



770-730-5600  
sandyspringsga.org

### DEMOLITION PERMIT CHECKLIST

Demo Permit Number: \_\_\_\_\_ Submittal Date: \_\_\_\_\_  
Assigned by Staff

Subdivision Name (if any): \_\_\_\_\_ Tax/Parcel ID #: \_\_\_\_\_

Parcel Address: \_\_\_\_\_ Lot #: \_\_\_\_\_

Permittee: \_\_\_\_\_ Signature: \_\_\_\_\_  
Print Name Signature

Firm: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Accepted/Denied by: \_\_\_\_\_

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#### Minimum Requirements

**Provide all items listed below. If not applicable, applicant shall note on this checklist, and shall explain by notation on the plans. An incomplete application will not be accepted into the review process.**

#### General Requirements

- \_\_\_ 1. Completed **Demo Permit Application**.
- \_\_\_ 2. Submittal fee and completed application.
- \_\_\_ 3. Three (3) copies of Demo Permit Site Plan. Plan must bear professional seal and signature of an Engineer, Land Surveyor, Architect or Landscape Architect having registration in the State of Georgia.
- \_\_\_ 4. Letter from Pest Control Service verifying that property is free of vermin and other pests that may migrate to other properties or that vermin and other pests have been properly exterminated.
- \_\_\_ 5. Letter documenting if asbestos is present or not present in the existing structure and documentation confirming removal and disposal of asbestos materials, as necessary.

#### Plan Requirements

- \_\_\_ 1. Maximum sheet size shall be 24" x 36" (min. font size of 0.08).
- \_\_\_ 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. 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.
- \_\_\_ 10. Location of zoning buffers, access easements, sewer easements, and drainage easements, etc.
- \_\_\_ 11. 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) 13121C **0163E** 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.

- \_\_\_ 12. Add the following note to site plan: The placement of dumpsters and the parking of automobiles is prohibited in the right-of-way.

### Storm Water

- \_\_\_ 1. ARC approval, if required.
- \_\_\_ 2. Location of any City of Sandy Springs tributary buffers, or state water buffers, if applicable.
- \_\_\_ 3. Where existing runoff leaves the site in a sheet flow condition, runoff shall leave the site in a sheet flow condition after development.

### Utilities and Other Structures (Not Including the House)

- \_\_\_ 1. If site currently includes a septic tank, tank must be demolished in place or removed from the site. Please provide proof that tank has been removed from service or state on the plan that the site is connected to a sanitary sewer line.

### 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. Arborist approval required.

### Sediment and Erosion Control

- \_\_\_ 1. A delineation of the limits of disturbance and a statement of the estimated square feet of area disturbed.
- \_\_\_ 2. 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.
- \_\_\_ 3. Direction of existing and proposed storm water or drainage flow by use of arrows.
- \_\_\_ 4. Signed Residential Erosion and Sedimentation Control and Tree Protection Agreement.