



## Supporting Documents for Online Permitting and Plan Review

When using the Albany Permitting and Plan Review Online portal it will be necessary for documentation to accompany some submittals. We currently have sixteen types of permits that can be applied for online and most all projects will fall into one of these categories. The following list of permits may require these associated documents.

1. Additions and Remodels.
  - a. Additions
    - A. Site Plan
    - B. Slab foundation details
    - C. Elevation details
    - D. Roofing details
    - E. Written scope of work
    - F. If there is a septic tank on the property, Health Department Approval
    - G. Proof of ownership if different than qPublic listed owner
    - H. Homeowner Affidavit (if applying as homeowner)
  - b. Remodel
    - A. Illustrated and written scope of work
    - B. If adding bedrooms and there is a septic tank on the property, Health Department Approval
    - C. Proof of ownership if different than qPublic listed owner
    - D. Homeowner Affidavit (if applying as homeowner)
2. New Single-Family Residence
  - A. Site Plan
  - B. Floor Plan
  - C. Slab foundation details
  - D. Elevation details
  - E. Roofing details
  - F. Written scope of work
  - G. If there is a septic tank on the property, Health Department Approval
  - H. Proof of ownership if different than qPublic listed owner
  - I. Homeowner Affidavit (if applying as homeowner)
  - J. ResCheck Documents
3. New Multi-Family Residence
  - A. Site Plan
  - B. Civil Plans
  - C. Full architectural plans with structural and MEP details (Special Inspection Statement)
  - D. Written scope of work
  - E. If there is a septic tank on the property, Health Department Approval
  - F. Proof of ownership if different than qPublic listed owner
  - G. ComCheck Documents
4. New Commercial
  - A. Site Plan
  - B. Civil Plans
  - C. Full architectural plans with structural and MEP details (Special Inspection Statement)
  - D. Written scope of work
  - E. If there is a septic tank on the property, Health Department Approval
  - F. Proof of ownership if different than qPublic listed owner
  - G. ComCheck Documents

5. Civil Site Plans
6. Electrical
  - a. Electrical Fee Sheet
  - b. Proof of ownership if different that qPubliclistedowner
  - c. Homeowner Affidavit (if applying as homeowner)
  - d. Name of Utility Company
7. Fire Sprinklers
  - a. Sprinkler Plans
8. HVAC
  - a. Mechanical/Plumbing Fee Sheet
  - b. Proof of ownership if different that qPubliclistedowner
  - c. Homeowner Affidavit (if applying as homeowner)
9. Plumbing
  - a. Mechanical/Plumbing Fee Sheet
  - b. Proof of ownership if different that qPubliclistedowner
  - c. Homeowner Affidavit (if applying as homeowner)
10. Sign
  - a. Sign Permit Application
  - b. Site Plan if sign is not on building
  - c. Construction Drawings if sign if pole or ground mounted
  - d. Proof of ownership if different that qPubliclistedowner
  - e. Owner Authorization
11. Accessory Structures/Deck
  - a. Site Plan
  - b. Construction drawings
  - c. Proof of ownership if different that qPubliclistedowner
  - d. Homeowner Affidavit (if applying as homeowner)
12. Cell Tower
  - a. Application
  - b. Construction drawings
  - c. Planning documents
13. Swimming Pool
  - a. Site Plan (Show all HVAC, Generator and other Equipment and Fencing)
  - b. Pool Fence Affidavit Signed by homeowner
  - c. Homeowner Affidavit (if applying as homeowner)
14. Solar Panels
  - a. Site Plan
  - b. Construction drawings
  - c. Proof of ownership if different that qPubliclistedowner
15. Listed Modular Office Trailer (Temporary)
  - a. Site Plan
  - b. Proof of ownership if different that qPubliclistedowner

These forms and additional information can be found on the following City of Albany Websites:

Albany City Departments Websites

Albany Online Permitting and Plan Review Portal

<https://albany.cts.city/#/login>

Development Services Hand Book

<https://www.albanyga.gov/about-us/city-departments/planning-development/department-services-inspection>

Albany Online Payments

[https://albanyga.governmentwindow.com/captcha.html?requested\\_page=%2Fpermit.html](https://albanyga.governmentwindow.com/captcha.html?requested_page=%2Fpermit.html)

qPublic

<https://qpublic.schneidercorp.com/Application.aspx?App=DoughertyCountyGA&Layer=Parcels&PageType=Search>

Development Services

<https://www.albanyga.gov/about-us/city-departments/planning-development/department-services-inspection>

Planning and Development

<https://www.albanyga.gov/about-us/city-departments/planning-development/planning-zoning>

City Engineering

<https://www.albanyga.gov/about-us/city-departments/engineering-department>

City Civil Department

<https://www.albanyga.gov/about-us/city-departments/engineering-department/civil-division>

Fire Department

<https://www.albanyga.gov/about-us/city-departments/albany-fire-department>

Albany Utilities

<https://www.albanyga.gov/about-us/albany-utilities>

Open Records Request

<https://www.albanyga.gov/about-us/city-departments/city-attorney-s-office>

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PLANNING & DEVELOPMENT SERVICES