification even if no asbestos is found or Completion Notification if asbestos is remediated. Requires rodent letter dated within 30 days of application.

- ❑ Site Plan – Simple, a Site Survey may be required on a case-by-case basis
  - See [Site Plan Requirements](#) guide
- ❑ Drawings and Documentation required for upload:
  - Partial or selective demolition will require an enlarged plan for clarity
  - Pest/Vermin Abatement Certification
  - Georgia Asbestos Project Notification Form for Demolition filed with Georgia EPD
  - Georgia Asbestos Project Completion Form for Demolition filed with Georgia EPD – if asbestos has been abated
  - Fulton County Permit for the demolition of a septic tank (if applicable)

## Electric Vehicle (EV) Charger (Residential)

Permit for installation of electric vehicle (EV) outlet/charger for residential use.

- Submit the Residential EV Charging Installation Form
  - See [EV Charging Installation](#) form
- Manufacturer's Equipment Specifications
- Manufacturer's Equipment Installation Instructions (cut-sheets)
- Electrical Load Calculations, per the 2020 NEC Art. 220 (if applicable or when requested)

## Electrical (Residential) - Solar Panel Installation

Permit for roof or ground installation of solar panel PV (photovoltaic) system on residential property.

- Site Plan – Simple, a Site Survey may be required on a case-by-case basis
  - See [Site Plan Requirements](#) guide
- Architectural Drawings (drawn to scale, 11"x17" minimum)
  - Roof Plan/Layout, indicating location of PV panels
  - Single-Line Electrical Wiring Diagram(s), showing existing & proposed required meter bases, disconnects, inverters, transfer switches, etc.
  - Engineer's Roof Structure Analysis, if not analyzed by PV panel vendor
- Manufacturer's specifications and installation guide
- Environmental Health approval for ground mounted installations

## Residential Standby Generator

Permit for installation of a standby electric generator, powered by gas, for residential use.

- Site Plan – Simple, a Site Survey may be required on a case-by-case basis
  - See [Site Plan Requirements](#) guide
  - Indicate proposed location of the generator and location of all underground utilities
- Manufacturer's Make and Model from specifications (cut-sheets)
- Manufacturer's installation instructions and installation details
- Single-Line Electrical Wiring Diagram, including wire sizes. Indicate transfer switch or interlock, lockable disconnecting means and indicate if the generator is a "separately derived system"

## Retaining Wall - Residential

Permit to construct new retaining wall(s) or replace existing retaining wall(s) on a residential property.

- Site Plan – Full, with a Site Survey prepared by a licensed Land Surveyor
  - See [Site Plan Requirements](#) guide
- Structural Drawings (fully dimensioned, drawn to scale, 11"x17" minimum)
  - Wall Section/Details to include; materials, footing/foundation, reinforcement, and wall height – measured from finish grade at base of wall to the cap at top of wall
  - Surcharges at top of wall must be identified, such as fencing and soils sloping more than 25 percent (1:4)
  - Tiered walls must be shown in section with dimensioned offsets, and aggregate heights
  - Walls above 6 ft. in height must include calculations from a licensed Engineer
- Owner's Indemnification for Retaining Wall form (for walls above 4 ft. in height)
- Engineer's Certification for Retaining Wall form (if over 6 ft. in height)