



770-730-5600
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**MINIMUM SUBMITTAL REQUIREMENTS & CHECKLIST
SINGLE FAMILY RESIDENTIAL
MINOR INTERIOR ALTERATIONS**

Submittal Accepted /Rejected (Comments) _____ Sandy Springs Community Development Department	I acknowledge the acceptance / rejection of plans for a building permit for the address shown below. Reasons for rejection, if necessary, have been explained to me. _____ (Signature) _____(Printed Name) _____ (Company) _____(Phone Number)
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Date: _____ Property Address _____

MINIMUM REQUIREMENTS

Yes No N/A

Construction is considered a minor alteration: The proposed work is limited to modifications within the footprint of the existing structure and does not involve the removal, modification or addition of load-bearing structural elements.

The following information must be included in an application package before Sandy Springs will accept an application:

Yes No N/A

1. Three (3) copies of the Building Plans bearing the name, signature, street address and telephone number of the person responsible for the design. Provide email address if available.
2. Building Plans must include the Owner's name, street address, and telephone number. Provide email address, if available.
3. Plans shall be to scale and fully dimensioned. Minimum drawing size shall be 11" x 17". All text and dimensions must be of sufficient size to be clearly legible.
4. Plans must plainly delineate existing and new items. Show location of existing and proposed construction, systems and equipment in the areas to be modified, including water heaters, electrical service and distribution panels, HVAC equipment, plumbing fixtures, major appliances, fireplaces, countertops, cabinets, and other built-in items. Identify whether appliances and equipment are electric or gas.
5. Show location, size and type of all windows, doors and openings between rooms.
6. Show locations of walls, floors, ceilings, roofs, etc., as applicable.

Yes No N/A

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Approved Fulton County septic/well permit and receipt. (For Additional Bedrooms.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Proof of valid contractor's business license. |

The plans will be initially screened by the Community Development Department to confirm that the above information is included. If deficiencies are identified, the plans will be returned to the applicant.