



# Building in the Union City



## Guide to the Construction and Permitting

**Union City  
Community Development Department  
5047 Union Street  
Union City, GA 30291  
(770) 964-2288**

## General Information

Phone 770-964-2288  
Fax 770-969-8795  
Inspection Line 770-474-9393

### Staff

Ellis Still Community Development Director 770-515-7955

### SAFEbuilt

Paul Hardy Building Official 678-216-0641  
Email: [phardy@safebuilt.com](mailto:phardy@safebuilt.com) 770-355-2133

Wade Kain-Deputy Building Official/Plans Examiner 678-901-6322  
Email: [wkain@safebuilt.com](mailto:wkain@safebuilt.com)

Davie Goetzcke-Deputy Building Official/Plans Examiner 404-695-2273  
Email: [dgoetzcke@safebuilt.com](mailto:dgoetzcke@safebuilt.com)

Fax 678-216-0647

### Current Codes Observed- as adopted by the Georgia DCA

2018 ICC International Building Code  
2018 ICC International Residential Code  
2018 ICC International Mechanical Code  
2018 ICC International Plumbing Code  
2018 ICC International Fuel Gas Code  
2012 ICC International Fire Code  
2020 National Electrical Code  
2018 ICC International Property Maintenance Code  
City of Union City Ordinances

### General Information

**NOTE: All new residential and commercial developments must obtain development site plan review and approval prior to applying for building permits. The approved site plan must be submitted with building application.**

1. A permit is required to construct, alter, repair, move, demolish, or to change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the appropriate Code or Ordinances of the City of Union City.
2. Construction documents must be submitted with a completed permit application and approved prior to a permit being issued.
3. Permits for construction shall be issued only if all other regulations and zoning restrictions are complied with as required by the City.

4. An elevation certificate will be required for construction in a floodplain at the time of permit application.
5. Commercial projects may require plans designed by a licensed Georgia Architect and/or Engineer.
6. Construction may **not** commence until site plan review approval is granted (if applicable) and all applicable local and state permits have been issued.
7. **Permit holders are responsible for obtaining all required inspections. Please phone 770-474-9393 or email [tyroneoffice@safebuilt.com](mailto:tyroneoffice@safebuilt.com) for inspections. Inspection request must be called in by 4:00pm a day in advance to insure proper inspection coordination. Inspections will be conducted the next regular business day.**
8. All contractors and/or subcontractors are required to be licensed in the State of Georgia as required by O.C.G.A. Title 43.

### **What you will need to obtain a building permit.**

1. Two complete sets of plans will need to be submitted for residential construction and three sets are required for commercial projects. There is also a scope of work sheet what will need to be completed and submitted with residential alteration or addition projects. Construction documents for commercial projects are required to be signed and sealed by the appropriate design professional in accordance with O.C.G.A. Title 43-4 and 43-15 regulating the practice of Architecture, Professional Engineering and Land Surveying.
2. **Site Plan-** must show lot dimensions, building footprint with dimensions, and dimensions from building to property lines and all other buildings on the property.
3. **Foundation Plan-** show footing, foundation walls, beam and pier locations with dimensions. Also show frost walls where applicable.
4. **Floor Plan-** identify and dimension all rooms and include and dimension all doors and windows.
5. **Wall Section-** show typical wall section from footing through roof and label all materials and provide spacing.
6. **Elevations-** provide elevation view of at least two sides, four side views however is preferred.
7. **Framing Plan-** Show framing member layout, size and spacing, bearing points and girder size and span.
8. **Deck Framing Plan-** Figure 7 of the Georgia Prescriptive Deck Detail (pg.14 of this document) may be used for this purpose. Commercial construction may also require civil, structural, electrical, mechanical and plumbing plans, as well as all material specifications to be submitted.
9. Retaining walls greater than 48" in height measured vertically from the footing require a permit and a design from a Registered Georgia Engineer.

10. A copy of the manufacturer's installation instructions is required to be provided for all prefabricated fireplaces.
11. A completed permit application must accompany all construction documents.
12. Cell tower modifications or alterations also require a structural analysis signed and sealed by a Registered Georgia Engineer be provided in addition to construction documents at permit application.
13. Manufacturer's installation instructions are required to be provided for all pre-manufactured swimming pools, hot tubs or spas. A site plan showing location of the pool with dimensions is required for all pool, hot tub or spa permits.
14. Construction trailer permit applications require the submittal of the manufacturer's set-up specifications in addition to a site plan. The trailer shall be adequately supported, anchored and access landing and stair installed prior to electrical connection approval.
15. All suspended slabs are required to be designed by a State of Georgia Registered Engineer.

### **Required inspections and Scheduling**

Please phone the inspection line @ **770-474-9393** or email **tyroneoffice@safebuilt.com** to schedule inspections. Once you have connected to the inspection line recording, please leave contact information, permit number, address and type of inspection. All inspections must be scheduled by 4:00 pm the day in advance. Do not proceed with any further work until the required inspections have been conducted and approved.



