

•
•
•
•
•
•
•

City of Union City
5047 Union Street
Union City, GA 30291
Phone (770) 964-2288
Fax (770) 964-8795

Union City Community Development Department



Requirements for Construction Permits

• • • • • • • • • •



REQUIREMENTS FOR CONSTRUCTION PERMITS

1. Sites over 1.1 acre should submit three (3) sets of site plans and sites under 1.1 acres should submit five (5) sets of site plans, including water and sewer plans, and if applicable, three (3) sets of grease trap plans, two (2) Hydrological Report, one (1) copy of the completed Section 404 Acknowledgement and Certification Form, Engineer's Certificate on Flood Plains and Storm Water Run-off , \$200 review fee (made payable to City of Union City) and the Site Plan Review Application. Plans are accepted Monday through Thursday and are delivered to the consulting City Engineer's office on Fridays. Contact Information for the City Engineer is below:

Charles Corbin, City Engineer
Keck & Wood Engineering, Inc.
2425 Commerce Avenue
Duluth, GA 30096
678-417-4000

- As of January 1, 2007 the design professional should place a note on the plans near the seal and signature indicating their GSWCC Level 2 certification number and expiration date.
 - Plans may be submitted electronically in AutoCad .dwg files are preferred.
 - Plans for all water line extensions over eight (8) inches must be submitted to State Department of Environmental Protection Agency for review and approval
 - Each revision fee is \$200.00
2. If development site is over 1.1 acre, submit site plans, and a copy of the Hydrological Study to the Georgia Soil and Water Conservation Commission. Two (2) copies of approved erosion and sediment control plans should be returned to the City. Please address any questions to the following:

Jeff Bishop, Erosion & Sediment Control Specialist
Georgia Soil and Water Conservation Commission, Region III Office
1500 Klondike Road, Suite A109
Conyers, GA 30094
770-761-3020

3. Permits are required for all structural work, including but not limited to addition or removal of walls or ceilings, as well as for any electrical, HVAC and plumbing work done on existing buildings. Cosmetic work, including but not limited to painting, carpet installation and cleaning does not require a permit. The City does require that before any cosmetic work is begun that a typed letter be submitted summarizing all work to be done and includes contact information for the individual responsible for the work.

4. Submit four (4) sets of Building Construction Plans, including all related NFPA requirements, to the City of Union City Inspections Department for review and approval by the Building Inspector and Fire Marshal. The Construction Review Fee for the Building Inspector for residential building plans is \$100 per house plan and for commercial is based on contract amount. The Fire Marshal will invoice you for his review. Address any questions to:

James Miley, Building Inspector
770-474-9393

Don Leasher, Fire Marshal
770-964-2288 x338

5. If development is a subdivision or fee-simple townhouse complex, a Performance Bond is required for water, sewer, street and sidewalks. Reference the Inspection Fee form for Performance Bond amount.
6. For Health Department approval submit the following to:

Fulton County Health Department - Gene Ellis
99 Butler Street, S.E.
Atlanta, GA 730-1200
404-730-1200 or (404) 730-1325

- Three (3) sets of site plans for dumpster pad and drainage
 - Three (3) sets of construction plans if proposed project is a food service facility
 - Three (3) sets of construction plans for public swimming pools
 - Non-sewered toilet permits are required on all construction sites and special events.
 - Septic tank approval required submission of percolation test to Health Department for issuance of permit.
6. If property abuts any part of a State highway system, submit two (2) copies of the proposed development site plans to:

State Department of Transportation
District Seven
5025 New Peachtree Road, N.E.
Chamblee, GA 30341

Upon receipt by the City of a copy of approved plans listed above, the following may be obtained at the Permits Department located in City Hall

1. Land Disturbance Permit – Fee is \$150 for the first two disturbed acres and an additional \$100 for each portion of an acre thereafter. No work may commence on a site until Pre-Construction meeting has been held with Public Services – Code Enforcement Division. Questions regarding the pre-construction meeting should be directed to:

Code Enforcement Officers Polly Miller or Karen Cumby
770-306-3401

1. Building Permit, Electrical, HVAC, Plumbing Permits

- a.) One and Two Family Residential Permit

- New Construction Combination Permit = \$0.25 per square foot, minimum permit fee is \$300
- Additions/Renovations – \$3.00 per \$1,000 of construction value per trade, minimum fee for each trade = \$50.00

- b.) Multifamily and Commercial Permit

- New Construction Combination Permit

Fee Schedule (Minimum Permit Fee is \$300)

Contract Amount	Permit Fee
\$0.00 to \$15,000.00	\$300.00
\$15,000.01 to \$50,000.00	\$300.00 for the first \$15,000.00 plus \$6 for each additional thousand or fraction thereof
\$50,000.01 to \$100,000.00	\$510.00 for the first \$50,000.00 plus \$5 for each additional thousand or fraction thereof
\$100,000.01 to \$250,000.00	\$760.00 for the first \$100,000.00 plus \$4 for each additional thousand or fraction thereof
\$250,000.01 to \$500,000.00	\$1,360.00 for the first \$250,000.00 plus \$3.50 for each additional thousand or fraction thereof
\$500,000.01 and above	\$2,235.00 for the first \$500,000.00 plus \$3.00 for each additional thousand or fraction thereof
• Additions/Renovations	\$3.00 per \$1,000 of construction value per trade - minimum fee for each trade is \$50

2. Water and Sewer Fees – City does not sell or install anything over 2”

a.) Water Meter Fees

- Water Tap Fee = \$400.00
- Meter Size Fee
 - 5/8” \$455.00
 - 3/4” \$587.00
 - 1” \$750.00
 - 1 1/2” \$1,325.00
 - 2” \$1,400.00

b.) Sewer Fees

- Sewer Tap Fee = \$700.00
- Meter Size Fee
 - 3/4” and 5/8” \$1,810.00
 - 1” \$3,017.00
 - 1 1/2” \$6,035.00
 - 2” \$9,655.00
 - 3” \$18,104.00
 - 4” \$30,123.00
 - 6” \$60,346.00
 - 8” \$96,553.00

3. Sign Permit

Temporary Signs = \$25 per sign

Permanent Signs = \$25 plus \$1 per square foot

