



City Council Meeting JANUARY 11, 2021

ALPHARETTA CITY HALL
COUNCIL CHAMBERS
2 PARK PLAZA
5:00 PM

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PLEDGE TO THE FLAG**
- IV. **CONSENT AGENDA**
 - A. **Council Meeting Minutes (Meeting of 12/14/2020)**
 - B. **Alcoholic Beverage License Application**
 - 1. PH-21-AB-01 QuikTrip #800
4975 Windward Parkway
Alpharetta, GA 30004

Convenience Store
Retail Package Store
Beer, Wine & Sunday Sales

Owner: QuikTrip Corporation
Registered Agent: Jonathan Shaw
- V. **OLD BUSINESS**
 - A. **PH-20-14 Unified Development Code Text Amendments – Updates to International Building Code and Fire Code References (2nd Reading)**
Consideration of text amendments to the Unified Development Code to amend dates associated with the current versions of the International Building Code and Fire Code.
- VI. **NEW BUSINESS**
 - A. **Board And Commission Appointments: Alpharetta Development Authority**
 - B. **Consideration of an Amendment to the Noise Ordinance (1st Reading)**
Sponsored By: Mayor Pro Tem Mitchell & Council Member Richard
 - C. **Fiscal Year 2021 Milling and Resurfacing (ITB 21-003)**
 - D. **Fiscal Year 2021 Local Maintenance and Improvement Grant**
- VII. **WORKSHOP**
 - A. **Reviewing the Safe Hotel Ordinance**
 - B. **TSPLOST Update**
- VIII. **PUBLIC COMMENT**
- IX. **REPORTS**
- X. **ADJOURNMENT**



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By:

Sponsored By:

Meeting Date: January 11, 2021

I. AGENDA ITEM TITLE: COUNCIL MEETING MINUTES (MEETING OF 12/14/2020)

II. RECOMMENDATION:

III. REPORT IN BRIEF:

IV. ALTERNATIVES:

V. ATTACHMENTS:

Council Meeting Minutes Draft 12-14-2020



City Council Meeting
December 14, 2020
Office of the City Clerk
CITY HALL 2 PARK PLAZA | 6:30 PM

This summary is provided as a convenience and service to the public, media, and staff. It is not the intent to record proceedings verbatim. Any reproduction of this summary must include this notice. Public comments are noted as heard by Council, but not quoted or paraphrased. This document includes limited presentation by Council and invited speakers in summary form. This is not an official record of the Alpharetta City Council Meeting proceedings. Official Minutes are recorded and available for review.

I. CALL TO ORDER

- *Mayor Gilvin called the meeting to order at 6:30 p.m.*

II. ROLL CALL

- **Council Members**

- o Mayor Jim Gilvin
- o Mayor Pro Tem Donald F. Mitchell
- o Jason Binder
- o Ben Burnett
- o John Hipes
- o Dan Merkel
- o Karen Richard

- **Staff**

- o Bob Regus, City Administrator
- o Sam Thomas, City Attorney
- o James Drinkard, Asst. City Administrator
- o Erin Cobb, City Clerk
- o Morgan Rodgers, Director of Recreation, Parks & Cultural Services
- o Kathi Cook, Director of Community Development
- o Pete Sewczwicz, Director of Public Works
- o John Robison, Director of Public Safety
- o Tom Harris, Director of Finance
- o Michael Woodman, Senior Planner
- o Matthew Thomas, Economic Development Manager

III. PLEDGE TO THE FLAG

IV. PRESENTATIONS & PROCLAMATIONS

A. Alpharetta High School Volleyball Team Proclamation

V. CONSENT AGENDA

A. Council Meeting Minutes (Meeting of 12/7/2020)

❖ Mayor Pro Tem Mitchell offered a motion to approve the consent agenda

- The motion received a second from Council Member Burnett
- The motion was approved unanimously (7-0)

VI. PUBLIC HEARING

A. V-20-17 130 Devore Road Waiting Period Variance

- Senior Planner, Michael Woodman, came forward to present this item.
- Staff is recommending that Mayor and Council approve V-20-17 Sedgwick/130 Devore Road request for waiting period variance.
- The applicant, Michele Sedgwick, requests a variance to reduce the waiting period for Council consideration of an application for zoning change affecting the same property from one (1) year to six (6) months, per Unified Development Code Section (UDC) 4.2.1(C). A rezoning and variance request (Z-20-02/V-20-06) was approved on May 26, 2020 to allow for a single-family detached home. The applicant is currently requesting a change to previous conditions of zoning and variance to allow for a change to the architectural style of the home. The subject property is located at 130 Devore Road on the south side of Devore Road between Alpharetta Highway and Karen Drive.

Public Comment

- No Public Comment
- ❖ Council Member Richard offered a motion to approve V-20-17 Sedgwick/130 Devore Road request for waiting period variance
 - The motion received a second from Council Member Merkel
 - The motion was approved unanimously (7-0)

B. PH-20-22/V-20-16 Sedgwick/Downtown Architecture Variance

- Senior Planner, Michael Woodman, came forward to present this item.
- Staff is recommending that Mayor and Council approve PH-20-22/V-20-16 Sedgwick/130 Devore Road, subject to the following conditions:
 1. Architecture and materials shall be substantially similar to the submitted renderings, as approved by Staff.
 2. Landscaping along the street frontage shall be substantially similar to the submitted rendering and shall be supplemented with additional trees, as approved by Staff.

3. All previous conditions of zoning related to Z-20-02/V-20-06 Sedgwick Residence/Devore Road shall remain in effect, except as modified in the conditions above.
- The applicant, Michele Sedgwick, is requesting a change to previous conditions of zoning and a variance on a 0.29-acre property approved for a single-family detached home. The request would allow for the use of an architectural style that is not approved in the Downtown Overlay. The subject property is located at 130 Devore Road on the south side of Devore Road between Alpharetta Highway and Karen Drive.
 - The submitted request, if approved, would allow for the use of a Contemporary or International architectural style, which is not approved for use in the Downtown Overlay. A previous condition of zoning required that the architecture of the home be substantially similar to the submitted renderings, which was Mercantile style. The subject property is located at 130 Devore Road on the south side of Devore Road between Alpharetta Highway and Karen Drive.
 - The property is currently undeveloped. The subject property was approved on May 26, 2020 for a rezoning from C-2 (General Commercial) to DT-MU (Downtown Mixed-Use) to allow for the construction of a single family detached home on 0.29 acres. Surrounding properties are zoned C-2 to the north and west and OI (Office Institutional) to the south and east. Bank of America is located to the north, Seven Seas Café is located to the west and Colony Park office park is located to the south and east.
 - The applicant proposes the following change to the previous conditions of zoning related to Z-20-02/V20-06 Sedgwick Residence/Devore Road (changes reflected in red):
 4. Architecture and materials shall be substantially similar to the submitted renderings, ~~except for modifications required to comply with the Downtown Consultant's markups related to the home and in compliance with the Alpharetta Downtown Code, with final approval by DRB.~~
 - There have been two (2) previous variance requests from the Downtown architectural requirements. The Maxwell mixed-use development at the northeast corner of South Main Street and Devore Road was approved in January 2017 allowing commercial and residential buildings to be designed in the Mercantile style. West of Main, located at the northeast corner of Canton Street and Church Street, was also approved in January 2017 to allow townhomes in the Tudor Eclectic style. In September 2017, both styles were added as permitted styles in the Downtown Overlay. The addition of the two (2) architectural styles was supported by the City's Downtown Consultant, who believed that the styles were compatible with the historic intent and architectural styles approved in the Downtown Overlay.
 - **BUILDING ELEVATIONS & ARCHITECTURE:**
 - City Council previously approved the rendering below, which depicts a Mercantile style. The new proposed design depicts the home in a Contemporary or International style and maintains a similar footprint, massing, and roofline as the currently approved design. The new design is by architect Manuel Cervantes and proposes a simple and subtle aesthetic using local vernacular materials (stone and wood) and earth tones. Large floor-to-ceiling windows separated by vertical oak columns are depicted across the façade of the home with oak shutters across the ground level of the home and garage.
 - The City's Downtown Consultant reviewed the applicant's proposal and does not believe that it achieves the Mercantile style or historic intent described in the Downtown Design Guidelines. However, he does think that the design has merit and should be considered for approval. The adjacent examples of design on the south side of Devore Road are underwhelming, and do not meet the intent of the

design guidelines. The applicant's design encourages quality design effort and sets a high standard for the area. In addition, the series of walls and landscaping are nearly as prominent as the home. Once the landscaping matures, the home will likely blend with the surroundings.

- **VARIANCE REQUIREMENTS:**

- The City of Alpharetta Unified Development Code Article IV, Section 4.5.3 outlines the criteria set forth for granting a hardship variance. The ordinance specifically states "a variance may be granted in whole or in part, or with conditions, in such individual case of unnecessary hardship upon a finding that":

1. There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography; or

Response: There are not conditions specific to the subject property that impact the applicant's ability to construct a home in one of the approved Downtown architectural styles. The applicant desires an architectural style that is not approved in the Downtown. However, the other residential properties along the south side of Devore Road are zoned R-12 and located within a subdivision (Alpha Park), which are exempt from the Downtown architectural regulations. In addition, the property is not located on a Corridor of Influence such as, Main Street or Haynes Bridge Road, nor is it located in the Downtown Core as designated in the Downtown Master Plan and therefore, has less of an impact

2. The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or

Response: The application of the Ordinance to the subject property would not create an unnecessary hardship. The applicant desires an architectural style that is not approved in the Downtown.

3. There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned; or

Response: There are not conditions specific to the subject property that impact the applicant's ability to construct a home in one of the approved Downtown architectural styles. The applicant desires an architectural style that is not approved in the Downtown. However, the other residential properties along the south side of Devore Road are zoned R-12 and located within a subdivision (Alpha Park), which are exempt from the Downtown architectural regulations. In addition, the property is not located on a Corridor of Influence such as, Main Street or Haynes Bridge Road, nor is it located in the Downtown Core as designated in the Downtown Master Plan and therefore, has less of an impact

4. Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the Ordinance.

Response: The applicant's request should not cause a substantial detriment to the public good. The property is not located on a Corridor of Influence such as, Main Street or Haynes Bridge Road, nor is it located in the Downtown Core as designated in the Downtown Master Plan and therefore, has less of an impact. While the City's Downtown Consultant agrees that the request does not meet the Downtown design guidelines, he believes the design has merit and should be considered for approval. The adjacent examples of design are underwhelming, and do not meet the intent of the design guidelines. The applicant's design encourages quality design effort and sets a high standard for the area. The walls and landscaping, once mature, will likely screen the home from the street.

- Staff has reviewed the applicant's proposal and finds that it can generally support the applicant's request for a change to previous conditions of zoning and variance. While the request does not meet the Downtown design guidelines, the design has merit and would set a high standard for the area. The property is not located on a Corridor of Influence such as Main Street or Haynes Bridge Road, nor is it located in the Downtown Core as designated in the Downtown Master Plan and therefore, has less of an impact. In addition, the other residential properties on the south side of Devore Road and located in Alpha Park are exempt from meeting the Downtown building design regulations.
- The report submitted by the applicant states that property owners within 500' were contacted regarding the applicant's intent. The report states that no comments were received.
- The applicant, Michele Sedgewick, 2451 Commerce Street, Alpharetta, GA 30009, came forward to speak on behalf of the application.

Public Comment

- No Public Comment
- ❖ Council Member Richard offered a motion to approve PH-20-22/V-20-16 Sedgewick/130 Devore Road, subject to the following conditions:
 1. Architecture and materials shall be substantially similar to the submitted renderings, labeled Exhibit A, as approved by Staff.
 2. Landscaping along the street frontage shall be substantially similar to the submitted rendering and shall be supplemented with additional trees, as approved by Staff.
 3. All previous conditions of zoning related to Z-20-02/V-20-06 Sedgewick Residence/Devore Road shall remain in effect, except as modified in the conditions above.
 - The motion received a second from Council Member Binder
 - The motion was approved (6-1); Mayor Pro Tem Mitchell voting in opposition

C. V-20-15 Castro/1190 Upper Hembree Rd Tree Recompense Variance

- Senior Planner, Michael Woodman, came forward to present this item.
- Staff is recommending that Mayor and Council deny V-20-15 Castro/1190 Upper Hembree Road variance request to eliminate tree recompense.
- If approval is considered, the following conditions are recommended:
 1. Tree recompense associated with the 2019 tree removal permit shall be reduced from 3x to 1x the unit value, or 54" (18 – 3" caliper trees).
 2. A Certificate of Occupancy shall not be issued on the subject property until the recompense associated with the 2017 violation and 2019 tree removal has been provided.

- The applicant, Carlos Castro, is requesting consideration of a variance to eliminate tree recompense on three (3) single-family lots. Tree recompense on the subject property is associated with a tree removal permit to remove two (2) specimen trees, as well as a violation for the removal of trees without a permit. The applicant cites financial impacts from the COVID-19 pandemic, as well as the abundance of trees remaining on the property as the hardship for the variance request. The subject property is located at 1190 Upper Hembree Road at the northwest corner of Upper Hembree Road and Harris Road.
- The submitted request, if approved, would eliminate the required tree recompense on three (3) single-family lots. The applicant received a violation for the removal of trees without a tree removal permit and proposes to remove two (2) additional specimen trees. The applicant states that the variance request is related to financial impacts associated with the COVID-19 pandemic, as well as the abundance of trees that will remain on the property. The subject property is located at 1190 Upper Hembree Road at the northwest corner of Upper Hembree Road and Harris Road.
- The 1.15-acre property is zoned R-15 and developed with one (1) single-family detached home. Surrounding properties are zoned R-12 (Dwelling, 'For-Sale', Residential) to the north, R-10 (Dwelling, 'For Sale', Residential) and O-I (Office-Institutional) to the east, PSC (Planned Shopping Center) to the south and C-1 (Neighborhood Commercial) to the west. Birch Hollow Subdivision is located to the north, Creekside at Hembree Subdivision and the future site of Spirit of God Church is located to the east, the former Harry's Market (Whole Foods) is located to the south and Paw Patch Animal Clinic is located to the west.
- Setback variances were approved on the subject property in 2018 in conjunction with a development plan to subdivide the property into three (3) single-family lots. The variance approval included conditions requiring that the developer save ten (10) specimen trees and make reasonable efforts to save two (2) additional specimen trees. The current variance request to eliminate tree recompense is not related to any of the trees previously conditioned by City Council to be saved.
- The City's Unified Development Code (UDC) requires that specimen trees that cannot be saved be replaced with trees having three (3) times the unit value of the tree removed with a minimum four-inch (4") tree caliper by species with potentials for comparable size and quality. However, it has been the City's policy to allow individual homeowners a reduction in the replacement value from three-times (3x) to one-times (1x) the unit value.
- A tree removal permit was approved on the subject property in 2019 to remove two (2) specimen trees (#269 – 26" Hickory and #276 – 28" Hickory) in conjunction with the proposed three (3) single-family lot development. The 54" to be removed requires replacement at three-times (3x) the unit value of the removed specimen trees with minimum four-inch (4") caliper trees planted on-site, which would be 162" or 41 – 4" 3 caliper trees. The City approved a replanting plan for 129.6", or 43 – 3" caliper trees, which represents a 20% reduction allowed by Staff due to understory trees being easier to secure. If trees cannot be planted on-site, a payment to the tree bank in the amount of \$300/caliper inch may be substituted.
- There is also an open violation on the property for the removal of sixteen (16) trees without a tree removal permit. Of the trees removed, four (4) were specimen trees and twelve (12) were non-specimen. Ultimately, Staff agreed to reduce the fine (from \$5,225 to \$500) and tree recompense (from 336" or 84 – 4" caliper trees to 40" or 10 – 4" caliper trees). The property owner paid the associated fine; however, the required recompense remains outstanding.

- The table below provides a summary off the 2017 violation and 2019 tree removal permit.