**Below are the types of the required inspections and when to call for them. Some circumstances might require special inspections or other inspections not listed be performed. Please check with the inspector to see if any other inspections are required. The permit card and the approved plans are required to remain on the job site and must be present to receive inspections.**

**Footing**- Once excavation and footing forming is complete and prior to any placement of concrete.

**Foundation**- Upon completion of all forming and the required steel is in place and prior to any placement of concrete.

**Under-Slab Plumbing**- After all building drain piping and water piping (if applicable) is complete and the required pressure test is on.

**Slab Prep**- Once all plumbing is backfilled, turn-down footings and grade beams are excavated, vapor barrier is installed and reinforcement is in place. All chemical soil termite treatment is also done at this time.

**Wall Sheathing**- The wall sheathing nail off inspection is done prior to installation of the moisture barrier.

**Moisture Barrier**- The moisture barrier is installed, all joints taped and windows and doors flashed.

**Rough Building, Electrical, Mechanical and Plumbing**- Once all work is complete, required pressure test is on, and prior to placement of any insulation or drywall. All rough inspections are done at the same time.

**Wall or Ceiling Cover**- This is done prior to closing walls or ceilings in commercial projects.

**Insulation-** This is done after all insulation is installed in walls or sloped ceilings prior to drywall. Floors exposed to unfinished areas and blown attics may be done by final.

**Suspended Slab-** Inspection shall be done after all forming and required steel reinforcement is in place

**Temp. Electric-** After meter base, panel or disconnect, mast or underground conduit and or wiring is installed and ready to energize. GFCI outlets and proper grounding must also be in place. Note: all temporary services must be erected and sufficiently braced.

**Temp to Perm or Permanent Electrical Service-** All electrical must be complete, all circuits landed in the panel and proper grounding installed. Open outlet boxes where lighting fixtures are missing must be capped with wire nuts and blank covers installed on boxes. Burial depths for underground services must be inspected prior to backfilling

**Sewer or Water Connection-** This inspection, if applicable, is made once all piping is installed and prior to backfilling.

**Final-** Whenever all construction, final grading, testing or other items are completed and the building is finished and prior to occupancy. All landscaping must also be complete at this time.

**Demolition-** Once utilities have been disconnected and capped and final grading is completed and site stabilized.

## **Moving of Buildings**

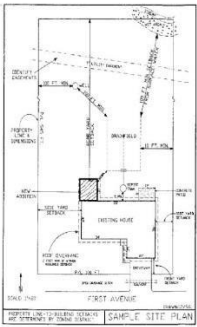
### **Sec. 5-121. - Permission from council required; publication of notice of hearing.**

It shall be unlawful for any used or secondhand building to be brought into the city from any point without the city or for any such building already within the city to be removed from its present location to any other location without special permission from the city council, which permission shall not be given in any case unless and until there shall have been a public hearing on written application of which hearing notice shall have been published once a week for four (4) weeks at the expense of the applicant in the official newspaper of the city, and once a week for two (2) of such four (4) weeks in the *Atlanta Journal* or *Atlanta Constitution*, which notice of such public hearing shall consist of a copy of such application for permission to remove such used or secondhand building, and such other information as may be required by the city council.

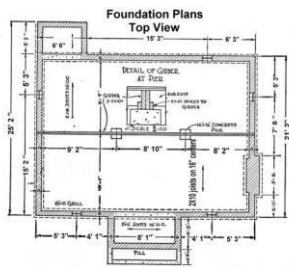
## **Exhibits**

See attached exhibits for plan requirements, egress window requirements, contractor license requirements, commercial plans checklist, decks, sample site plan and wall section and permit applications.

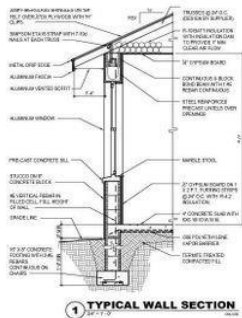
# Examples of Plans Required to Obtain a Residential Building Permit



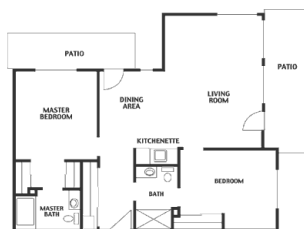
**Site Plan:** This plan should show the location of the project on the property, dimensions of the footprint of the structure, distances to other building on the property, distances to property lines and the location of the primary structure if this is an addition to an existing building.



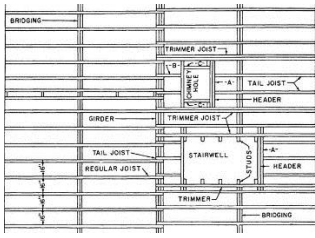
**Foundation Plan:** This plan should show all footings, piers, grade beams, column footings, thickened slab for bearing walls or foundation walls. This plan should also detail all sizes of footings, walls or piers and reinforcement required. Additional detail may be included on the typical wall section.



