



To ensure that your experience with the Office of Buildings is as efficient as possible,
below is a list of **things to know when picking up your Building Permit**.

PLACARDED PROPERTIES

- ✓ If the property has a placard from City of Atlanta Code Enforcement, 818 Pollard Blvd, Atlanta, GA 30315 .
 - **Release papers** from **City of Atlanta Code Enforcement** (404-546-3800) **must accompany** other required documents.

DEMOLITION PERMITS

- ✓ Demolition permits **require current (30 day) Rodent Letter** and a **sewer plug permit** (This is a Plumbing Permit that can be obtained in the Trade Permit Division of the Office of Buildings)** in addition to the following

HOMEOWNERS, Please provide the following:

- ✓ **Current state issued photo ID**
- ✓ **Notarized AFFIDAVIT CONCERNING EXCEPTION TO CONTRACTOR LICENSING REQUIREMENTS**
A copy of the affidavit can be found here, <https://www.atlantaga.gov/home/showdocument?id=33228>
- ✓ **For One- & Two-Family Residence Only** – If slab is to remain, sewer plug is not required.
 - Please note this will be verified by city inspector.
- ✓ **HOMEOWNER' AFFIDAVIT FORM**

AGENTS FOR THE HOMEOWNER, Please provide the following:

- ✓ A copy of Homeowner's current **state issued photo ID**
- ✓ Agent's **state issued photo ID**
- ✓ **Notarized AFFIDAVIT CONCERNING EXCEPTION TO CONTRACTOR LICENSING REQUIREMENTS**
A copy of the affidavit can be found here, <https://www.atlantaga.gov/home/showdocument?id=33228>
- ✓ **Notarized CONTRACTOR AGENT AFFIDAVIT AUTHORIZATION**
A copy of the affidavit can be found here, <https://www.atlantaga.gov/home/showdocument?id=33224>
- ✓ **HOMEOWNER' AFFIDAVIT FORM**

CONTRACTORS, Please provide the following:

- ✓ Current **business license**
- ✓ Current **contractor's license** issued by Georgia's Secretary of State
- ✓ **State issued photo ID**
- ✓ **Notarized CONTRACTOR'S LICENSE AFFIDAVIT**
A copy of the affidavit can be found here, <https://www.atlantaga.gov/home/showdocument?id=33226>

AGENTS FOR THE CONTRACTOR, Please provide the following:

- ✓ A copy of Contractor's **state issued photo ID**
- ✓ A copy of Contractor's current **Business License**
- ✓ A copy of a current **Contractor's License** issued by Georgia's Secretary of State
- ✓ Agent's **state issued photo ID**
- ✓ **Notarized CONTRACTORS LICENCE AFFIDAVIT**
A copy of the affidavit can be found here, <https://www.atlantaga.gov/home/showdocument?id=33226>
- ✓ **Notarized CONTRACTOR'S AGENT AFFIDAVIT AUTHORIZATION**
A copy of the affidavit can be found here, <https://www.atlantaga.gov/home/showdocument?id=33224>

Thank you for doing business with the Department of City Planning's Office of Buildings.