1190 Upper Hembree Road – Tree Recompense Summary

Action	Tree Removal	Recompense	Notes
2017 Violation	112" (4 specimen trees) & 209" (12 non-specimen trees)	\$500 fine (paid) & 10 – 4" caliper trees	Fine and recompense significantly reduced by Staff
2019 Tree Removal Permit	54" (2 specimen trees)	54" x 3 = 162" x 0.8 (20% reduction) = 129.6" OR 43 – 3" caliper trees	Staff approved a 20% reduction in recompense
TOTAL	375"	10 – 4" caliper trees & 43 – 3" caliper trees (169" total)	

- As shown in the table below, there have been past variance requests to reduce tree recompense. With the exception of the 2001 request that was denied, the other requests were approved. However, two (2) of the requests that were approved represented a reduction in recompense and the other two (2) included conditions either requiring additional tree saves or requiring compliance with the Tree Ordinance.

Past Variance Requests to Reduce Tree Recompense

Project Name	Request	Result	Notes
King's Ridge Christian School	Eliminate recompense for the removal of 2 trees (25")	Approved, 7/9/18	Staff rec'd approval, condition requiring other tree save areas
273 Milton Ave/Edman	Reduce recompense from 59" to 30"	Approved, 9/21/17	No staff recommendation
Alpharetta First United Methodist Church	Reduce recompense from 478.4" to 239.2"	Approved, 1/19/17	Staff rec'd approval, church has been on property for 150 years
Broadwell Road Assemblage	Eliminate recompense for removal of 5 specimen trees	Approved, 9/26/05 (condition req'd compliance with Tree Ordinance)	Staff rec'd approval of annexation, CLUP & rezoning with variances addressed in the conditions. Staff condition rec'd compliance with Tree Ordinance.
39 Teasley Street/Uptown Parking Lot	Refund \$5,000 contributed to the Tree Fund, reduce recompense, reduce replacement trees from 4" to 2-1/2"	Denied, 11/15/01	Staff rec'd approval, parking lot a benefit to the community

- VARIANCE REVIEW CRITERIA:**

- The Alpharetta Unified Development Code Article IV, Section 4.5.3 outlines the criteria set forth for granting a hardship variance. The ordinance specifically states "a variance may be granted in whole or in part, or with conditions, in such individual case of unnecessary hardship upon a finding that":

- There are extraordinary and exceptional conditions pertaining to the particular piece of property in question because of its size, shape, or topography; or

Response: There are not exceptional conditions pertaining to the subject property due to its size, shape, or topography. However, the 1.15-acre property has a large number of trees, which impacts development costs and leaves few options of on-site replanting.

- The application of the Ordinance to this particular piece of property would create an unnecessary hardship; or

Response: The remaining trees on the property could be saved and the violation corrected. However, the large number of trees on the property make it difficult to develop three (3) single-family lots and replant recompense trees on those lots. If approved, a condition is recommended allowing for a reduction in the recompense from three-times (3x) to one-times (1x) the unit value, which is consistent with the City's policy on individual residential lots.

3. There are conditions that are peculiar to the property which adversely affect its reasonable use or usability as currently zoned; or

Response: The subject property is covered with trees, which impacts development costs. Due to the number of trees on the property, there are few options for on-site replanting. If approved, it is recommended that the recompense for the 2019 tree removal permit be reduced from three-times (3x) to one-times (1x) the unit value, which is consistent with the City's policy on individual residential lots.

4. Relief, if granted, would not cause substantial detriment to the public good or impair the purpose and intent of the Ordinance.

Response: Relief as requested by the applicant could cause a substantial detriment to the public good. The 2017 violation should be corrected by the property owner with the reduced recompense prescribed by the City. If approved, it is recommended that the recompense for the 2019 tree removal permit be reduced from three-times (3x) to one-times (1x) the unit value, which is consistent with the City's policy on individual residential lots.

- Staff has reviewed the applicant's request and is not in agreement with the requested variance to eliminate tree recompense. The City has already agreed to a significant reduction in the tree recompense associated with the 2017 violation. With respect to the 2019 tree removal permit, a reduction in the replacement value from three-times (3x) to one-times (1x) the unit value could be supported. It is the City's policy to allow 5 individual homeowners a reduced tree replacement value and the applicant has indicated that he intends to subdivide the property into three (3) single-family lots from himself and his children to live in.
- The report submitted by the applicant states that property owners within 500' were contacted regarding the applicant's intent. The report states that no comments were received.
- Staff received email correspondence from a resident in the adjacent Birch Hollow Subdivision with concerns over the applicant's request. The resident is opposed to the requested variance if the result leads to increased stormwater runoff within the associated floodplain. Additional correspondence was received from a resident objecting to the request with general concerns over impacts to the tree canopy resulting from development.
- The applicant, Carlos Castro, 140 North Pond Court, Roswell, GA 30076, came forward to speak on behalf of the application.
- Mayor Gilvin explained the following possible motions that could take place:
 - o Council can make a motion to approve or deny the variance request.
 - o Council can make a motion to table the item.
 - o The applicant can request to withdraw the variance application and if approved by Council then it may be reconsidered after the outstanding violations have been taken care of.
- After further discussion, the applicant decided not to withdrawal his application.

Public Comment

- No Public Comment

- ❖ Council Member Richard offered a motion to deny without prejudice V-20-15 Castro/1190 Upper Hembree Road variance request to eliminate tree recompense

- The motion received a second from Council Member Burnett
- The motion was approved unanimously (7-0)

D. PH-20-20 North Point Urban Redevelopment Plan

- Economic Development Manager, Matthew Thomas, came forward to present this item.
- Staff recommends that Mayor and Council approve the adoption of the North Point Urban Redevelopment Plan in order to apply for a State Opportunity Zone for the North Point area.
- The purpose of the North Point Urban Redevelopment Plan is:
 - o Provide incentives and mechanisms to promote investment in North Point.
 - o Spur and support the creation of new jobs and business relocations within and in close proximity to North Point.
 - o Meet the requirements necessary to apply for Opportunity Zone designation through the Georgia Department of Community Affairs.
- The main development recommendations for North Point, as outlined in the 2018 LCI Plan area:
 - o Transportation, access, and connectivity- New development grid should reduce block size to encourage walkability.
 - o High-quality development oriented to the street with access to the greenway: Integrated mixed-use centers that allow for a unique diverse lifestyle that afford consumers a diverse, low-maintenance lifestyle.
 - o Maximize the greenway as a district amenity
 - o Incorporate green pathways and parallel multi model roads
 - o Create a “park once walk everywhere” walkable environment
 - o Induce redevelopment of large areas of surface parking
- To accomplish these goals for the area, the City will need to make significant infrastructure investments, provide public infrastructure improvements, and other public amenities to create the environment and attract private investment to the area. This Urban Redevelopment Plan seeks to identify tools to address the challenges in the North Point area.
- Upon adoption, staff will submit the Urban Redevelopment Plan as part of the Opportunity Zone application for the Georgia Department of Community Affairs to review.
- City Attorney, Sam Thomas, read the resolution aloud.

Public Comment

- No Public Comment

- ❖ Council Member Burnett offered a motion to approve PH-20-20 North Point Urban Redevelopment Plan in order to apply for a State Opportunity Zone for the North Point area and the resolution as presented
 - The motion received a second from Council Member Richard
 - The motion was approved unanimously (7-0)

VII. OLD BUSINESS

A. PH-20-16 Unified Development Code Text Amendments – Stormwater and Floodplain Management (2nd Reading)

- Development Services Engineer/Stormwater, Zach Truelove, came forward to present this item.
- Staff is recommending that Mayor and Council approve amendments to the Unified Development Code as it relates to Stormwater and Floodplain Management.
- In 2001 the Georgia General Assembly created the Metropolitan North Georgia Water Planning District (MNGWPD) to develop comprehensive regional and watershed-specific water resource management plans to be implemented by local governments. In December 2019, the MNGWPD board approved new model stormwater management ordinances for compliance with the latest Georgia Environmental Protection Division (EPD) Municipal Separate Storm Sewer System (MS4) Permits. Local governments are required to adopt these changes by December 10, 2020.
- Proposed amendments include:
 - o Reorganization of Section 3.3.1-3.3.14 to match the model ordinances provided by MNGWPD.
 - o Updated definitions.
 - o Renaming the Alpharetta Stormwater Management Manual to the Alpharetta Stormwater Policy Handbook.
 - o Regulations added to projects replacing 5,000 sf or more impervious (to meet state permit minimum standards).
 - o Exemption added for installation or modifications to existing structures for the purpose of providing ADA requirements.
 - o Reduction in number of design storms that must be studied for downstream analysis.
 - o Explanation of requirements for conceptual plan meeting, permit plan and study submittal, application process, and determination of infeasibility requests.
 - o Additional requirements for inspection and maintenance agreements and city response should an owner fail to maintain private stormwater management systems.
 - o Corrected typographic errors in current approved ordinances.
- Because the revised sections of UDC are completely reorganized, the strike through / red line file is particularly difficult to follow. Therefore, attached for clarification and ease of review, please find a clean copy of the altered ordinances with state required additional text in green, city proposed additional or corrected text in blue, and items with no change beyond location within the ordinance in black. For use by Municode, strike through / red line copies of UDC

Article III Section 3.3 and Section 3.4 are also attached.

- There has been one change made to the ordinance since the first reading which provided clarification to text in Section 3.3.1SE.
- City Attorney, Sam Thomas, read the ordinance aloud.
- ❖ Council Member Richard offered a motion to approve PH-20-16 Unified Development Code Text Amendments – Stormwater and Floodplain Management and the ordinance as presented
 - The motion received a second from Council Member Burnett
 - The motion was approved unanimously (7-0)

B. Consideration to Amend the Charter of the City of Alpharetta, Georgia by Ordinance Pursuant to "The Municipal Home Rule Act of 1965" O.C.G.A. § 36-35-1, Et Seq., To Permit City Councilmembers to Participate in City Council Meetings Via Teleconference Consistent with State Law (2nd Reading)

- City Attorney, Sam Thomas, come forward to present this item.
- Staff is recommending that Mayor and Council approve an ordinance to amend Article 11, Section 2.20 of the City Charter by ordinance pursuant to "The Municipal Home Rule Act of 1965" O.C.G.A. § 36-35-1, et seq., to permit City Councilmembers participate in City Council Meetings via teleconference consistent with State Law; to repeal conflicting ordinances; to provide for an effective date; and for other purposes.
- Article IX, Section II, Paragraph II of the Constitution of the State of Georgia, entitled Home Rule for Municipalities, allows the General Assembly of the State of Georgia to provide by law for the self-government of municipalities, which the General Assembly has done with The Municipal Home Rule Act of 1965, O.C.G.A. § 36-35-1, et seq.
- O.C.G.A. § 36-35-3 provides that the governing authority of each municipal corporation shall have legislative power to adopt clearly reasonable ordinances, resolutions and regulations relating to its property, affairs, and local government for which no provision has been made by general law and which are not inconsistent with the Constitution or any charter provision applicable thereto.
- The Mayor and Council desire to amend the Charter of the City of Alpharetta so as to update the Act to allow Councilmembers to participate in City Council meetings via teleconference to the greatest extent permitted by state law, including, but not limited to O.C.G.A. § 50-14-1.
- If approved the following amendments will be made to the City Charter:

Section One of Amendment. Article 11, Section 2.20 is amended by a new paragraph (c) as follows: "Sec. 2.20(c) Members of the City Council of the City of Alpharetta, Georgia are also authorized to participate in City Council meetings via teleconference to the greatest extent permitted by state law, including, but not limited to O.C.G.A. § 50-14-1."

Section Two of Amendment. This Ordinance shall become effective immediately upon a copy of this Ordinance, the required notice of publication, and affidavits of a duly authorized representative of The Herald and The Fulton County Daily Report to the effect that the notice has been published as provided in O.C.G.A. § 36-35-1, et seq., having been filed with the Secretary of State. The City Attorney is directed to affect such filings as soon as is reasonably practicable.

- This ordinance was presented at the December 7, 2020 City Council Meeting and was approved unanimously.
 - City Attorney, Sam Thomas, read the ordinance aloud.
- ❖ Council Member Richard offered a motion to approve an ordinance to amend Article 11, Section 2.20 of the City Charter by ordinance pursuant to "The Municipal Home Rule Act of 1965" O.C.G.A. § 36-35-1, et seq., to permit City Councilmembers participate in City Council Meetings via teleconference consistent with State Law; to repeal conflicting ordinances; to provide for an effective date; and for other purposes.
- The motion received a second from Council Member Merkel
 - The motion was approved unanimously (7-0)

C. Consideration of an Ordinance to Amend the City of Alpharetta Alcoholic Beverage Ordinance so as to Change the Minimum Age for Servers from 21 to 18; to Repeal Conflicted Ordinances; and for Other Purposes (2nd Reading) Sponsored By: Council Member Hipes

- City Attorney, Sam Thomas, came forward to present this item.
 - Staff recommends that City Council approve as presented the second reading of an ordinance to amend Chapter 4 (Alcoholic Beverages) of the Code of the City of Alpharetta, Georgia; to change the minimum age for employee servers from 21 to 18; to provide for an effective date; to repeal conflicting ordinances; and for other purposes.
 - Chapter 4 (Alcoholic Beverages) of The Code of the City of Alpharetta, Georgia provides regulations governing the sale of alcoholic beverages within the City. As currently adopted, the ordinance stipulates that an employee of a business licensed to sell alcoholic beverages must be at least 21 years of age in order to sell / serve such beverages.
 - The minimum age for an employee to serve alcoholic beverages under State law is 18 years of age. Thus, the presented amendment would match the local ordinance to the State law.
 - The ordinance presented would amend Chapter 4 so as to allow for the issuance of an alcoholic beverage permit (i.e., server permit) to a person 18 years of age or older and who sells, serves, or dispenses alcoholic beverages.
 - This ordinance was presented at the December 7, 2020 City Council Meeting and was approved unanimously.
 - City Attorney, Sam Thomas, read the ordinance aloud.
- ❖ Council Member Hipes offered a motion to approve as presented the second reading of an ordinance to amend Chapter 4 (Alcoholic Beverages) of the Code of the City of Alpharetta, Georgia; to change the minimum age for employee servers from 21 to 18; to provide for an effective date; to repeal conflicting ordinances; and for other purposes
- The motion received a second from Council Member Merkel
 - The motion was approved unanimously (7-0)

VIII. NEW BUSINESS

A. Public Safety Vehicle Replacements

- Director of Public Safety, John Robison, came forward to present this item.
- Staff recommends approval for the Department of Public Safety to purchase four (4) replacement vehicles at a total cost of \$185,704 (including upfitting):
 - o Four (4) 2021 Ford F-150 XL (4-wheel drive) pickup trucks from Wade Ford, Inc. (low quote provider) in an amount totaling \$135,704, representing the lowest of four (4) solicited quotes.
 - o Approval to expend no more than \$50,000 for estimated costs associated with purchasing and installing (upfitting) the necessary emergency equipment
- As approved in the FY 2021 capital budget, the Department of Public Safety planned to purchase and outfit for service eight (8) vehicles and two (2) motorcycles at a cost not to exceed \$465,000. At this time, the Department of Public Safety is seeking to purchase and outfit four (4) vehicles for service at a cost not to exceed \$185,704. The four (4) vehicles will be replacements for older units that have reached documented end of service thresholds and will be auctioned for disposal. As a general guide for replacement, the Department uses 100,000 to 110,000 service miles for Patrol vehicles, and years of service and higher mileage (a goal of 120,000 miles or more) for Administrative vehicles, and a repair cost to vehicle value analysis if any of the aforementioned are not met.
- The requested vehicles include:
 - o Four (4) 2021 Ford F-150 XL (4-wheel drive) pickup trucks from Wade Ford, Inc. for an amount not to exceed \$135,704, representing the lowest of four (4) solicited quotes. Due to the changing needs of personnel (Admin police training and the Community Services Unit necessity to transport equipment, bicycles, and tow trailers; Criminal Investigation Division for operational purposes, etc.), the necessary request is for pickup trucks. It is the Department's preference and current plan that all vehicles be all-wheel or 4-wheel drive for the emergency response capabilities and the associated safety factors. These pickup trucks will be replacing three (3) sedans and one (1) pickup truck that have met the above disposal thresholds.
- Competitive quotes were obtained for this purchase with the results as follows:
 - o Wade Ford, Inc. (\$34,292/\$33,804, long bed/short bed option respectively)
 - o Allan Vigil Ford-Lincoln (\$37,040/\$37,930) *note: state contract holder
 - o Billy Howell Ford (\$36,895/\$38,200) *note: quote was not built completely to spec
 - o Angela Krause (\$42,774.60/NA) *note: quote was not built completely to spec, did not provide for long bed option
- Approval is also requested to expend an amount not to exceed \$50,000 for estimated costs associated with purchasing and installing necessary emergency equipment (upfitting) for the said vehicles (e.g., emergency lighting, consoles, computer stands, radios, weapon racks, prisoner transport systems, graphics, etc.). As a practice, the Department recycles emergency equipment from older vehicles and installs it into newly purchased vehicles whenever possible and/or applicable. Due to the age and type of equipment installed in the disposal vehicles, it will not be possible or applicable to reuse it. The request includes the costs associated with preparing the vehicles for disposal (removing law enforcement equipment and markings).