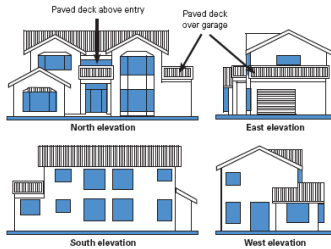
**Typical Wall Section:** This plan should detail all materials used to construct the project. Detail shall include framing member sizes and spacing, sheathing type and size, insulation, exterior finish, roofing, header and beam size and foundation detail.



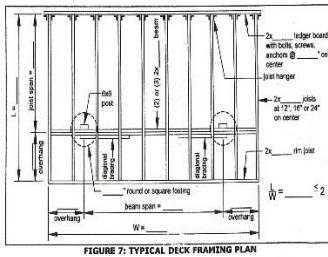
**Floor Plan:** This plan should show the layout of the rooms, labeling of the rooms and show all window and door locations. Dimensions may be required to determine code compliance.



**Framing Plan:** This plan should indicate floor joist, ceiling joist or rafter layout. Size of framing members and spacing should also be included. Beam sizes and well as bearing points should also be indicated.



**Elevation Views:** This plan should show the proposed exterior finished view of the project. For additions, the existing structure shall also be shown.



**Deck Framing Plan:** This plan is a detail from the Georgia Prescriptive Deck Detail as adopted by the DCA. This figure 7 is required to be completed and submitted for all deck construction. A copy of the PDD may be downloaded from the Georgia DCA website and is required to be on site during construction.

**Scope of Work:** This is a written description of all work to be done. Please include any mechanical, plumbing or electrical work being done. Also include any work to be done in other areas of home during the project if applicable. There is a scope of work sheet that may be obtained and completed.

## Requirement for a Licensed Contractor Quick Reference

<b><u>Work to be done</u></b>	<b><u>License Required</u></b>	<b><u>Not Required</u></b>
Residential construction < \$2500		✓
Residential construction > \$2500	✓	
Residential electrical, mechanical or plumbing	✓	
Specialty contractor work such as but not limited to: concrete work, landscaping, painting, drywall, roofing, flooring, door or window installation, insulation, trim work, cabinet and counter installation, siding, masonry work and etc.		✓
Work performed by homeowners on their own property not for sale or lease		✓
Commercial construction < \$2500		✓
Commercial construction > \$2500	✓	
Commercial electrical, mechanical or plumbing	✓	
Commercial work performed by owner for their own use and not for use by the general public and not for sale or lease		✓
Agricultural building construction		✓
Mechanical, electrical and plumbing work conducted by a full-time employee of and institution, manufacturer or business when working on the premises of the employer		✓

This guide is only a quick reference to indicate that a Georgia Licensed Contractor may be required. Please reference O.C.G.A Title 43-14 and 43-41 for complete licensed contractor requirements.



# Commercial Permit Checklist

Per O.C.G.A. 43-4-14(b)(3), new or existing assembly occupancies, educational, health care, correctional or detention facilities, hotels, dormitories or lodging facilities, multifamily housing or apartment complexes and care facilities require the plans to be prepared by a State of Georgia licensed Architect. These drawings shall bear the seal and signature of the Architect of record.

## 1. THREE COMPLETE PRINTED SETS AND ONE DISK SET OF PLANS THAT INCLUDE:

- A. Site Plan
- B. Signed and Sealed Architectural Plans (if applicable) with a code summary
- C. Foundation Plan
- D. Accessibility Plan (if applicable)
- E. Life Safety Plan
- F. Structural Plans
- G. Signed and Sealed Structural Calculations (if required)
- H. Electrical Plans
- I. COMcheck energy compliance worksheets
- J. Mechanical Plans
- K. Plumbing Plans
- L. Fire Protection Plans as required by the Union City Fire Marshall
  - L-1. Fire Alarm
  - L-2. Sprinkler System

## 2. COMPLETED BUILDING PERMIT APPLICATION

## 3. CONTRACTOR LICENSE INFORMATION

All contractors must be licensed in the State of Georgia.

**A. Site Plan:** Scaled drawing, which shows the size and location of all new construction and all existing structures on the site. Distances from structure(s) to lot lines and to other structures on site. Impervious and building coverage. Utilities including fire hydrants, landscaping, easements, curb and gutter, curb cuts, walkways, slope of driveways, grading including retaining walls, drainage and a north arrow. Parking areas, setbacks and etc. to be included.

**Specifications:** Requirements for submittal vary on how much information is shown on construction drawings.

**B. Architectural Plans:** Dimensioned plans for each floor that shows room layouts and use of space. Also includes a complete code summary; elevation views; wall sections; schedules for windows, doors and finishes; stair dimension and details, such as riser height, tread width, guard/handrail height and headroom dimension. Include all information used for building height or size increases.

**C. Foundation Plans:** This plan contains the foundation design, sections, allowable soil bearing pressure, the depth of the foundation and the proposed materials to construct the foundation.