- Funding for this initiative is requested from existing appropriations within the Department's Capital Fleet Replacement, as per the FY 2021 capital budget.

Public Comment

- No Public Comment
- ❖ Council Member Hipes offered a motion to approve and authorize the Department of Public Safety to purchase four (4) replacement vehicles at a total cost not to exceed \$185,704 (including upfitting)
 - The motion received a second from Council Member Merkel
 - The motion was approved unanimously (7-0)

B. Extension of the IGA with the City of Milton Regarding Shared Municipal Court Clerk Services

- City Administrator, Bob Regus, came forward to present this item.
- Staff is recommending that Mayor and Council approve extending the Intergovernmental Agreement (IGA) with the City of Milton regarding shared Municipal Court Clerk services through March 31, 2021 and authorize the Mayor to execute all necessary documents.
- During the September 8, 2020 City Council Executive Session Meeting, the City Administrator, Bob Regus, received direction from City Council to move forward with an agreement with the City of Milton regarding shared Municipal Court Clerk services. The Intergovernmental Agreement (IGA) will allow the City to hire the City of Milton's Municipal Court Director, Brooke Lappin, as the Director of Court Services for the City of Alpharetta and will allow Milton and Alpharetta to concurrently utilize Ms. Lappin's services for both courts.
- Ms. Lappin will spend 2/5ths (40%) of her work week (Monday and Friday) at the Milton Municipal Court and 3/5th (60%) of her work week (Tuesday-Thursday) at the Alpharetta Municipal Court. During the terms of this agreement Milton will reimburse Alpharetta 40% of the prorated cost of Ms. Lappin's base salary and 40% of the prorated cost of the employee benefits provided by the City of Alpharetta.
- This IGA was presented to Mayor and Council during the September 21, 2020 City Council Meeting and approved unanimously. The renewed terms would extend the current agreement through March 31, 2021, unless terminated or extended upon mutual agreement of both cities.
- City Administrator, Bob Regus, reported the following information regarding the court efficiencies:
 - o Starting in 2021, we will be reducing the number of court sessions from 242 sessions to 206 through March 2021, in turn this will save the City approximately \$30,000 on bailiff, judge, solicitor and interpreter costs.
 - o Currently the City of Milton is paying half of Brooke Lappin's salary, saving the City approximately \$50,000 annually.
 - o In March, the Municipal Court will go live with e-Court. This new software will pass the convenience fee from online payments onto the defendant, opposed to the City covering the fee, as a result saving the City approximately \$36,000 annually.

- Council Member Binder suggested that we approve the IGA for a 6-month extension instead of the 3-month extension that was presented by Staff. This would extend the agreement through June 30, 2021.
- Council Member Richard requested the number of traffic tickets issued in 2020 compared to previous years.

Public Comment

- No Public Comment
- ❖ Council Member Hipes offered a motion to approve extending the Intergovernmental Agreement (IGA) with the City of Milton regarding shared Municipal Court Clerk services through June 30, 2021 and authorize the Mayor to execute all necessary documents
 - The motion received a second from Council Member Merkel
 - The motion was approved unanimously (7-0)

IX. PUBLIC COMMENT

- No Public Comment

X. REPORTS

- Director of Court Services, Brooke Lappin, came forward to provide additional details on the court efficiencies. Additionally, Mrs. Lappin plans to present the courts strategic plan at the January City Council Retreat.
- City Administrator, Bob Regus, came forward to discuss the upcoming plan to address the Safe Hotels Ordinance.
- Council Member Binder announced that Alpharetta hosted "Government Day" for the Leadership of North Fulton.
- Council Member Richard reminded everyone that early voting started today for the runoff election.
-

XI. ADJOURNMENT TO EXECUTIVE SESSION

- ❖ Council Member Merkel offered a motion to adjourn into Executive Session
 - The motion received a second from Council Member Binder
 - The motion was approved (6-1); Council Member Burnett abstained
- ❖ With no further business to discuss or items to be heard, Mayor Gilvin adjourned the meeting to Executive Session at 8:31 P.M.

Respectfully submitted,


Erin Cobb, City Clerk



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By:

Sponsored By:

Meeting Date: January 11, 2021

I. AGENDA ITEM TITLE: ALCOHOLIC BEVERAGE LICENSE APPLICATION

II. RECOMMENDATION:

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>

IV. REPORT IN BRIEF:

V. ALTERNATIVES:

VI. ATTACHMENTS:



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By:

Sponsored By:

Meeting Date: January 11, 2021

- I. AGENDA ITEM TITLE:** PH-21-AB-01 QUIKTRIP #800
4975 WINDWARD PARKWAY
ALPHARETTA, GA 30004

CONVENIENCE STORE
RETAIL PACKAGE STORE
BEER, WINE & SUNDAY SALES

OWNER: QUIKTRIP CORPORATION
REGISTERED AGENT: JONATHAN SHAW

II. RECOMMENDATION:

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: NO

FISCAL IMPACT: NO

INCLUDED IN CURRENT FY CPTL BUDGET: NO

INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST:

APPROPRIATIONS:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>

EXTERNAL FUNDING SOURCES:

<u>ACCOUNT TITLE/NUMBER</u>	<u>DOLLAR AMOUNT</u>

IV. REPORT IN BRIEF:

V. ALTERNATIVES:

VI. ATTACHMENTS:

QuikTrip PH minutes



**CITY OF ALPHARETTA
PUBLIC HEARING
LIQUOR LICENSE**

DATE: January 7, 2021
TIME: 2:00 P.M.
LOCATION: <https://zoom.us/j/93611802118>

Official Minutes

The public is advised the following minutes are not a verbatim transcription of business presented at the Public Hearing of the date shown but are a synopsis of pertinent information. The public is further advised the tapes recorded at said meeting are a matter of public record and are available to be heard at the City of Alpharetta Clerk's office during normal business hours.

I. CALL TO ORDER: City Attorney, Sam Thomas, called the meeting to order at 2:00 P.M.

II. LICENSE APPLICATIONS:

1. PH-21-AB-01

**Quiktrip #800
4975 Windward Parkway
Alpharetta, GA 30004**

**Convenience Store
Retail Package Sales
Beer, Wine & Sunday Sales**

**Owners: QuikTrip Corporation
Registered Agent: Jonathan Shaw**

The registered agent and QuikTrip Division Sales Manager Jonathan Shaw was present on the call. Charon Donaldson of QuikTrip was also present on the call.

Mr. Shaw, of the Lawrenceville, GA QuikTrip office location, stated he has been with QuikTrip for 17 years. His primary responsibility is to work with vendors. There is currently no store manager for this QuikTrip at 4975 Windward Parkway location yet, but will be hired approximately 2-3 weeks prior to the store opening, which is currently scheduled for March 11, 2021. Most likely the supervisor for the store will be Charles Brogden. Mr. Shaw also said they have internal training

programs in place to make sure staff is aware of the alcohol selling ordinances and rules. They also have internal undercover shoppers along with the training programs to make sure the ordinances are being followed.

Public Comment: No Public Comment

Mr. Thomas recommended that this license be approved. Erin Cobb, City Clerk, confirmed it will be on the Consent Agenda at the City Council Meeting scheduled for Monday, January 11, 2021 at 5:00 P.M. The applicant is required to appear in person should Council have any questions regarding this application. Once City Council approves the application, applicant will be allowed to pick up and pay for their license at City Hall in Community Development.

III. ADJOURNMENT: With no further business to discuss or items to be heard, City Attorney, Sam Thomas, adjourned the meeting at 2:05 P.M.

Respectfully submitted,

Kiersten VanHorn

Kiersten VanHorn, Assistant City Clerk



CITY COUNCIL MEETING STAFF REPORT

SUBMITTING DEPARTMENT: COMMUNITY DEVELOPMENT

SUBMITTED BY: KATHI COOK

DRAFTED BY: MICHAEL WOODMAN

I. AGENDA ITEM TITLE: PH-20-14 UNIFIED DEVELOPMENT CODE AND CODE OF ORDINANCE TEXT AMENDMENTS – BUILDING CODES

CITY COUNCIL: NOVEMBER 16, 2020

This item was heard at the 11/5/2020 Planning Commission meeting. Staff recommended approval. There were no public comments. After discussion, Planning Commission recommended approval. Vote 7-0

II. RECOMMENDATION:

Approve text amendments to the Unified Development Code and Code of Ordinances related to references to Building Codes.

III. REPORT IN BRIEF:

Consideration of text amendments to Code of Ordinances Section 8-29 Building codes adopted, to replace specific references to various building codes with references to the City's various building permitting procedures documents. Consideration of text amendments to Unified Development Code (UDC) Subsection 2.9.5(B)(1) Building and Construction Code Exemptions, to replace specific references to the International Building Code and International Fire Code with a reference to Code of Ordinances Section 8-29. The purpose of the text amendments is to avoid updating the UDC and Code of Ordinances every time Building Codes are updated.

IV. ATTACHMENTS:

- UDC Strike Through and Underline Edits

AN ORDINANCE TO AMEND ARTICLE II OF THE UNIFIED DEVELOPMENT CODE AND ARTICLE II OF CHAPTER 8 OF THE CODE OF ORDINANCES OF THE CITY OF ALPHARETTA, GEORGIA TO ADOPT STATE MINIMUM CODES, OTHER STATE-ADOPTED CODES, AND PERMITTING AND INSPECTION POLICIES AND PROCEDURES; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES.

WHEREAS, on or about May 21, 2001, the City of Alpharetta (the "City") adopted a comprehensive zoning ordinance known and cited as the Unified Development Code of the City of Alpharetta, Georgia (the "Unified Development Code"), which has subsequently been amended from time to time; and

WHEREAS, the Mayor and Council of the City of Alpharetta (the "City Council" or "Council") are charged with the protection of the public health, safety, and welfare of the citizens of the City; and

WHEREAS, the Unified Development Code and the Code of Ordinances of the City of Alpharetta, Georgia (the "Code of Ordinances") were designed to be amended from time to time when circumstances warrant that modifications be made in order to make the Unified Development Code and Code of Ordinances more responsive to community needs; and

WHEREAS, the City Council finds that ordinances and regulations governing the uses of land and development of land within the City, as well as the City's operations, should be continually improved from time to time and modified as necessary to better protect and promote the public health, safety, and welfare of the residents and businesses of the City of Alpharetta; and

WHEREAS, the City Council desires to amend Article II of the Unified Development Code and Article II of Chapter 8 of the Code of Ordinances for the foregoing purposes; and

WHEREAS, the City Council finds that the following amendments to the Unified Development Code and Code of Ordinances promote the health, safety, morals, convenience, order, prosperity, and general welfare of the present and future inhabitants of the City of Alpharetta.

NOW THEREFORE, the Mayor and City Council of the City of Alpharetta hereby ordains, as follows:

Section 1. Section 8-29 of Article II of Chapter 8 of the Code of Ordinances shall be deleted in its entirety and replaced with the following:

"Sec. 8-29. - Building codes adopted.

(a) Unless otherwise provided for by subsequent ordinance or another provision of this Code or the Unified Development Code of the City of Alpharetta, Georgia, the city hereby adopts and incorporates by reference, as if set out at length herein, the latest editions of the following:

(1) The following state minimum standard codes enumerated in O.C.G.A. § 8-2-20(9)(B)(i), all as adopted, amended, and/or supplemented, from time to time, by the Georgia Department of Community Affairs:

- a. International Building Code (ICC);
- b. National Electric Code (NFPA);
- c. International Fuel Gas Code (ICC);
- d. International Mechanical Code (ICC);
- e. International Plumbing Code (ICC);
- f. International Residential Code for One- and Two-Family Dwellings (ICC);
- g. International Energy Conservation Code (ICC); and
- h. International Fire Code (ICC), provided; however, that any provision thereof shall not be less restrictive than the Georgia State Fire Code, as adopted by the Georgia Safety Fire Commissioner pursuant to O.C.G.A. § 25-2-13.

(2) The following state minimum standard codes as amended and/or supplemented, from time to time, by the Georgia Department of Community Affairs:

- a. International Swimming Pool and Spa Code, GA COMP. R. & REGS. 110-11-1-.30; and
- b. Industrialized Buildings Rules and Regulations, GA COMP. R. & REGS. Subtitle 110-2 (GA COMP. R. & REGS. 110-2-1-.01, *et seq.*).

(3) The following codes adopted by the Georgia Safety Fire

Commissioner:

- a. Rules and Regulations for Manufactured Homes, GA COMP. R. & REGS. 120-3-7-.01, *et seq.*; and
- b. Rules and Regulations for Accessibility, GA COMP. R. & REGS. 120-3-20-.01, *et seq.*

(4) The following permitting and inspection policies and procedures of the City:

- a. The City of Alpharetta's Commercial Building Inspection Policies and Procedures, attached hereto as Exhibit "A";
- b. The City of Alpharetta's Residential Building Inspection Policies and Procedures, attached hereto as Exhibit "B"; and
- c. The Alpharetta Swimming Pool Permitting Procedures, attached hereto as Exhibit "C".

(5) The City Domestic Sprinkler Installation Code (Ordinance Number 220, latest revision).

(b) If any of the publications listed in subsection (a) of this section are adopted as a state minimum code pursuant to O.C.G.A. § 8-2-20 *et seq.*, then the edition adopted by the state shall control. If any of the publications listed in subsection (a) of this section are less stringent than the state minimum codes promulgated pursuant to O.C.G.A. § 8-2-20 *et seq.*, then the state minimum code shall control.

(c) A copy of each of the publications listed in subsection (a) of this section is filed in the clerk's office and the building official's office and available for review by the public.

Section 2. Subsection 2.9.5(B)(1)(b) of Article II of the Unified Development Code shall be deleted in its entirety and replaced with the following:

(b) Exemptions from and compliance alternatives to certain requirements of the International Building Code (See Section 8-29 of the Code of the City of Alpharetta, Georgia) regarding the construction, repair, alteration, addition, restoration, and movement of buildings or structures, and change of occupancy, provided the subject condition does not constitute a distinct life

safety hazard;

Section 3. Subsection 2.9.5(B)(1)(d) of Article II of the Unified Development Code shall be deleted in its entirety and replaced with the following:

(d) Exemptions from the International Fire Code (See Section 8-29 of the Code of the City of Alpharetta, Georgia); and

Section 4. Upon adoption, the City Clerk is directed to forward this Ordinance to the Department of Community Affairs in accordance with O.C.G.A. § 8-2-25(b).

Section 5. If any section, subsection, provisions, or clause of any part of this Ordinance shall be declared invalid or unconstitutional or, if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent of the City Council that this Ordinance would have been adopted in its current form without the invalid or unconstitutional provision contained therein.

Section 6. This Ordinance shall be effective immediately upon its adoption by the City Council and incorporated into the Unified Development Code and Code of Ordinances of the City of Alpharetta, Georgia. This Ordinance hereby repeals any and all conflicting ordinances and amendments.

[SIGNATURES ON NEXT PAGE]

SO ORDAINED this the _____ day of _____ 2021.