**D. Accessibility Plan:** Provide a plan that shows all accessible features of building, including routes, both interior and site, entrances and means of egress, areas of refuge, facilities and elevations, hardware, handrail ramps and other requirements for an accessible building per the IBC, ICC/ANSI A 117.1 and Georgia Accessibility Code.

**E. Life Safety Plan:** Provide a plan that shows egress calculations, occupancy loads and uses for each room, travel distance, exit widths, emergency lighting and exit signs.

**F. Structural Plans & Calculations:** Typical floor and roof framing plans. The plan(s) size of members to be used, allowable stresses and all the information to erect the joints, beams, rafters, columns or girders within the structure including calculations. A registered engineer must seal all structural plans for pre-engineered buildings. Calculations may be required.

**G. Structural Calculations:** These must be provided for all telecommunication tower alterations and some building structural alterations to a degree as determined by the plans examiner. These may be required for new construction as well

**H. Electrical Plans:** Drawn to scale upon suitable material and shall include the location, nature and extent of work proposed, service riser, panel schedule and all other work conforming to the provisions of the NEC.

**I. COMcheck:** This energy compliance evaluation must be submitted for all new construction or substantial alterations.

**J. Mechanical Plans :** Location, size and listed/labeled information for all equipment and appliances that comprise parts of the buildings mechanical system. Ventilation and exhaust calculations, schedules, supply and exhaust duct work, chimney termination, materials and any other information required to complete the buildings HVAC System.

**K. Plumbing Plans:** Includes isometric riser diagrams for potable water supply and the drain waste and vent systems  
With the locations and materials specified for all the piping and fixtures within the plumbing system. Also details of special devices (backflow preventer, grease traps, etc.) shall be shown.

**L. Fire Protection Plans:** When required by the Fire Marshall, the construction documents may include a submission for the suppression system, the fire alarm system, the smoke control system, single/multiple station detectors, standpipes, fire department connections and fire extinguisher(s) size and location.

## SECTION R310 EMERGENCY ESCAPE AND RESCUE OPENINGS

**R310.1 Emergency escape and rescue required.** *Basements*, habitable attics and every sleeping room shall have not less than one operable emergency escape and rescue opening. Where *basements* contain one or more sleeping rooms, an emergency escape and rescue opening shall be required in each sleeping room. Emergency escape and rescue openings shall open directly into a public way, or to a yard or court that opens to a public way.

### Exception:

1. Storm shelters and basements used only to house mechanical equipment not exceeding a total floor area of 200 square feet.
2. Where the dwelling or townhouse is equipped with an automatic sprinkler system installed in accordance with section P2904, sleeping rooms in basements shall not be required to have emergency escape and rescue openings provided that the basement has one of the following:
  - 2.1 One means of egress complying with section R311 and one emergency escape and rescue opening.
  - 2.2 Two means of egress complying with section R311

**R310.1.1 Minimum opening area.** All emergency escape and rescue openings shall have a minimum net clear opening of 5.7 square feet (0.530 m<sup>2</sup>).

**Exception:** *Grade* floor openings shall have a minimum net clear opening of 5 square feet (0.465 m<sup>2</sup>).

**R310.1.2 Minimum opening height.** The minimum net clear opening height shall be 24 inches (610 mm).

**R310.1.3 Minimum opening width.** The minimum net clear opening width shall be 20 inches (508 mm).

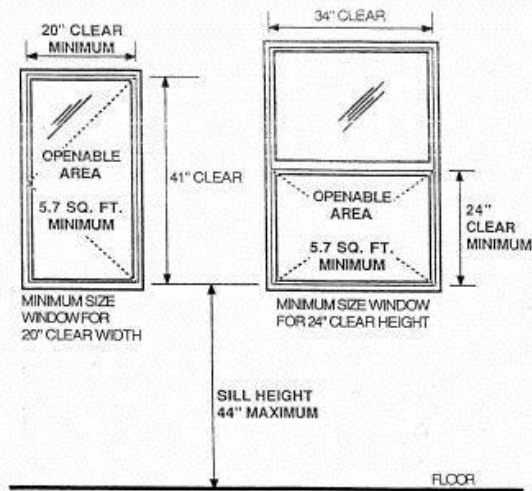
**R310.1.4 Operational constraints.** Emergency escape and rescue openings shall be operational from the inside of the room without the use of keys, tools or special knowledge.

**R310.2 Window wells.** The horizontal area of the window well shall not be less than 9 square feet (0.9 m<sup>2</sup>), with a horizontal projection and width of not less than 36 inches (914 mm). The area of the window well shall allow the emergency escape and rescue opening to be fully opened.

**Exception:** The ladder or steps required by [Section R310.2.3.1](#) shall be permitted to encroach not more than 6 inches (152 mm) into the required dimensions of the window well.