Approved:

Jim Gilvin, Mayor

Attest:

COUNCILMEMBERS

Erin Cobb, City Clerk
(Seal)

Approved as to Form:

C. Sam Thomas, City Attorney

3987945



City of Alpharetta

Commercial Building Inspection Policies and Procedures

EXHIBIT A

NOTICE

The information within this document is prepared by the City of Alpharetta Georgia Community Development Department, Inspections and Codes Enforcement Division, hereinafter referred to as “the City.” The intent of this document is to reasonably inform our citizens, designers, developers, contractors, and the general public of the codes and laws related to commercial building construction in effect within the city and also to communicate the policies and procedures developed by the city over time to enforce these laws for safe and code compliant commercial construction.

This document is a building official interpreted “plain language” compilation of various sections of federal, state, county, and city building construction laws and the rules and regulations related to improving commercial property in the City. The information within is not all inclusive, nor is it designed to be, but rather presents a general overview of construction laws and processes relative to planning, permitting, constructing, inspecting, and completing a commercial construction project in the city.

For the purpose of this document, the following shall apply to the use of words and phrases: Words used in present tense include future tense. Words used in singular tense include plural tense. The word “he” also means “she.” The words “shall” or “must” are always mandatory. The words “may” or “can” are permissive. The word “and” indicates all conditions, requirements, or factors so connected must be met or fulfilled, whereas the word “or” indicates that at least one condition, requirement, or factor so connected must be met. The word “structure” means anything that is built and includes the word “building.” The word “person” means any individual, corporation, association, firm, partnership or other legal entity. The word “permit” means written governmental permission issued by an authorized official, empowering the holder thereof to do some act not forbidden by law, but not allowed without such authorization.

This document may be updated as codes, laws, rules, regulations, and policies change. This document has been prepared by the City of Alpharetta Building Official, and specific requirements and policies not mandated by law may be modified or waived by the Building Official. This and other construction related procedures may be accessed and downloaded at: **www.alpharetta.ga.us**.

EXHIBIT A

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PREPARING FOR INSPECTIONS

GENERAL: The Building Official shall inspect, or cause to be inspected, at various intervals all construction or work for which a permit is required. Final inspections shall be made of every building, structure, mechanical, electrical, low voltage, plumbing, gas, energy conservation, or fire protection systems upon completion by the permittee and prior to the issue of a Certificate of Occupancy (CO) or a Certificate of Completion (CC) and any occupancy or use of the permitted work.

To expedite inspection approvals, the building official does recommend permit holders and contractors provide responsible construction representatives at inspection sites during inspections. *Representatives should be prepared to answer inspector questions regarding the work to be inspected.*

Permit holders and contractors should discuss inspection preparedness with inspectors at the start of work.

City inspectors are prohibited from entering and making any interior building inspections at occupied buildings without the permit holder, or property owner, or an authorized adult being present to grant premises entry and staying with the inspector at all times until the inspection has been completed.

POSTING OF BUILDING PERMIT: Work requiring a permit shall not be started until the permit holder posts the City issued building permit yard card in a conspicuous place at the front of the premises where the permitted work is to be done. **No Permit Yard Card Posted = No Inspections**

Permit yard cards must be accessible and readable from the public right-of-way and located in such a position as to permit City or other Authorized Fulton County or State of Georgia officials to conveniently view and make any required entries thereon.

Permit yard cards shall be maintained in position until all required final inspections have been approved and signed off on the yard card and the building, structure or system is ready for occupancy and use.

The permit holder is responsible for maintaining the permit yard card. All damaged, lost or stolen permit yard cards shall be replaced before further inspections can be made.

A \$50.00 administrative fee is charged for all replacement cards.

EROSION INSPECTION: No inspections will be made by City building or fire inspectors on any construction site not having "effective" soil erosion control measures in place, per *UDC §3.1*.

Site silt fences, rock construction entrances, and other City Engineering Department required erosion control measures shall be constantly maintained in a good state of repair that effectively contains all site erosion within the site limits and out of State waterways and mud, silt, or other construction debris out of public streets and paved walkways.

City inspectors will not do requested inspections when, in their opinion, the site is in need of erosion control repair and violates *UDC §3.1*. Inspectors will simply leave a "Notice of Violation" on the permit yard card and will immediately leave the site without making the requested inspection.

EXHIBIT A

It is the responsibility of the permit holder to notify City Engineering Department, **678-297-6200**, to obtain written erosion release on the site, regardless to whose fault erosion problems are attributed to.

No further building or fire inspections will be performed at a violation site until the permit holder notifies inspectors that City Engineering has released site erosion control by dated signature on the permit yard card or other means and that building and fire inspections may be resumed.

The permit holder may then request a desired building or fire re-inspection, during normal inspection request hours of **7:30am - 8:30am**.

REQUESTED INSPECTIONS: It is the responsibility of the permit holder to prepare the work site for any requested inspections or other site inspection that may occur during the construction process.

REQUESTING INSPECTIONS

The city makes every reasonable effort to provide permit holders **“same day”** inspection service.

In addition, City inspectors are **“cross certified”** to provide required multi-trade inspections by one inspector.

To effect this **“same day”** service policy, this Department requires the person “in charge” of all construction work on a site, usually the general contractor or his superintendent, to call in all inspections.

***Exception:** Where only one trade is involved in an inspection, such as an outside “Sewer” inspection, the hired plumber or utility contractor may call in this inspection.*

It is the responsibility of the person “in charge”, normally the site superintendent, to coordinate all building and subcontractor trade work, so that all required work for a particular requested inspection is ready to be inspected when the inspector arrives on site.

An example of this required coordination is a typical “Wall Cover” inspection; where wall framing is complete, plus all rough electrical wiring, plumbing piping, and HVAC ductwork located within the wall is complete, under required tests, and ready for inspection, prior to installing insulation and wall cover.

All inspection requests shall be called in to the City Inspections Division at **678-297-6080**, between the hours of **7:30am – 8:30am**, on the same day that the inspection is desired.

The City does not accept inspection requests at any other time.

Callers will talk directly to inspectors, depending upon inspector work loads, AM or PM inspections may be arranged, but never guaranteed.

***Note:** Inspectors cannot ascertain in advance the kind of inspections or how many inspections will be called in during any given day. We make every reasonable effort to service as many customers as is possible every day, however our inspection service is only as good as your preparation for inspection.*

EXHIBIT A

When requesting inspection, a building permit number, site street address, and type of inspection requested must be given to inspectors. Without this basic information, no inspection can be scheduled. **No Exception.**

REINSPECTION POLICY & FEES

The city's reinspection policy for any inspection is explained as follows:

Current city reinspection policy is to charge a customer a \$25.00 reinspection fee, when inspectors have to return to a site for a second inspection of the same kind. The first inspection fee is covered under the original permit fee.

When inspectors must return to a site a third time for the same inspection kind, a reinspection fee of \$50.00 is charged.

Subsequent reinspections, fourth try, fifth try, etc., are charged a fee of \$100.00 per reinspection, until the inspection passes. Reinspection fees must be paid before reinspections will be made.

Inspectors will normally cite up to five (5) code violations per inspection visit before deeming a site “Not Ready” for inspection.

When sites are deemed “**Not Ready**” by the inspector, the inspection is stopped, the permit holder is issued a Notice of Violation normally stating the violations noted thus far during the inspection, plus the words “**Not Ready**” are affixed to the Notice.

If receiving a “**Not Ready**” Notice of Violation, contact the inspector, as advised in the *Requesting Inspections* section herein, and discuss the inspection. Inspectors will normally tell you what to do to prepare for inspection.

Warning: Inspectors are not construction “Punch List” preparers. If inspectors deem a permit holder is negligent in preparing for inspections and using inspectors to prepare Punch Lists, inspections will be suspended, the project will be placed in an “Inspections Hold” status, and permit holders are required to schedule a meeting with the Building Official for instructions to resolve inspection issues.

If a scheduled inspection is Failed, permit holders must correct noted violations and recall the inspection when ready, but not before the next workday, unless so directed by the inspector.

MANDATORY BUILDING INSPECTIONS

GENERAL: The Building Official, upon notification from the permittee or his authorized agent, shall make the following building inspections and such other inspections as necessary and shall either release that portion of the construction by signature at the appropriate section on the permit yard, or shall notify the permit holder, or his agent, of any violations which must be

EXHIBIT A

corrected in order to comply with the codes, by issuing written "Notice of Violation" to the permittee and noting such on the yard card. Do not cover anything without city inspection and written approval.

FOOTING: To be made after plan detailed footings and trenches are excavated and cleaned; forms erected and supported; reinforcing is properly secured in place and supported; and before any concrete is placed.

BUILDING SLAB PREP: To be made after footings have been placed; underground Mechanical, Electrical, and Plumbing systems have been City inspected, approved, and properly backfilled; under-pin areas are excavated and clean; forms are erected and supported; plan required reinforcing steel is in place and supported; a four inch (4") minimum thickness rock base is in place at below grade slabs; a vapor barrier with joints lapped not less than six inches (6") is properly installed at heated areas, crack control measures, if required, are in place; and before any concrete is placed.

MONO SLAB-PREP: To be made after applicable underground Mechanical, Electrical, Low Voltage, and Plumbing (MELP) systems have been City inspected, approved, and properly backfilled; forms are erected and supported; plan required reinforcing is properly secured in place and supported; a four inch (4") minimum thickness rock base is in place at below grade slabs; a vapor barrier with joints lapped not less than six inches (6") is properly installed at all heated areas, crack control measures, if required, are in place; and before any concrete is placed.

FOUNDATION: -To be made after required wall reinforcement is in place and one side of concrete wall forms are secured in place, wall cavities are cleaned, and second side wall forms are ready to be placed; or all wall forms are in place and safe OSHA compliant scaffolding access is provided to all wall form tops for inspections, weep holes and piping sleeves are in place, and before any concrete is placed.

WATER/DAMP-PROOFING & DRAIN TILE -A second inspection of building foundation walls, by City inspectors or other City authorized inspection agencies, shall be required to verify proper placement of wall water proofing or damp proofing and drain tile and rock and approved filtration material cover placement, as required by the engineered plans.

Where in new construction, a sub-grade foundation wall is installed, or where in renovation of an existing building a sub-grade area is converted to habitable space; a water proofing (in the case of habitable space use only) or damp proofing "Certificate of Compliance" to the manufacturer's recommended rate of sealing material application and technique is required to be submitted to the City building department by the authorized applicator, prior to the issue of a Certificate of Occupancy or Completion for the construction.

WALL / CEILING COVER: To be made after the roof is complete; all framing, bracing, fire and draft stops and blocking are effectively in place; exterior walls and gabled ends are sheathed

EXHIBIT A

and doors and windows are installed to effectively weather protect the structure interior; mechanical, electrical, and plumbing rough-ins at the area to be inspected are complete and under required tests; fuel burning appliance roughs are installed with flues and vents stubbed clear to the next level or area to be inspected or through the roof and weather capped; and before any insulation or wall or ceiling cover has been placed, except that walls may be one side covered so as to not restrict full wall cavity view for inspection.

Lay-in type ceiling grid support systems and "hard framed" ceiling access panels shall be in place and properly supported for this inspection.

Note: Large or multiple floor buildings over 15,000 sqft. in total area may be inspected in stages and partially approved for the continuation of construction at the building inspector's discretion.

EXTERIOR SHEATHING: This inspection is made prior to the Framing inspection and verifies the fastening of exterior sheathing, prior to covering sheathing with water resistant barriers.

FRAMING To be made after roof is complete; all framing, bracing, fire stops and blocking are effectively in place; exterior walls and gabled ends are covered with weather protective barriers and doors and windows are installed and sealed to effectively weather protect the structure interior; all mechanical, electrical, and plumbing rough-ins are complete and under required tests; fuel burning appliance roughs are installed with chimneys, flues and vents through exterior walls and roofs and weather capped to provide weather protection to all interior spaces and before any insulation or wall or ceiling cover has been placed.

INSULATION: To be made at various intervals during construction before finish cover is installed, but not before the area to be installed is weather protected and framing and roughs have been inspected and passed.

GYPSUM BOARD: To be made after gypsum board is fastened in place, but before joints are mudded, taped, and finished.

FIRE RESISTANT ASSEMBLIES, PENETRATIONS, & FINALS: To be made at various intervals during construction as determined by City fire officials. Fire inspectors perform these inspections and normally refer to these inspections as 80% and 100% inspections.

Final Fire Inspection includes a detailed review and testing of all fire protection systems by fire officials and may be performed prior to, with, or after Final building inspection.

BUILDING FINAL: To be made after a building or structure is complete and ready for safe occupancy and use. Building, mechanical, electrical, and plumbing finals shall be made at the same time.

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Prior to requesting a building final inspection a permit holder shall assure that all required subcontractor permits are in place and all required inspections and written approvals required prior to final inspections are signed off on the permit yard card.

All fire protection, egress, access, and other life safety final inspections must be complete and signed off by City fire inspectors on the permit yard card. This may be done prior to or after building Final Inspection.

All site work, walks, drives, paved areas, striping, Accessible routes / signage, landscaping, and other appurtenances or protectants listed on the approved plans for commercial work or as required by City adopted codes or other laws, as applicable, are completed, final inspected, and signed off on the permit yard card (left side) by the various Departments or Authorities listed and checked at building permit issue, or as required by all governing authorities. It is a sole responsibility of the permit holder to obtain all agency approvals prior to requesting any certificates of occupancy or use.

MANDATORY MECHANICAL INSPECTIONS

GENERAL: The Building Official, upon notification from the permittee or his authorized agent, shall make the following mechanical inspections and such other inspections as necessary and shall either release that portion of the construction by signature at the appropriate section on the permit yard, or shall notify the permit holder, or his agent, of any violations which must be corrected in order to comply with the codes, by issuing written "Notice of Violation" to the permittee and noting such on the yard card. Do not cover anything without city inspection and written approval.

UNDERSLAB MECHANICAL: To be made after trenches or ditches are excavated, underground ducting, conduits and sleeves are installed and ready for test and before any backfill is put in place. After passing this inspection, backfill may be placed, but an additional building inspection is required before concrete is poured.

WALL / CEILING COVER: To be made with the wall / ceiling cover building inspection and after all HVAC equipment, ducting, duct insulation, piping, piping insulation, fire stops and fire dampers are installed, control wiring, or other concealed mechanical system components in the area to be inspected are in place, complete, supported properly, required pressure tests are applied, flues and vents are stubbed clear to the next level or area to be inspected or through the roof and weather capped; and before any wall / ceiling membranes are installed.

ROUGH: To be made with framing inspection and shall include items listed in Wall / Ceiling Cover above. Large or multiple floor buildings over 15,000 sqft. in total area may be inspected in stages and partially approved for the continuation of construction, at the inspector's discretion.

GAS LINE: To be made at various stages of construction, as follows:

EXHIBIT A

To be made with wall / ceiling cover inspection and shall include all system piping from the point of delivery (gas meter) to within six feet (6') of and in the same room as all outlets or appliances that may be connected in the area to be inspected and shall include piping run stubouts to the next area to be inspected. The City requires a gas pressure test for this inspection, per the *IFGC*. (see *METERS* below for additional testing required)

METERS: To be made after rough piping inspection and before the final inspection; when all HVAC and other gas fired appliances and equipment and controls are in place and ready for safe test operation; venting, vent connectors, and flues are installed into final position and supported; piping runs are complete to the final appliance connector or union connection at the appliance or equipment; all gas shut off valves are in place and in the "off" or closed position, with appliances or equipment disconnected; and the gas piping system is ready for public utility connection and testing.

The City requires a final gas pressure test at this inspection, per the *IFGC*. The sole purpose of this Meters inspection is to allow the installer to check out all installed mechanical systems and equipment for proper and safe operation, per its listing, prior to the Final inspection.

FINAL: To be made with the building final inspection and after public utilities have been connected and all conditioned air systems and gas fired appliances are in full operation; all controls, compressors, condensate drains, insulation, ties and supports, and other system designed components are in place and final connected, all final trim and required labeling is in place, filters or other air purifying components are cleaned and in place, and all systems have been tested and balanced and the installation is ready for its intended use.

MANDATORY ELECTRICAL INSPECTIONS

GENERAL: The Building Official, upon notification from the permittee or his authorized agent, shall make the following electrical inspections and such other inspections as necessary and shall either release that portion of the construction by signature at the appropriate section on the permit yard, or shall notify the permit holder, or his agent, of any violations which must be corrected in order to comply with the codes, by issuing written "Notice of Violation" to the permittee and noting such on the yard card. Do not cover anything without city inspection and written approval.