**R310.2.1 Ladder and steps.** Window wells with a vertical depth greater than 44 inches (1118 mm) shall be equipped with a permanently affixed ladder or steps usable with the window in the fully open position. Ladders or steps required by this section shall not be required to comply with [Sections R311.7](#). Ladders or rungs shall have an inside width of not less than 12 inches (305 mm), shall project not less than 3 inches (76 mm) from the wall and shall be spaced not more than 18 inches (457 mm) on center vertically for the full height of the window well.

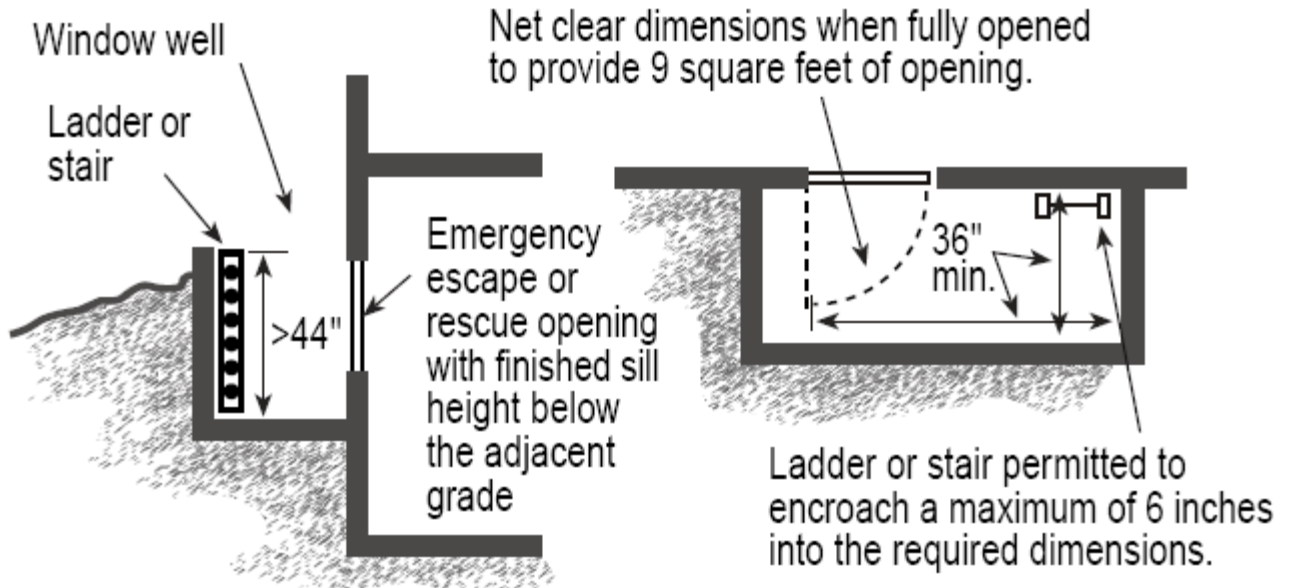
**R310.4 Bars, grilles, covers and screens.** Where bars, grilles, covers, screens or similar devices are placed over emergency escape and rescue openings, area wells, or window wells, the minimum net clear opening size shall comply with [Sections R310.2.1](#) thru [R310.2.3](#), and such devices shall be releasable or removable from the inside without the use of a key, tool, special knowledge or force greater than that which is required for normal operation of the escape and rescue opening.