TEMPORARY POLE: *(Use is restricted to active construction sites and permitted temporary uses)*

To be made after a minimum 4x4 temporary electrical power pole has been set upright firmly into the ground with a minimum two feet (2') buried. Check with your electrical provider, Georgia Power or Sawnee EMC, for additional T-pole requirements, if applicable.

A grounding electrode system must be installed per the *NEC*.

EXHIBIT A

A weatherproof enclosure and meter base meeting the requirements of the local public utility power provider and the *NEC* shall be connected and firmly attached to the pole.

The City requires at least one (1) 115V/20A weatherproof duplex service outlet and one (1) 230V/30A service outlet to be installed at each temporary pole.

All outlets shall be GFCI protected per the *NEC*.

UNDERSLAB ELECTRICAL: To be made after trenches or ditches are excavated, underground conduits, sleeves, or other devices are installed and before any backfill is put in place. Do not bury anything without inspection. After passing this inspection, backfill may be placed, but an additional inspection is required before placing concrete.

WALL / CEILING COVER: To be made with the wall / ceiling cover building inspection of the area to be inspected and after all services and branch circuit distribution wiring that service that area is in place, boxes are secured, required conduit serving that area and conduit passing through that area to other areas to be inspected at a later date is in place and fastened properly, wiring is protected from physical damage, panel boards and switching gear servicing the area are set and secured to the structure with service and distribution wiring stubbed into their approved enclosures, disconnects are in place and secured, bonding and grounding rough wiring is stubbed out near its termination point, and before any wall or ceiling membranes are installed.

ROUGH: To be made with framing inspection and shall include items listed in Wall / Ceiling Cover above.

Note: Large or multiple floor buildings over 15,000 sqft. in total area may be inspected in stages and partially approved for the continuation of construction at the inspector's discretion.

METERS: To be made after framing and all wall coverings are in place and before final inspection; when all electrical service and control equipment is set, wired, fused, bonded and grounded, required disconnects are connected, all outlet devices and switch controls are connected, lighting fixtures, appliances, and equipment are set or boxed out and ready for safe operation, and the electrical system is ready for connection to public utilities.

The sole purpose of a Meters inspection is to allow the installer to check out all installed electrical systems and equipment for proper and safe operation prior to Final inspection.

LOW VOLTAGE: To be made with the wall / ceiling cover inspection, as applicable to the type of construction, where low voltage wiring systems are to be concealed; or with the meters inspection, where low voltage wiring systems are to be surface mounted.

EXHIBIT A

Where concealed, inspection shall include review of distribution wiring / cable types, rating, boxes, connections, wiring protection from physical damage, grounding, bonding, disconnects, control panel enclosures, and other system components.

Where surface mounted, inspection shall include review of raceway types and mounting, wire fills to manufacturer's specifications, connection points (must be open to view, except that plug-in types shall be connected), grounding and bonding, disconnects, outlets and plugs, control panel cabinets or enclosures, and other system components.

IRRIGATION: To be made when all irrigation system wiring and conduit is in place; control panels, transformers, and their enclosures are mounted; junction boxes and splice points are open to view, high voltage power wiring is in place and GFCI protected, and the system is ready for safe operation.

GFCI protection for irrigation system wiring and controls is mandatory and may be provided by direct plug and cord connection from the transformer primary to a GFCI protected wall outlet or hard wired from the primary to a disconnect that is protected by a GFCI breaker located at the electrical panel.

FINAL: To be made with the building Final inspection, after all public utilities have been connected and all installed electrical systems are in full operation; all equipment, motors, appliances, fixtures, controls, guards, and other related systems have been labeled, tested, and balanced and the completed electrical installation is ready for its intended use.

Commercial outdoor lighting must meet the Night Sky requirements of Alpharetta's Green Communities Ordinance.

MANDATORY PLUMBING INSPECTIONS

GENERAL: The Building Official, upon notification from the permittee or his authorized agent, shall make the following plumbing inspections and such other inspections as necessary and shall either release that portion of the construction by signature at the appropriate section on the permit yard, or shall notify the permit holder, or his agent, of any violations which must be corrected in order to comply with the codes, by issuing written "Notice of Violation" to the permittee and noting such on the yard card. Do not cover anything without city inspection and written approval.

UNDERSLAB PLUMBING: To be made after trenches or ditches are excavated and all under slab drainage and water service and distribution piping and sleeves and protectants are installed and under tests required by the *IPC* and before any backfill is placed. After passing this inspection, backfill may be placed, but an additional inspection is required before placing concrete.

EXHIBIT A

SEWER TAP: To be made any time during construction, but before METERS inspection.

This is an open trench inspection of gravity sewer piping for proper bedding, fall, materials, fittings, cleanouts, and connection to the public or site approved sewer disposal system.

All piping shall be under test for this inspection as required by the *IPC*.

For sites with public sewer systems, this inspection includes exterior sewer piping from foundation edge to and including connection to the public sewer.

For sites with private sewerage systems, this inspection includes exterior sewer piping from foundation edge to inlet connection at the septic tank or other holding vessel.

All private sewer systems must be inspected and approved by the permit issuing authority, prior to Final plumbing inspection.

For sites with grease trap systems, this inspection includes exterior sewer piping from foundation edge to inlet connection at grease trap and continues from the outlet connection of the test manhole to the public sewer connection the septic tank or other holding vessel.

All private sewer systems must be inspected and approved by the permit issuing authority, prior to Final plumbing inspection. The permit holder has sole responsibility for obtaining these approvals.

WALL / CEILING COVER: To be made with the building wall / ceiling cover inspection and after all drainage, waste, vent, and water service and distribution piping is in place at the area to be inspected and stubouts are installed to the next area to be inspected, all piping and fixture roughs are properly fastened into place and protected from physical damage.

All concealed fixture connections shall be made, rated assemblies installed and fire safed, concealed piping insulation installed, rough trim boxes, enclosures, access panels or vaults are secured in place, boots and flashings are installed, pressure tests per the *IPC* are applied, and before any wall or ceiling membranes are installed.

ROUGH: To be made with framing inspection and shall include items listed in Wall / Ceiling Cover above.

GAS LINE: To be made at various stages of construction, as follows:

To be made with wall / ceiling cover inspection and shall include all system piping from the point of delivery (gas meter) to within six feet (6') of and in the same room as all outlets or appliances that may be connected in the area to be inspected and shall include piping run stubouts to the next area to be inspected. The City requires a gas pressure test for this inspection, per the *IGC*. (see METERS below for additional testing required)

EXHIBIT A

Note 1: Gas piping to be buried must first undergo an “open trench” inspection. Pipe joints, couplings, transition fittings, legs, drips, or any other appurtenances must be inspected before being covered.

Note 2: Large or multiple floor buildings over 15,000 sq. ft. in total area may be inspected in stages and partially approved for the continuation of construction at the inspector's discretion.

BACK FLOW: To be made prior to or with the final plumbing inspection and shall include inspection of all water system required backflow prevention measures per the *IPC* and other state, county, and local laws.

***Note:** Building inspectors do not make this inspection. Only Georgia Certified Backflow Testers perform these tests. For information regarding this testing and to obtain a list of certified testers, Call Georgia Association of Water Professionals at 770-618-8690 or e-mail backflow@gawp.org. Their website is: <https://gawp.site-ym.com/>*

Written certification of successful Back Flow Testing must be presented to building officials prior to the issue of a Certificate of Occupancy.

IRRIGATION: To be made with the final inspection and shall include inspection of the irrigation system backflow prevention devices, system shutoff valves, and approved ground vaults in place to protect both the public and private structure's domestic water system.

Written certification of successful irrigation system Back Flow Testing must be presented to building officials prior to the issue of a Certificate of Completion for the irrigation system.

FINAL: To be made with the building final inspection, after all public utilities have been connected and all plumbing fixtures are properly secured in place, properly trapped and connected to the drainage system; properly valved, protected against back siphon and connected to the potable water system; all water piping and other plumbing devices and appliances are connected, valved, vented, pressure & back flow protected, secured in place, insulated and sealed as applicable; and the completed plumbing system installation is cleaned, tested, and working properly and is ready for its intended safe use.

At the final inspection, the installed fixtures must be the same as shown on the approved Water Conservation Report.

VIOLATIONS & MORE

Violations of building codes, construction regulations, and City laws are misdemeanors and violators may, in certain cases, be prosecuted to the fullest extent allowed by law.

EXHIBIT A

Most violations occurring during permitted construction are usually processed by City inspectors issuing a builder a simple notice of violation (**Red-Tag**) and posting it on the permit yard card. The builder corrects the noted violations, recalls the inspection, the inspection passes, and construction continues undelayed.

There are some violations related to construction that are more serious in nature and that can cause expensive repairs, temporary or permanent termination of construction, or severe consequences to a violator's construction rights within the city.

The three most common violations of this more serious nature are:

1. Starting construction without required permits. (*Violation SBC §104.1.*)
2. Covering work without required inspections. (*Violation SBC §105.7.*)
3. Not calling and passing Final Inspection and obtaining a Certificate of Occupancy for the work, prior to occupancy or use of the permitted construction. (*Violation SBC §106.1*)

The City does not process these three violations with a typical Red-Tag violation issued by a building inspector, but rather processes these violations by issuing Stop Work Orders. (*See Stop Work Orders, Page 21*)

Starting Construction Without Permits:

1. Construction found being built without first having city permits will be issued Stop Work Orders.
2. Stop Work Orders will be posted on site and state “**Violation SBC §104.1 – Work Without Permit**” or “**Violation UDC 4.4.5.A – Work Without Permit**”, as it is also a violation of the City Unified Development Code (UDC) to start any construction without a city required building permit, and will advise the property owner and contractor to contact the building official.
3. If workmen are on the violation site, they will be ordered to stop all work and leave immediately.
If resisting this order, police assistance will be called immediately and violators may be arrested.
4. Continuing construction on a site posted with a Stop Work Order will result to City officers issuing the contractor and/or the homeowner a “**Summons to Appear**” before the city Municipal Court to answer violation charges.
5. The Stop Work Order will remain in effect at the violation site until released by the Building Official.

Covering Work Without Required Inspections:

EXHIBIT A

1. Sites found covering work without required inspections will be issued Stop Work Orders.

Examples: Covering work without required inspections are; concreting footings without first passing a Footing inspection, or installing drywall without first passing a Rough & Framing inspection.

2. Stop Work Orders will be posted on site and will state “**Violation SBC §105.7 – Work Covered Without Required Inspection**” and will advise the property owner and contractor to contact the building official.
3. If workmen are on the violation site, they will be ordered to stop all work and leave immediately.
If resisting this order, police assistance will be called and violators may be arrested.
4. Continuing construction on a site posted with a Stop Work Order will result to City officers issuing the contractor and/or the property owner a “**Summons to Appear**” before the city Municipal Court to answer violation charges.
5. The Stop Work Order will remain in effect at the violation site until released by the building official.

Failure To Request & Pass Final Inspection & Obtain A Certificate of Occupancy (CO) For Work.

1. Building sites found occupied and being used by occupants, without having first passed a city Final inspection and being issued a Certificate of Occupancy, will be issued Stop Work Orders.

Note: It is a responsibility of the contractor and the property owner to assure a Final inspection is passed and a Certificate of Occupancy is issued by the City, prior to using any structure.

2. Stop Work Orders will be posted on site and will state “**Violation SBC §106.1 - Occupied – No CO Issued**” and will advise the contractor and property owner to contact the building official.

Note: The building official will order immediate cessation of use in the interest of life safety, until the structure undergoes and passes a Final inspection to codes compliance.

3. Continued use of a structure on a site posted with a Stop Work Order will result to City officers issuing the contractor and the property owner a “**Summons to Appear**” before the city Municipal Court to answer violation charges.
4. The Stop Work Order will remain in effect at the violation site until released by the building official.

PENALTIES

Because of the life safety and property liability issues presented when structures are built without permits, work is covered without inspections, and structures are used without final inspections and certificates of occupancy being issued, which are all building code and city law violations; the City enforces strong penalties to discourage these actions and protect the health and welfare of the public.

For any violation regarding “**performing work without first having a permit**”; normal permit fees are assessed a 100% penalty fee, in addition to normal permit fees, per *SBC §104.1*.

In addition, violation sites shall remain in a Stop Work status, until released by the building official.

First Violation:

1. Violation sites shall remain in a Stop Work status until the cited violation is corrected, inspected, and approved by city inspectors.

Exception: **Violation trade repairmen and P.E. testing forces only may make required repairs and tests as required and prior approved by the building official.**

2. Violators’ permitting rights, which are normally unrestricted, are placed into a city imposed “*Permitting Probationary Status*” for a period of one year from the date of violation discovery.

If at any time during the probationary period, violators are found violating the same previous cited code section, the violators’ city permitting rights may immediately be revoked for cause, by the building official.

The building official will notify violators in writing of the above violation charges and conditions.

Second Violation: *(Same offense within one year probationary period.)*

1. Violators’ permitting rights may be immediately revoked, effective the date of violation discovery.
2. Violators may be issued a ***Summons to Appear*** before the Municipal Court to answer violation charges.
3. The violation site may remain in a Stop Work Order status until the Municipal Court holds a public hearing and renders decisions regarding violation charges.
4. Violators’ permitting rights may not be restored until so ordered by the building official.

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5. The Stop Work Order shall not be released until so ordered by the building official.

In addition to the above, violators may be subject to severe fines, imprisonment, both, or other penalties as ordered by the court.

Third Violation: *(Same offense within one year probationary period.)*

1. Violators' permitting rights may be immediately revoked by the building official for a period of time not less than one year, effective the date of violation discovery.
2. Violators may be issued a ***Summons to Appear*** before the Municipal Court to answer violation charges.
3. The violation site may remain in a Stop Work Order status until the Municipal Court holds a public hearing and renders decisions regarding the violation charges.
4. Violators' city permitting rights may not be restored until so ordered by the building official.
5. The Stop Work Order shall not be released until so ordered by the building official.

In addition to the above, violators may be punished by fines of up to \$1,000.00 per day or by imprisonment of up to 120 days, or both, or to labor on the streets, sidewalks, squares, or other public works for a period not exceeding 120 days, or by fine, imprisonment, or alternative sentencing as provided by law.

APPEALS

Any owner, contractor, subcontractor, or their authorized agent receiving notice from the building official may appeal a decision of the building official. Appeals must be in writing and must be received in this department within 15 days of receipt of notice. Appeals must be addressed to the Director, Department of Community Development, 2 Park Plaza, Alpharetta, GA. 30009.

The appeal notice must state the location of the property in violation, the date of the Notice or Order received, and the number of the Notice or Order received. The appeal must state the relief requested, the reason therefore, the hardship or conditions upon which the appeal is made, and must be signed by the appellant.

ADDITIONAL INSPECTIONS

GENERAL: Additional site, building, mechanical, electrical, low voltage, plumbing, or fire inspections may be required as determined by building and fire officials to insure compliance to building and fire codes and other related City, county, and state rules and regulations or laws.

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Site inspections are required for all construction projects where land has been disturbed prior to issuing a Certificate of Occupancy or Completion for the permitted work.

Site conditions are normally inspected by City Engineering Department personnel at or near the end of construction. Engineering inspectors will check the site for proper drainage, erosion control measures, landscaping and tree save requirements, and final condition of curb cuts, driveways, and side walks.

Items found to be incomplete, inadequate, damaged, broken, or otherwise not in compliance to City requirements must be completed and repaired to the satisfaction of all governing authorities.

In addition, inspections may be required by other governing authorities, who either at the planning, permitting, or during the course of construction have imposed regulatory issues to be resolved prior to Final approval.

Typical examples of these regulatory issues are Development, Zoning, Variance Compliance, City Boards, Health and Welfare, Property or Personal Liability, Financial, Arbitration or Court Order issues, etc..

No Certificate of Occupancy or Completion for permitted construction can be issued until all regulatory issues are resolved to the satisfaction of the building official.

THIRD PARTY INSPECTIONS & REPORTS

Some jurisdictions allow permit holders to hire private inspectors or engineers to perform code mandated inspections that their inspectors may not be qualified to do or cannot do in a timely manner, per Georgia law.

All City inspectors are codes certified and inspections are normally performed on the same day requested.

The City does not accept any written or verbal third party inspection certifications or approval reports for required inspections in lieu of City inspections without prior approval of the Building Official.

Sometimes construction conditions warrant opinions and guidance counsel of professional engineers or architects on how to proceed with codes compliant construction.

Typical examples of these needs are when poor soils conditions are encountered that prohibit installing foundations in a normal fashion; or when tall walls or complex load bearing framing problems arise, etc..

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When these or similar conditions are encountered, builders, owners, and City inspectors will normally briefly discuss conditions and inspectors will require a builder or owner to hire an engineer for guidance.

When this occurs, the City expects the hired engineer to visit the site, evaluate problems, offer options, and provide written professionally sealed repair orders to bring the construction into codes compliance.

The City also requires the reporting engineer to provide the building official with copy of the repair orders for codes compliance review and signature. The City reserves the right to reject reports for reasonable cause.

When the building official releases the repair order by signature, the builder or owner is required to follow the repair order in strict detail and City inspection is required prior to covering any repair or pouring any concrete.

The reporting engineer or architect is required to make such repair inspections as he/she deems necessary, but may not approve covering repairs or approve construction to move beyond a point of written City approval.

WRITTEN RELEASE

Construction normally proceeds in steps or stages, usually predetermined by the various mandated inspections sections included in this document. Steps may vary dependent upon the scope of work to be done and at the discretion of the building official.

The important thing to remember when doing permitted construction in the City is to not cover anything up that has not been visually inspected and approved in writing by City inspectors.

If you cover work without written City approval, the City will make you uncover the work for inspection, as determined by the inspector, Building Official, or a court of law. **No Exceptions.**

City inspectors and building officials will not approve any construction steps deemed necessary by the scope of work or the building official without first visually inspecting the work for codes compliance.

Work shall not be done on any part of a building or structure, or any mechanical, electrical, low voltage, plumbing, fuel gas, energy conservation, fire prevention, or other system beyond the point indicated in each successive inspection step without first obtaining a written release from building, fire, or other officials noted on the permit yard card or approved plans for that inspected work, as applicable.

EXHIBIT A

Such written release shall be entered by inspectors on the permit yard card or approved plans and release shall be given only after visual inspection has been made of each successive step in the construction or installation as indicated by each of the foregoing inspections.

If you want to know if you passed an inspection; - Visually Check your permit yard card for sign-offs.

Work proceeding beyond the City written release point, regardless to reason or fault, shall be removed or uncovered or tested to the acceptance of building or fire officials or both.

No further inspections or written releases of construction shall be made, nor shall any Certificate of Occupancy or Certificate of Completion be issued for any construction, until the permit holder or property owner demonstrates codes compliance to the satisfaction of the building official.

STOP WORK ORDERS

Stop Work Orders are legal notices to immediately cease and desist all ongoing construction work on a property and to immediately and safely secure all hazardous perils to life and property on the site and to safely evacuate all work forces in an immediate orderly fashion.

Stop Work Orders are issued by City officials or other regulatory agencies and respected by all City departments.

Stop Work Orders are legally binding at issue and contractors and owners failing to immediately comply to a Stop Work Order and conditions stated thereon, will be issued a **Summons to Appear** for a public hearing in front of the City's Code Enforcement Board or Municipal Court to answer violation charges.

Stop Work Orders are the property of the City and shall not be removed from their posted location without written permission from the issuing official, under penalty of law.

The City will prosecute Stop Work Order violators to the fullest extent allowed by law.

CERTIFICATES OF OCCUPANCY & COMPLETION

Certificates of Occupancy and Certificates of Completion, hereinafter referred to as CO's and CC's, are building code required official documents issued by the building official to permit holders or property owners at the completion of construction that has been validly permitted through the Building Division.

CO's and CC's officially attest that the permitted construction has undergone all required inspections for compliance to building and technical codes and other applicable city, county, or state laws in effect at the time of permit issue and has been released for its intended safe use by the building official.

EXHIBIT A

Note: CO's and CC's are normally required by lending institutions and insurance carriers, prior to committing to permanent financing or providing insurance policies for completed construction.

CO's are issued for construction that is intended for human habitation, such as dwelling units or buildings.

CC's are issued for construction that is not intended for human habitation, such as pools, garages, or site walls.

CO's and CC's will not be issued for any construction not permitted through the City's Building Division.

Fire Department officials cannot issue CO's or CC's for work permitted through the City's Building Division.

There is no additional fee for CO's or CC's, as fees for these documents were included at permit issue.

Obtaining CO's & CC's

To obtain a CO or CC at the end of construction, the permit holder or property owner must;

1. Pass all Final building and subcontractor inspections. *(Inspectors will sign yard cards when done)*
2. Obtain other City Department Final inspection signatures, as noted on the permit yard card at permit issue or during the course of construction. – i.e. – *Erosion, Civil, Arborist, Planning, Zoning, etc..*
3. Obtain other governing authority Final inspection signatures or provide release documents, as noted on the permit yard card at permit issue or during the course of construction. – i.e. – *Fulton County Sewer, Backflow, Grease Trap, Health Dept., Ga. Dept. of Labor Elevator & Boiler, etc..*
4. Proceed in person to the City Building Division offices during normal permit issue hours and present the building official with a completed and signed building permit yard card.

Note: At this point, building officials will verify all signatures and copy the yard card and all documentation presented; check permit records to assure all subcontractor

EXHIBIT A

permits are in order; check for any liens, holds, or notices of record; and check for any unpaid fees or other issues to be resolved prior to CO or CC issue.

It is the responsibility of the permit holder or property owner to resolve any issues presented during final review of all construction documentation.

When all construction documentation is in order, all fees have been paid, and all issues resolved to the satisfaction of the building official, a CO or CC will be printed for required final signatures.

5. Sign required owner or contractor construction liability statements on the CO or CC.
6. Obtain the building official's signature releasing the construction identified upon the CO or CC.

The issue of a CO or CC officially ends a permitted construction project in the City.

TEMPORARY CERTIFICATES OF OCCUPANCY & COMPLETION

The codes recognize that unexpected delays can occur near the end of construction that will affect it to such a degree that it is impossible or impractical to have everything completed on a specific date that the construction has been promised or scheduled for a loan closing or other similar occasion.

When such delays occur, the codes allow the building official discretionary authority to issue Temporary Certificates of Occupancy or Completion, hereinafter referred to as TCO's and TCC's, under certain circumstances and agreements and only if the site, building, structure, or area thereof is substantially complete (95%) and reasonably safe for the occupants to use in the opinion of the building official.

TCO's and TCC's, when approved by the building official, may be issued for a maximum time period of ninety (90) calendar days from the date of issue, but no longer than is reasonably necessary.

It shall be the sole responsibility of the permit holder or property owner to complete all unfinished work and request and pass Final Inspection of all construction and obtain a CO or CC prior to expiration of the TCO or TCC. Failure to obtain a CO or CC within the time allowed will result to prosecution by the City.

EXHIBIT A

To obtain a TCO or TCC, the permit holder or property owner is required to:

1. Make written request to the building official for a TCO or TCC. If the request is not from the property owner, include the notarized counter-signature of the property owner on the request.
2. Identify the construction by permit number and include the site street address, project name, etc..
3. State the time limits requested for the TCO or TCC.
4. State the basis on which the TCO or TCC should be issued and identify all uncompleted construction.
5. Identify limits of areas to be used and include a summary of occupant safety measures to be employed.
6. Include a standard \$200.00 fee for each TCO or TCC requested.

No TCO shall be issued to any site not having a Fulton County approved sanitary sewerage system or approved potable water backflow prevention system in place. In addition, No TCO or TCC will be issued to any site having unresolved life safety issues or property liability damage issues.

Regardless of reasons for requesting TCO's or TCC's, all permit holders and property owners are advised that the building official will not consider, nor issue, any TCO or TCC to any site, building, structure, or construction, or area thereof that is deemed "Unsafe" or that presents any "Life Safety Hazard" to the occupants or users thereof in the opinion of building inspectors, fire inspectors, or the Building Official.

The issue of a TCO or TCC does not officially end a permitted construction project in the City.

ADDITIONAL CITY CONSTRUCTION REQUIREMENTS

TEMPORARY TOILET FACILITIES: Per *UDC 4.4.5.G* -All construction sites within the City shall be provided with temporary sanitary nonsewered (portable) toilet facilities for worker use during construction and such toilets shall remain in place until access to permanent sanitary toilets are provided on site.

For multifamily and commercial sites, the developer or general contractor must obtain a Non Sewered Toilet System (NSTS) permit from Fulton County Health Department stipulating the minimum number of portable toilets required on the project.

EXHIBIT A

Note: Contact Fulton County Health Department at **404-332-1801** for NSTS information. Inspections will not be made without portable toilets or permanent toilets being in place and in a sanitary condition, as required.

The developer or general contractor of a permitted construction site shall be responsible for providing and maintaining required toilet facilities throughout the duration of construction.

STRUCTURAL FILL AND BACKFILL:

Per *UDC 4.4.5.H* -Materials used for structural fill and backfill under and directly adjacent to buildings, drives, and walks and for backfill behind foundation and retaining walls shall be unfrozen, unsaturated natural soils, clean and free of organic matter, silt, large rocks or stones, or foreign matter and debris.

Additional backfill materials used may be course gravel, crushed natural stone, or sand free of silt, loam or soluble materials, or any combination of the above. Structural fills or backfill shall not be placed on subgrades that contain frost, mud, or are frozen.

In lieu of specific written direction and supervision by a Georgia licensed professional architect or engineer, fills shall be placed and compacted in loose layers of 6"-12" thickness and shall be compacted using sheepsfoot rollers, vibrating tampers, or other compaction equipment suitable to obtain the required density throughout the entire layer being compacted.

Fills and backfill shall be installed systematically and as early as is possible to allow for natural settlement and shall not be placed over wet, spongy, or porous subgrade materials.

A measured from grade at the base of the barrier to the top of the barrier, and may be man made or vegetative in nature.

When vegetative barriers are used, they shall be of substantial maturity and density, at the time of Final building inspection, to prevent reasonable access to the top of the wall.

CUT OR FILL SLOPES:

Per *UDC 4.4.5.H* – The top or bottom of any cut or fill slope in excess of one foot vertical rise to three foot of horizontal run (1:3) shall not be located any closer than two feet (2') horizontal measure from the edge of drives, walks, paved areas, or retaining wall top or tow of wall.

The two foot (2') area adjacent to drives, walks, paved areas, tops or toes of retaining walls shall be graded at a plus or minus (+/-) 2% slope (1/4"/ft) and where feasible shall slope away from the paved surfaces and walls.

SITE WALLS SAFETY BARRIERS:

EXHIBIT A

Any portions of site retaining walls over four (4') in height, as measured from the top of wall to the exposed lower tow of wall, must be provided with a continuous safety barrier mounted at or immediately adjacent to the top of the wall at reasonably accessible areas.

Safety barriers shall be of substantial construction for the prevention of access, must be at least thirty six inches (36") in height, as measured from grade at the base of the barrier to the top of the barrier, and may be man made or vegetative in nature.

When vegetative barriers are used, they shall be of substantial maturity and density, a the time of Final building inspection, to prevent reasonable access to the top of the wall.

Construction Working Hours

See CODE OF ORDINANCES CITY OF ALPHARETTA GEORGIA - Section 26-116

PLAN CHANGES AFTER PERMIT ISSUED:

Often, changes are made to building plans and systems after a permit has been obtained and work has started. If these changes involve code issues, please submit two sets of plans, a Plan Revision Form detailing the revisions, to the Building Division so that the changes may be reviewed for code compliance before the changes are actually constructed in the field. After the changes have passed plan review, the city-stamped job site plans must be brought to the office, where a representative of the architect or contractor will insert the stamped, revised sheets into the job site plans. If an inspector notices that changes have been made to the building and the building does not match the city-stamped job site plan set, **the inspection fails and reinspection cannot be made until the correct reviewed, stamped plans are available to the inspector at the jobsite.** The fee for reviewing plan changes is \$50.00. For extremely small or extremely large revisions, the fee may be waived, or increased, at the discretion of the plan examiner or building official.

Submit all revisions which might have code implications, including, but not limited to, structural, electrical, mechanical, plumbing, fire safety, egress, accessibility, occupancy, etc. Do not submit changes which do not have code implications, such as change of interior colors, change of cabinet hardware, etc.

If the exterior of a new building has been approved by the Alpharetta Design Review Board, no changes may be made to the exterior without first obtaining approval from the Planning & Zoning division of Alpharetta Community Development at 678-297-6070.



City of Alpharetta

Residential Building Inspections Policies & Procedures

EXHIBIT B

NOTICE

This document is a summary of various federal, state, county, and city building construction laws and the rules and regulations. The information within is not all inclusive, nor is it designed to be, but rather presents a general overview of construction laws and processes relative to planning, permitting, constructing, inspecting, and completing a residential construction project in the City.

For the purpose of this document, the following shall apply to the use of words and phrases: Words used in present tense include future tense. Words used in singular tense include plural tense. The word "he" also means "she." The words "shall" or "must" are always mandatory. The words "may" or "can" are permissive. The word "and" indicates all conditions, requirements, or factors so connected must be met or fulfilled, whereas the word "or" indicates that at least one condition, requirement, or factor so connected must be met. The word "structure" means anything that is built and includes the word "building." The word "person" means any individual, corporation, association, firm, partnership or other legal entity. The word "permit" means written governmental permission issued by an authorized official, empowering the holder thereof to do some act not forbidden by law, but not allowed without such authorization.

If any section, subsection, sentence, clause, or phrase of this document is for any reason held to be unconstitutional, such decision shall not effect the validity of the remaining portions of this document.

As a public service, this document may be accessed and downloaded free of charge at:

www.alpharetta.ga.us

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Residential Building Codes

Applies to detached one and two family dwellings and one family townhouses not more than three stories in height and accessory structures located upon residential sites within the City permitted on/after 1/1/2014.

Administration: (in cases of conflict between codes / ordinances, the more restrictive shall apply)

The Code of the City of Alpharetta, Georgia – latest revision.
1994 Standard Building Code (*IBC*), Chapter 1 – Administration
City of Alpharetta Unified Development Code (*UDC*) - latest revision.

Building: 2018 International Residential Code (*IRC*), with Ga. Amendments.

Property Maintenance: 2003 City Property Maintenance Code, latest edition.

Mechanical: 2018 International Residential Code (*IRC*), with Ga. Amendments.

Gas Piping: 2018 International Residential Code (*IRC*), with Ga. Amendments.

Plumbing: 2018 International Plumbing Code (*IPC*), with Ga. Amendments.

Electrical: 2020 National Electrical Code (*NEC*), with Ga. Amendments.

Energy: 2015 Georgia Energy Code for Buildings (*IECC*), with Ga. Amendments.

Water Conservation: Alpharetta Water Conservation Requirements for New Construction

Sprinkler: City Domestic Sprinkler Installation Code, Ordinance No. 220 latest revision.

Pools: See Swimming Pool Permitting Procedures.

Soils Erosion: Alpharetta Soil Erosion & Sediment Control Ordinance - latest revision.

Accessibility: (Voluntary) Georgia Accessibility Code – Rules and Regulations of the Georgia Safety Fire Commissioner Chapter 120-3-20, latest revision.

Industrialized Buildings: Industrialized Buildings Rules of Georgia Commissioner of Community Affairs O.C.G.A. 110-2, latest revision.

Manufactured Housing: Rules and Regulations of the Georgia Safety Fire Commissioner Chapter 120-3-7, latest revision.

Site Walls, Walks, Drives: City Unified Development Code (*UDC*) Section 4.4.5, or site specific drawing by Georgia Architect or P.E.