### EGRESS WINDOW OPENING SIZE CHART

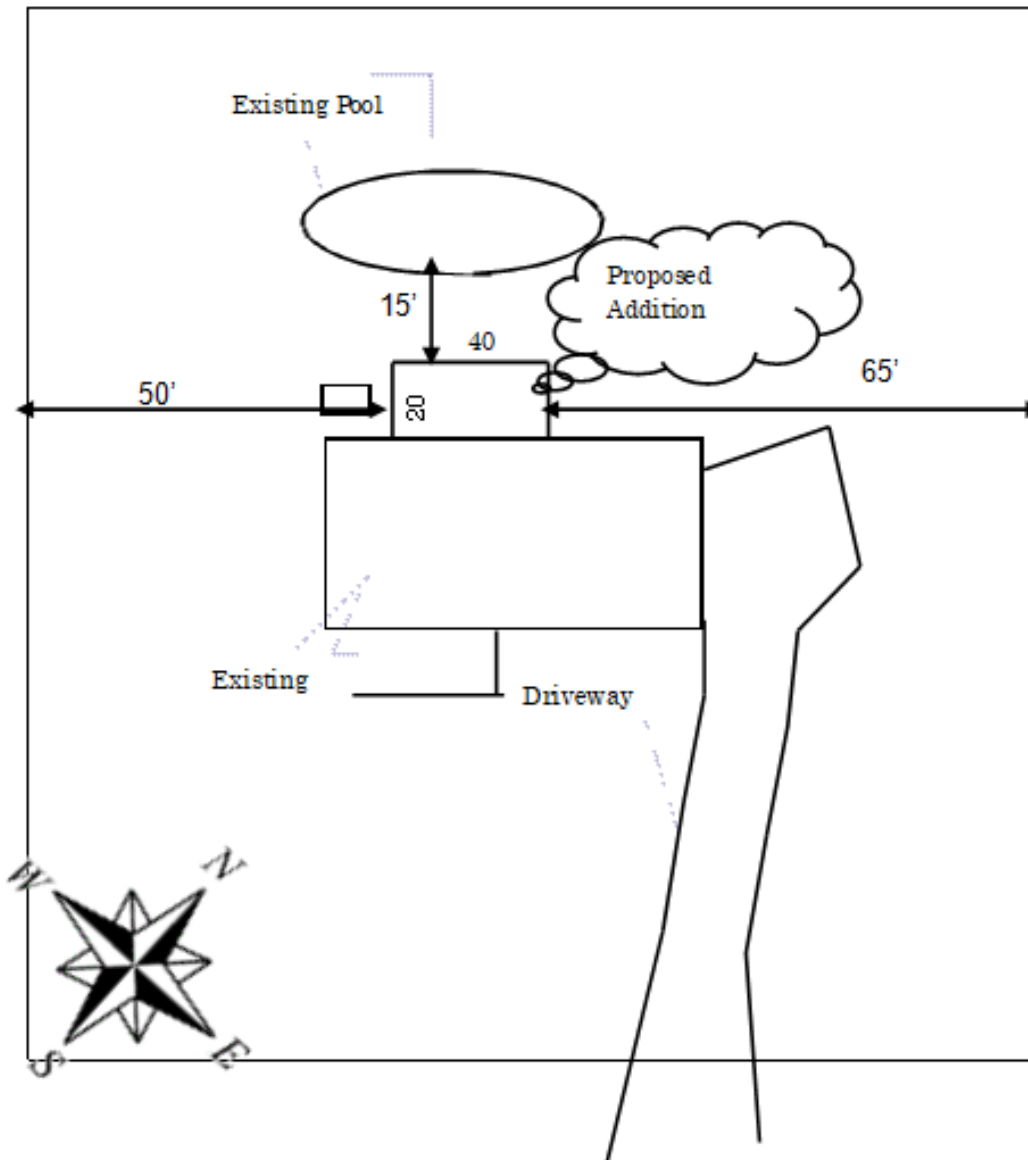
Area in Square Feet

(Inches) Height	Width	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	
20																				5.69	5.83
21																				5.69	5.83
22																				5.81	5.96
23																				5.81	5.96
24																				5.81	5.96
25																				5.81	5.96
26																				5.81	5.96
27																				5.81	5.96
28																				5.81	5.96
29																				5.81	5.96
30																				5.81	5.96
31																				5.81	5.96
32																				5.81	5.96
33																				5.81	5.96
34																				5.81	5.96
35																				5.81	5.96
36																				5.81	5.96
37																				5.81	5.96
38																				5.81	5.96



Sample Site Plan- Please show proposed construction on the property, where attached to dwelling if applicable, distance to other buildings on the property and distance to all property lines.

**Sample site plan**  
**Not to Scale**



## CONSTRUCTION DETAILS

Construction details and specifications help the building department find problems before they occur in the field.