Ga.Amendments: www.dca.ga.gov (See **Construction Codes listed under Local Government Assistance**)

Note: Be sure to check Errata to Georgia Amendments while on the DCA Website

Preparing For Inspections

GENERAL:

The Building Official shall inspect, or cause to be inspected, at various intervals all construction or work for which a permit is required. Final inspections shall be made of every building, structure, mechanical, electrical, low voltage, plumbing, gas, energy conservation, or fire protection systems upon completion by the permit holder and prior to the issue of a Certificate of Occupancy (CO) for a building or habitable structure, or a Certificate of Completion (CC) for swimming pools, garages, site walls, and other residential accessory structures.

To expedite inspection approvals, the building official does recommend permit holders and contractors provide responsible construction representatives at inspection sites during inspections. Representatives should be prepared to answer inspector questions regarding the work to be inspected.

Permit holders and contractors should discuss inspection preparedness with inspectors at the start of work.

City inspectors are prohibited from entering and making any interior building inspections at occupied buildings without the permit holder, or property owner, or an authorized adult being present to grant premises entry and staying with the inspector at all times until the inspection has been completed.

POSTING OF BUILDING PERMIT:

Work requiring a permit shall not be started until the permit holder posts a City issued building permit yard card in a conspicuous visible place at the front of the premises where the permitted work is to be done.

Permit yard cards must be accessible and readable from the public right-of-way and located in such a position as to permit City, County, or State officials to view and make required entries thereon.

Permit yard cards shall be maintained in position until all required final inspections have been approved and signed off on the yard card and the building, structure or system is ready for occupancy and use.

The permit holder is responsible for maintaining the permit yard card. All damaged, lost or stolen permit yard cards shall be replaced before further inspections can be made. A fee is charged for replacement.

STAND ALONE SUBCONTRACTOR PERMITS:

When no building permit is associated to work being performed on a site, such as a plumbing permit to change out a water heater, or an HVAC permit to change out an air conditioning compressor, etc., a copy of the subcontractor permit will be given to city inspectors at the time of permit issue.

When the permitted work is ready for inspection, it is a responsibility of the permit holder to contact city inspectors for the required inspection, giving inspectors the permit number, site street address, and the inspection requested.

When city inspectors perform the requested inspection for stand alone permits, the inspector will write the results of the inspection on the inspector held copy of the permit form and leave the form on site.

If the inspection passes, the property owner may keep the inspection report for proof of code compliance.

If the inspection fails, the inspector will note violations on a "Red-Tag" Notice and leave the Red-Tag on site. It is a responsibility of the permit holder to correct all noted violations and re-call the inspection, when ready.

EXHIBIT B

EROSION INSPECTION:

No inspections will be made by City building inspectors on any construction site not having "effective" soil erosion control measures in place, per *UDC §3.1*.

Site silt fences, rockered construction entrances, and other City required erosion control measures shall be constantly maintained in a good state of repair to effectively contain all erosion within the site limits and away from adjoining sites, out of state waterways, and to contain mud, silt, or other construction debris out of streets and paved walkways.

City inspectors will not do requested inspections when, in their opinion, the site is in need of erosion control repair and violates *UDC §3.1*. Inspectors will post a Notice of Violation (Red-Tag) on the permit yard card and will immediately leave the site without making the requested inspection.

It is the responsibility of the permit holder to notify City Engineering Department, **678-297-6070**, to obtain written erosion release on the site, regardless to whose fault erosion problems are attributed to.

No further building inspections will be performed at any violation site until the permit holder notifies inspectors that City Engineering has released the site for continuing of work. A dated release signature on the yard card or other means acceptable to building officials is required for inspections to continue.

REQUESTING INSPECTIONS:

It is the responsibility of the permit holder to prepare the work site for any requested inspections or other site inspection that may occur during the construction process.

The permit holder may request a building inspection during normal inspection request hours of **7:30am - 8:30am**.

Mandatory Building Inspections

GENERAL: The Building Official, upon notification from the permit holder or his authorized agent, shall make the following building inspections and such other inspections as necessary and shall either release that portion of the construction by signature at the appropriate section on the yard card, or shall notify the permit holder, or his agent, of any violations which must be corrected in order to comply with the codes, by issuing written "Notice of Violation" to the permit holder or posting such on the yard card. Do not cover anything without city inspection and written approval.

FOOTING: To be made after trenches are excavated and cleaned; forms erected and supported; required reinforcing is properly secured in place and supported; and before any concrete is placed.

BUILDING SLAB PREP: To be made after footings have been placed; underground Mechanical, Electrical, and Plumbing systems have been City inspected, approved, and properly backfilled; under-pin areas are excavated and clean; forms are erected and supported; required reinforcing steel is in place and supported; a four inch (4") minimum thickness base complying with the *IRC* in place for below grade slabs; and a vapor barrier with joints lapped not less than six inches (6") is properly installed before any concrete is placed.

MONO SLAB-PREP: To be made after applicable underground Mechanical, Electrical, and Plumbing (MEP) systems have been City inspected, approved, and properly backfilled; forms are erected and supported; required reinforcing is properly secured in place and supported; a four inch (4") minimum thickness base complying with the *IRC* in place for below grade slabs; and a vapor barrier with joints lapped not less than six inches (6") is properly installed before any concrete is placed.

FOUNDATION: (Applicable to all building foundation walls and all site walls.) To be made after required wall reinforcement is in place and one side of concrete wall forms are secured in place, wall cavities are cleaned, and second side wall forms are ready to be placed; or all wall forms are in place and safe OSHA compliant scaffolding is provided to all wall form tops for inspections, weep holes and piping sleeves are in place, and before any concrete is placed.

In the case of masonry walls; - block is erected and required wall reinforcing is in place and safe OSHA compliant scaffolding is provided to all wall top for inspection, weep holes and piping sleeves are in place, and prior to any wall cavity grouting or fill.

In the case of cross-tie or other approved wood site walls; - ties or timbers are in place and properly fastened together, tee style or professionally designed dead heads are in place and properly fastened together (per plan sealed by a Georgia professional engineer on site), weep holes and filtration cloth is in place, and before any backfill is placed.

WATER / DAMP PROOFING: To be made after the Foundation inspection but before any wall backfill is placed. City inspectors must verify proper application and placement of wall water-proofing or damp-proofing systems, drain tile, rock, and that approved filtration material cover is in place.

Where a sub-grade foundation wall is installed, or where renovation of an existing building sub-grade area creates habitable space, a water proofing "Certificate of Compliance" to the manufacturer's recommended rate of sealing material application and technique is required to be submitted to building officials by the authorized applicator,

EXHIBIT B

prior to issue of a Certificate of Occupancy for the building or space. For sub-grade non-habitable spaces a damp proofing "Certificate of Compliance" is required.

EXTERIOR SHEATHING: This inspection is made prior to the Framing inspection and verifies the fastening of exterior sheathing, prior to covering sheathing with code required water resistive barriers.

ROUGH & FRAMING To be made after roof is complete; all framing, bracing, fire stops and blocking are effectively in place; exterior walls and gabled ends are covered with weather protective barriers and doors and windows are installed and sealed to effectively weather protect the structure interior; all mechanical, electrical, and plumbing rough-ins are complete and under required tests; fuel burning appliance roughs are installed with chimneys, flues and vents through exterior walls and roofs and weather capped to provide weather protection to all interior spaces and before any insulation or wall or ceiling cover has been placed. Do not cover anything without city inspection.

INSULATION: To be made after the Rough & Framing inspection but before any floor, wall, or ceiling cover is installed. The purpose of this inspection is to verify *IECC* thermal envelope compliance at all places to be concealed by floor, wall, or ceiling cover.

Note: Blown attic insulation and basement wall exposed insulation will be verified at Final inspection.

FIRE RESISTANCE RATED CONSTRUCTION: (Applies only to those instances where fire resistant rated construction is required between dwelling units or due to location on property)

To be made after the rated wall or ceiling cover is in place and properly fastened but before joints and fasteners are taped and finished. All penetrations of rated assemblies must be in place and properly sealed.

Rated construction is required between townhouses; on exterior walls within five feet of the property line; and on the ceiling of a residential garage when there is habital space above the garage.

BUILDING FINAL: To be made after a building or structure is complete and ready for safe occupancy and use. Building, mechanical, electrical, and plumbing finals shall be made at the same time.

Prior to requesting a building final inspection the permit holder shall assure that all inspections and written approvals required prior to final inspections are signed off on the building permit yard card.

All site work, walks, drives, paved areas, and landscaping required must be completed, final inspected, and signed off on the permit yard card (left side) by the various Departments or Authorities listed and checked at permit issue, prior to the issue of any Certificate of Occupancy or Completion.

ENGINEERING FINAL: (Applicable to any building site where an Engineering Permit ("Pink Card") was issued.

To be made at the end of construction, before or after Final building inspection, but before a Certificate of Occupancy can be issued for construction.

This inspection is made by the City Engineering Department. **678-297-6070.**

The purpose of this inspection is to assure site drainage, soils & erosion control, tree protection, and all public walks, curbs, and drives are in place, in good repair, and meet city engineering requirements.

Mandatory Mechanical (HVAC) Inspections

GENERAL: The Building Official, upon notification from the permit holder or his authorized agent, shall make the following mechanical inspections and such other inspections as necessary and shall either release that portion of the construction by signature at the appropriate section on the yard card, or shall notify the permit holder, or his agent, of any violations which must be corrected in order to comply with the codes, by issuing written "Notice of Violation" to the permit holder or posting such on the yard card. Do not cover anything without city inspection and written approval.

UNDERSLAB MECHANICAL: To be made after trenches or ditches are excavated, underground ducting, gas piping, conduits and sleeves are installed and under required test and before any backfill is put in place. After passing this inspection, the trench may be backfilled, but another inspection is required before concrete is poured.

ROUGH-IN: To be made with framing inspection and after all HVAC equipment, ducting, duct insulation, piping, piping insulation, fire stops, control wiring, or other concealed mechanical system components are in place, completed, supported properly, required pressure tests are applied, and flues and vents are stubbed through the roof and weather capped; and before any wall or ceiling covers are installed. Do not cover anything without city inspection.

GAS LINE ROUGH PIPING: To be made with framing inspection and shall include all system piping from the point of delivery (gas meter) to within six feet (6') of and in the same room as all outlets or appliances that may be connected. The City requires a gas pressure test for this inspection, per the *IRC* (see METERS below for additional gas line testing required)

METERS: To be made after rough piping inspection and before the final inspection; when all HVAC and other gas fired appliances and equipment and controls are in place and ready for safe test operation; venting, vent connectors, and flues are installed into final position and supported; piping runs are complete to the final appliance connector or union connection at the appliance or equipment; all gas shut off valves are in place and in the "off" or closed position, with appliances or equipment disconnected; and the gas piping system is ready for public utility connection and testing.

The City requires a Final Gas Line pressure test at this inspection, per the *IRC*. The sole purpose of this Meters inspection is to allow the installer to check out all installed mechanical systems and equipment for proper and safe operation, per its listing, prior to Final inspection.

FINAL: To be made with the building final inspection and after public utilities have been connected and all conditioned air systems and gas fired appliances are in full operation; all controls, compressors, condensate drains, insulation, ties and supports, and other system designed components are in place and final connected, all final trim and required labeling is in place, filters or other air purifying components are cleaned and in place, and all systems have been tested and balanced and the installation is ready for its intended use.

At the final inspection, the Energy Code Compliance Certificate must be posted near the electrical panel or air handler.

Mandatory Electrical Inspections

GENERAL: The Building Official, upon notification from the permit holder or his authorized agent, shall make the following electrical inspections and such other inspections as necessary and shall either release that portion of the construction by signature at the appropriate section on the yard card, or shall notify the permit holder, or his agent, of any violations which must be corrected in order to comply with the codes, by issuing written "Notice of Violation" to the permit holder or posting such on the yard card. Do not cover anything without city inspection and written approval.

TEMPORARY POLE: (Use restricted to active construction sites and permitted temporary uses) To be made after a minimum 4x4 temporary electrical power pole has been set upright firmly into the ground with a minimum two feet (2') buried. A grounding electrode system must be installed per *the NEC*.

A weatherproof enclosure and meter base meeting the requirements of the local public utility power provider and *the NEC* shall be connected and firmly attached to the pole.

The City requires at least one (1) 115V/20A weatherproof duplex service outlet and one (1) 230V/30A service outlet to be installed at each temporary pole. Outlets shall be GFCI protected per the *NEC*.

UNDERSLAB ELECTRICAL: To be made after trenches or ditches are excavated, underground conduits, sleeves, or other devices are installed and before any backfill is put in place. Do not bury anything without inspection. After passing this inspection, the trench may be backfilled, but another inspection is required before the slab is poured.

ROUGH-IN: To be made with the building framing rough-in inspection and after all service cable, branch circuit distribution wiring, and low voltage wiring to be concealed is in place and stubbed into panel boxes set and secured to the structure; outlet, junction, and fixture boxes are in place and secured; required conduit is in place and fastened properly; wiring is protected from physical damage; and before any wall or ceiling membranes are installed. Do not cover anything without city inspection and written approval.

In situations where a dwelling unit's exterior siding or finish veneer has not been installed, cables, feeders, and fixture wiring to be concealed shall be stubbed close or into exterior wall cavities closest to the point of final connection and coiled into place.

Wall or ceiling cavities containing stubbed cables or wiring shall not be closed until inspection of terminal runs has been approved at the Meters inspection.

METERS: To be made after framing and all wall coverings are in place and before final inspection; when all electrical service and control equipment is set, wired, fused, bonded and grounded, required disconnects are connected, all outlet devices and switch controls are connected, lighting fixtures, appliances, and equipment are set or boxed out and ready for safe operation, and the electrical system is ready for connection to public utilities.

The sole purpose of this Meters inspection is to allow the installer to check out all installed electrical systems and equipment for proper and safe operation per its listing prior to Final inspection.

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LOW VOLTAGE: To be made with the rough-in inspection, as applicable to where low voltage wiring systems are to be concealed; or with the meters inspection, where low voltage wiring systems are to be surface mounted. Where concealed, inspection shall include review of distribution wiring / cable types, rating, boxes, connections, wiring protection from physical damage, grounding, bonding, disconnects, control panel enclosures, and other system components. Do not cover anything without city inspection.

Where surface mounted, inspection shall include review of raceway types and mounting, wire fills to manufacturer's specifications, connection points (must be open to view, except that plug-in types shall be connected), grounding and bonding, disconnects, outlets and plugs, control panel cabinets or enclosures, and other system components.

IRRIGATION: To be made when all irrigation system wiring and conduit is in place; control panels, transformers, and their enclosures are mounted; junction boxes and splice points are open to view, high voltage power wiring is in place and GFCI protected, and the system is ready for safe operation.

GFCI protection for irrigation system wiring and controls is mandatory and may be provided by direct plug and cord connection from the transformer primary to a GFCI protected wall outlet or hard wired from the primary to a disconnect that is protected by a GFCI breaker located at the electrical panel.

FINAL: To be made with the building final inspection, after all public utilities have been connected and all installed electrical systems are in full operation; all equipment, motors, appliances, fixtures, controls, guards, and other related systems have been labeled, tested, and balanced and the completed electrical installation is ready for its intended use.

At the final inspection, the Energy Code Compliance certificate must be posted near the electrical panel or air handler.

Mandatory Plumbing Inspections

GENERAL: The Building Official, upon notification from the permit holder or his authorized agent, shall make the following plumbing inspections and such other inspections as necessary and shall either release that portion of the construction by signature at the appropriate section on the yard card, or shall notify the permit holder, or his agent, of any violations which must be corrected in order to comply with the codes, by issuing written "Notice of Violation" to the permit holder or posting such on the yard card. Do not cover anything without city inspection and written approval.

UNDERSLAB PLUMBING: To be made after trenches or ditches are excavated and all under slab drainage and water service and distribution piping and sleeves and protectants are installed and under required tests and before any backfill is placed. After passing this inspection, the trench may be backfilled, but another inspection is required before concrete can be placed.

SEWER TAP: To be made any time during construction, but before Meters inspection. This inspection is an open trench inspection of the exterior building sewer piping from the building or structure foundation edge, to and including connection to the public or site sewer. Sewer piping shall be inspected for proper bedding, fall, materials, fittings, cleanout positions, and connection to the public or site sewer.