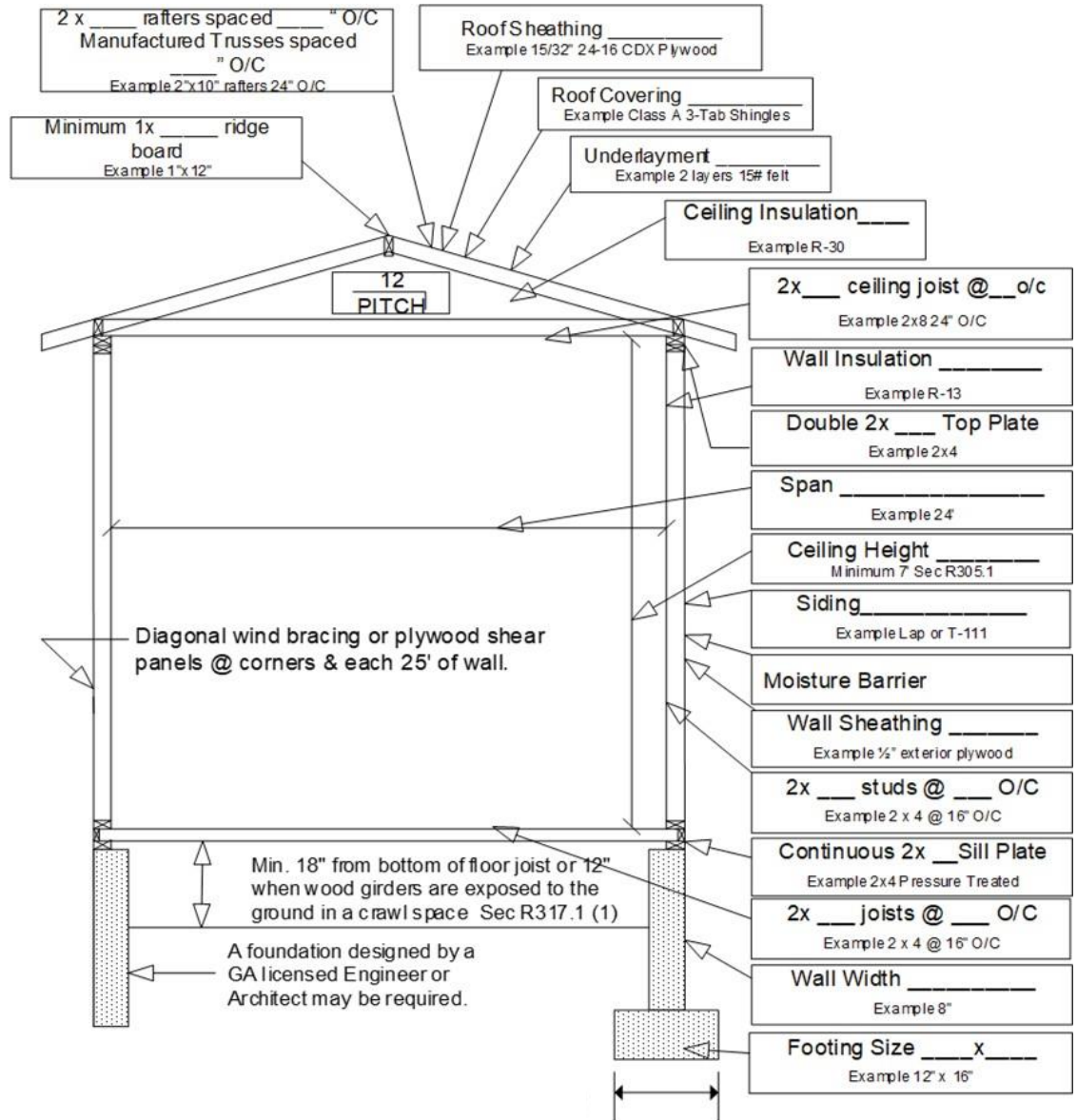
This example shows the types of detail our office will be looking for in your plan submittal.

In addition to construction details such as these, you will need to submit details on:

1. Foundation detail
2. Exterior elevations
3. Energy Code Compliance Report (energycodes.gov) or REScheck calculations
4. The installation of new HVAC appliances will require Manual D&J documentation.

### REMINDER:

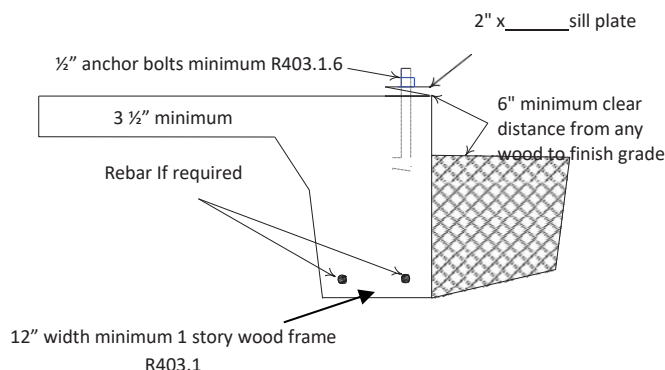
Permits are only issued after plan review. The time required to conduct this review will depend on the completeness of the information we receive in the plans.



### Notes:

- Provide solid 2x blocking between rafters or trusses and roof tie downs.
- Attic ventilation and access is required for spaces 30" or greater in height.
- For roofs with slopes less than a 4:12 pitch, follow manufacturer's instructions for low slope application of roofing material.
- Where new roofs adjoin walls of an existing structure flashing must be installed under the existing exterior finish material and over the new roof.
- For all pre-engineered systems, the manufacturer's specifications must be available to the inspector on-site. Failure to provide these materials upon request will result in your project failing inspection.

Typical Slab Detail for single story  
Single Family Dwelling

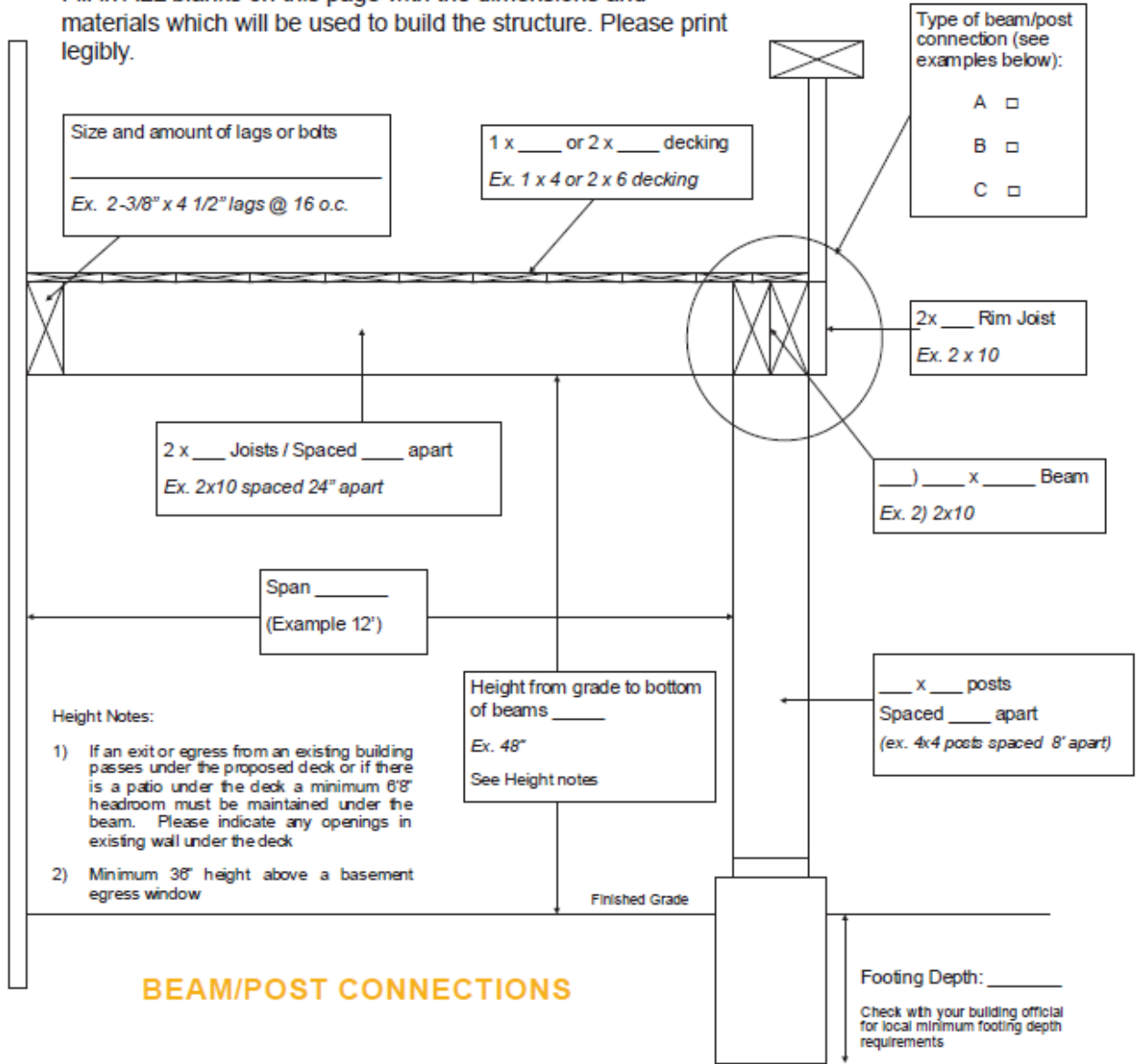




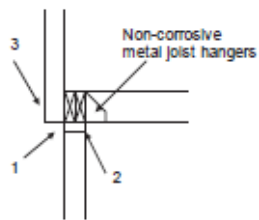
## CONSTRUCTION DETAILS: CROSS SECTION OF DECK PLAN

**Directions:**

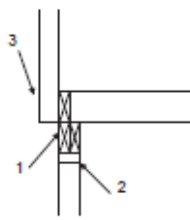
Fill in ALL blanks on this page with the dimensions and materials which will be used to build the structure. Please print legibly.



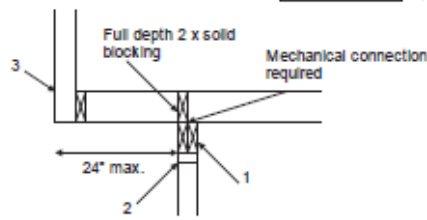
### BEAM/POST CONNECTIONS



Type A



Type B



Type C

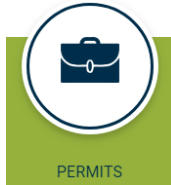
- 1) Beam splices to occur over posts with 1 1/2" bearing
- 2) Non-corrosive metal post/beam connector
- 3) Lag or carriage bolt railing to beam

## APPLY FOR PERMITS

Where to go for all types of building permits:

[www.unioncityga.org](http://www.unioncityga.org)

Scroll down the page until you see the below button



Once you click on the button, scroll down the page until you see Permit Applications in the center of the page

Through the above tab you can apply for all types of Building and Land Disturbance permits. You can also search for permits and apply for Zoning Map Amendments

## PAY ONLINE

Where to go to pay for your permit:

[www.unioncityga.org](http://www.unioncityga.org)

Scroll down the page until you see the below



Union City now offers a convenient way to submit permit fees online.

[Click here to submit online payments.](#)

Where to go to find out how much your permit cost:

[www.unioncityga.org](http://www.unioncityga.org)

Hover over the Business tab, then click on Permits

Click on Documents and applications, then scroll down the page to:

2020 Community Development Fee Schedule