EXHIBIT B

ROUGH-IN: To be made with the framing rough-in inspection and after all drainage, waste, vent, and water service and distribution piping is in place and fastened and protected against physical damage. All concealed fixture connections shall be made, concealed piping insulation installed, rough trim boxes, enclosures, access panels / vaults secured in place, boots and flashings installed, required air or water pressure tests are applied and ready for inspection, and before any wall or ceiling membranes are installed.

IRRIGATION: To be made with the final inspection and shall include inspection of the irrigation system backflow prevention devices, system shutoff valves, and approved ground vaults in place.

FINAL: To be made with the building final inspection, after all public utilities have been connected and all plumbing fixtures are properly secured in place, properly trapped and connected to the drainage system; properly valved, protected against back siphonage, and connected to the potable water system; all water heating and other plumbing devices and appliances are connected, valved, vented, pressure protected, secured in place, insulated and sealed as applicable; and the completed plumbing system installation is cleaned and tested for proper operation; ready for its intended safe use.
At the final, plumbing fixtures must be as specified in the Water Conservation Fixture Schedule.

Pools

Pool building in Alpharetta is addressed under separate cover and not included herein. Pool Permitting Procedures may be obtained at our office or at our city website:

www.alpharetta.ga.us

Additional Inspections

GENERAL: Additional site, building, mechanical, electrical, low voltage, plumbing, or fire inspections may be required as determined by building and fire officials to insure compliance to building and fire codes and other related City, county, and state rules and regulations or laws.

Site inspections are required for all construction projects where an Engineering Permit ("Pink Card") has been issued, prior to issuing a Certificate of Occupancy or Completion for the permitted work. Site conditions are normally inspected by City Engineering Department personnel at or near the end of construction. Engineering inspectors will check the site for proper drainage, erosion control measures, landscaping and tree save requirements, and final condition of curb cuts, driveways, and side walks.

Items found to be incomplete, inadequate, damaged, broken, or otherwise not in compliance to City requirements must be completed and repaired to the satisfaction of all governing authorities.

EXHIBIT B

In addition, inspections may be required by other governing authorities, who either at the planning, permitting, or during the course of construction have imposed regulatory issues to be resolved prior to Final approval.

Typical examples of these regulatory issues are Development, Zoning, Variance Compliance, City Boards, Health and Welfare, Property or Personal Liability, Financial, Arbitration or Court Order issues, etc..

No Certificate of Occupancy or Completion for permitted construction can be issued until all regulatory issues are resolved to the satisfaction of the building official.

Third Party Inspections & Reports

Some jurisdictions allow permit holders to hire private inspectors or engineers to perform code mandated inspections that their inspectors may not be qualified to do or cannot do in a timely manner, per Georgia law. However, in Alpharetta, all City inspectors are codes certified and inspections are normally performed on the same day requested.

The City does not accept any written or verbal third party inspection certifications or approval reports for required inspections in lieu of City inspections without prior approval of the Building Official.

Sometimes construction conditions warrant opinions and guidance counsel of professional engineers or architects on how to proceed with codes compliant construction. Typical examples of these needs are when poor soils conditions are encountered that prohibit installing foundations in a normal fashion; or when tall walls or complex load bearing framing problems arise, etc..

When these or similar conditions are encountered, builders, owners, and City inspectors will normally briefly discuss conditions and inspectors will require a builder or owner to hire an engineer for guidance.

When this occurs, the City expects the hired engineer to visit the site, evaluate problems, offer options, and provide written professionally sealed repair orders to bring the construction into codes compliance. The City also requires the reporting engineer to provide the building official with copy of the repair orders for codes compliance review and signature. The City reserves the right to reject reports for reasonable cause.

When the building official releases the repair order by signature, the builder or owner is required to follow the repair order in strict detail and City inspection is required prior to covering any repair or pouring any concrete.

The reporting engineer or architect is required to make such repair inspections as he/she deems necessary, but may not approve covering repairs or approve construction to move beyond a point of written City approval.

Written Release (Signing the card)

Construction normally proceeds in steps or stages, usually predetermined by the various mandated inspections sections included in this document. Steps may vary dependent upon the scope of work to be done and at the discretion of the building official.

The important thing to remember when doing permitted construction in the City is to not cover anything up that has not been visually inspected and approved in writing by City inspectors.

City inspectors and building officials will not approve any construction steps deemed necessary by the scope of work or the building official without first visually inspecting the work for codes compliance.

Work shall not be done on any part of a building or structure, or any mechanical, electrical, low voltage, plumbing, fuel gas, energy conservation, fire prevention, or other system beyond the point indicated in each successive inspection step without first obtaining a written release from building, fire, or other officials noted on the permit yard card or approved plans for that inspected work, as applicable.

Such written release shall be entered by inspectors on the permit yard card or approved plans and release shall be given only after visual inspection has been made of each successive step in the construction or installation as indicated by each of the foregoing inspections.

If you want to know if you passed an inspection; - Visually Check your permit yard card for sign-offs.

Work proceeding beyond the City written release point, regardless to reason or fault, shall be removed or uncovered or tested to the acceptance of building or fire officials or both.

No further inspections or written releases of construction shall be made, nor shall any Certificate of Occupancy or Certificate of Completion be issued for any construction, until the permit holder or property owner demonstrates codes compliance to the satisfaction of the building official.

Stop Work Orders

Stop Work Orders are legal notices to immediately cease and desist all ongoing construction work on a property and to immediately and safely secure all hazardous perils to life and property on the site and to safely evacuate all work forces in an immediate orderly fashion.

Stop Work Orders are issued by City officials or other regulatory agencies and respected by all City departments.

Stop Work Orders are legally binding at issue and contractors and owners failing to immediately comply to a Stop Work Order and conditions stated thereon, will be issued a **Summons to Appear** for a public hearing in front of the Municipal Court to answer violation charges.

Stop Work Orders are the property of the City and shall not be removed from their posted location without written permission from the issuing official, under penalty of law.

EXHIBIT B

Work may not resume on a site that has been issued a Stop Work Order until the order is rescinded by the building official.

Permit Time Limits – Expiration - Renewals

Permits shall expire six (6) months from the date of issue if the permit holder fails to request and pass a required first inspection of the permitted work, whether or not construction has been initiated.

Permits shall also expire if the permit holder fails to request and pass a required inspection during any six (6) month period after any previous required inspection has been passed.

The building official is authorized to grant no more than two (2) permit extensions, not to exceed ninety (90) days each, during which time the permit holder shall request and pass a required inspection.

After the extensions authorized expire; the permit becomes null and void and new permits must be obtained if the planned work is to continue. New permits, fees, plans, and all work must comply to all codes, laws, rules, regulations, and policies in effect at the time of new permit issue.

Requests for permit extension shall be made to the building official prior to permit expiration, must be in writing, and shall show justifiable cause for the extension.

No inspections may be made on any site with an expired permit, nor will any Certificate of Occupancy or Certificate of Completion be issued for an expired permit, until such time as the permit is renewed.

Building Permit renewal fees are payable at City Building Division offices and are assessed as follows:

1. If permitted work is substantially complete, as evidenced by inspection records showing passed Framing and Meters inspections, as applicable to the scope of work permitted, the renewal fee is a set \$100.00.
2. If the permitted work is not substantially complete, as evidenced by inspection records, the renewal fee is one half (50%) of the Base fee assessed at original building permit issue, but not less than \$200.00.

Renewal of expired building permits does not automatically renew expired associated subcontractor permits.

Subcontractors are required to renew their expired permits, subject to the general rules stated above for all permits, except that subcontractor minimum renewal fees shall not be less than \$50.00 per permit.

If subcontractors different from the original permitting subcontractors are to complete the project, new permits must be obtained and standard subcontractor fees in effect at the time of new permit issue shall apply.

Violations & More

Violations of building codes, construction regulations, and City laws are misdemeanors and violators may, in certain cases, be prosecuted to the fullest extent allowed by law.

Most violations occurring during permitted construction are usually processed by City inspectors issuing a builder a simple notice of violation (Red-Tag) and posting it on the permit yard card. The builder corrects the noted violations, recalls the inspection, the inspection passes, and construction continues undelayed.

There are some violations related to construction that are more serious in nature and that can cause expensive repairs, temporary or permanent termination of construction, or severe consequences to a violator's construction rights within the city.

The three most common violations of this more serious nature are:

1. Starting construction without required permits. (*Violation SBC §104.1.*)
2. Covering work without required inspections. (*Violation SBC §105.7.*)
3. Not calling and passing Final Inspection and obtaining a Certificate of Occupancy for the work, prior to occupancy or use of the permitted construction. (*Violation SBC §106.1.*)

The City does not process these three violations with a typical Red-Tag violation issued by a building inspector, but rather processes these violations by issuing Stop Work Orders. (*See Stop Work Orders section herein*)

Starting Construction Without Permits:

1. Construction found being built without first having city permits will be issued Stop Work Orders.
2. Stop Work Orders will be posted on site and state “**Violation SBC §104.1 – Work Without Permit**” or **Violation UDC §4.4.5.A – “Work Without Permit**, as it is also a violation of the city Unified Development Code (UDC) to begin any construction work without city permits, and will advise the property owner and contractor to contact the building official.
3. If workmen are on the violation site, they will be ordered to stop all work and leave immediately. If resisting this order, police assistance will be called immediately and violators may be arrested.
4. Continuing construction on a site posted with a Stop Work Order will result to City officers issuing the contractor and/or the homeowner a “**Summons to Appear**” before the city Municipal Court to answer violation charges.
5. The Stop Work Order will remain in effect at the violation site until released by the building official.

EXHIBIT B

Covering Work Without Required Inspections:

1. Sites found covering work without required inspections will be issued Stop Work Order.
Examples: Covering work without required inspections are; concreting footings without first passing a Footing inspection, or installing drywall without first passing a Rough & Framing inspection.
2. Stop Work Orders will be posted on site and will state “**Violation SBC §105.7 – Work Covered Without Required Inspection**” and will advise the homeowner and pool builder to contact the building official.
3. If workmen are on the violation site, they will be ordered to stop all work and leave immediately. If resisting this order, police assistance will be called immediately and violators may be arrested.
4. Continuing construction on a site posted with a Stop Work Order will result to City officers issuing the contractor and/or the homeowner a “**Summons to Appear**” before the city Municipal Court to answer violation charges.
5. The Stop Work Order will remain in effect at the violation site until released by the building official.

Failure to Request & Pass Final Inspection & Obtain A Certificate of Occupancy (CO) For Work.

1. Building sites found occupied and being used by occupants, without having first passed a city Final inspection and being issued a Certificate of Occupancy, will be issued Stop Work Orders.
Note: It is a responsibility of the contractor and the homeowner to assure a Final inspection is passed and a Certificate of Occupancy is issued by the City, prior to using any structure.
2. Stop Work Orders will be posted on site and will state “**Violation SBC §106.1 –Occupied – No CO Issued**” and will advise the contractor and homeowner to contact the building official.
Note: The building official will order immediate cessation of use in the interest of life safety, until the structure undergoes and passes a Final inspection to codes compliance.
3. Continued use of a structure on a site posted with a Stop Work Order will result to City officers issuing the contractor and the homeowner a “**Summons to Appear**” before the city Municipal Court to answer violation charges.
4. The Stop Work Order will remain in effect at the violation site until released by the building official.

Penalties

Because of the life safety and property liability issues presented when structures are built without permits, work is covered without inspections, and structures are used without final inspections and certificates of occupancy being issued, which are all building code and city law violations; the City enforces strong penalties to discourage these actions and protect the health and welfare of the public.

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For any violation regarding “**performing work without first having a permit**”; normal permit fees are assessed a 100% penalty fee, in addition to normal permit fees. (*SBC §104.7.2.*)

In addition, violation sites shall remain in a Stop Work status, until released by the building official.

First Violation:

1. Violation sites shall remain in a Stop Work status until the cited violation is corrected, inspected, and approved by city inspectors.

Exception: Violation trade repairmen and P.E. testing forces only may make required repairs and tests as required and prior approved by the building official.

2. Violators' permitting rights, which are normally unrestricted, may be placed into a city imposed “*Permitting Probationary Status*” for a period of one year from the date of violation discovery or any other punitive action deemed necessary by the building official.

If at any time during the probationary period, violators are found violating the same previous cited code section, the violators' city permitting rights shall immediately be revoked for cause, by the building official.

The building official will notify violators in writing of the above violation charges and conditions.

Second Violation: (*Same offense within one year probationary period.*)

1. Violators' permitting rights will be immediately revoked, effective the date of violation discovery.
2. Violators will be issued a ***Summons to Appear*** before the Municipal Court to answer violation charges.
3. The violation site shall remain in a Stop Work Order status until the Municipal Court holds a public hearing and renders decisions regarding violation charges.
4. Violators' permitting rights shall not be restored until so ordered by the building official.
5. The Stop Work Order shall not be released until so ordered by the building official.

In addition to the above, violators may be subject to severe fines, imprisonment, both, or other penalties as ordered by the court.

Third Violation: (*Same offense within one year probationary period.*)

1. Violators' permitting rights shall be immediately revoked by the building official for a period of time not less than one year, effective the date of violation discovery.
2. Violators will be issued a ***Summons to Appear*** before the Municipal Court to answer violation charges.
3. The violation site will remain in a Stop Work Order status until the Municipal Court holds a public hearing and renders decisions regarding the violation charges.
4. Violators' city permitting rights will not be restored until so ordered by the building official.

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5. The Stop Work Order shall not be released until so ordered by the building official.

In addition to the above, violators may be punished by fines of up to \$1,000.00 per day or by imprisonment of up to 120 days, or both, or to labor on the streets, sidewalks, squares, or other public works for a period not exceeding 120 days, or by fine, imprisonment, or alternative sentencing as provided by law.

Appeals

Any owner, contractor, subcontractor, or their authorized agent receiving notice from the building official may appeal a decision of the building official.

Appeals must be in writing and must be received in this department within 15 days of receipt of notice.

Appeals must be addressed to the Director, Community Development Department, 2 Park Plaza, Alpharetta, GA. 30009.

The appeal notice must state the location of the property in violation, the date of the Notice or Order received, and the number of the Notice or Order received.

The appeal must state the relief requested, the reason therefore, the hardship or conditions upon which the appeal is made, and must be signed by the appellant.

Additional City Construction Requirements

TEMPORARY TOILET FACILITIES: Per *UDC 4.4.5.G* -All construction sites within the City shall be provided with temporary sanitary nonsewered (portable) toilet facilities for worker use during construction and such toilets shall remain in place until construction is complete.

Exception: Where permanent toilets are provided on site for workmen at all times.

For detached one and two family dwelling and townhouse construction, one (1) portable toilet shall be provided for up to four (4) work sites provided all work sites being served are within two hundred feet (200') walking distance of the unit.

Inspections will not be made without portable toilets or permanent toilets being in place and in a sanitary condition, as required.

The developer or general contractor of a permitted construction site shall be responsible for providing and maintaining required toilet facilities throughout the duration of construction.

STRUCTURAL FILL AND BACKFILL: Per *UDC 4.4.5.H* -Materials used for structural fill and backfill under and directly adjacent to buildings, drives, and walks and for backfill behind foundation and retaining walls

EXHIBIT B

shall be unfrozen, unsaturated natural soils, clean and free of organic matter, silt, large rocks or stones, or foreign matter and debris.

Additional backfill materials used may be course gravel, crushed natural stone, or sand free of silt, loam or soluble materials, or any combination of the above.

Structural fills or backfill shall not be placed on subgrades that contain frost, mud, or are frozen.

In lieu of specific written direction and supervision by a Georgia licensed professional architect or engineer, fills shall be placed and compacted in loose layers of 6"-12" thickness and shall be compacted using sheepsfoot rollers, vibrating tampers, or other compaction equipment suitable to obtain the required density throughout the entire layer being compacted.

Fills and backfill shall be installed systematically and as early as is possible to allow for natural settlement and shall not be placed over wet, spongy, or porous subgrade materials.

CUT OR FILL SLOPES: Per *UDC 4.4.5.H* – The top or bottom of any cut or fill slope in excess of one foot vertical rise to three foot of horizontal run (1:3) shall not be located any closer than two feet (2') horizontal measure from the edge of drives, walks, paved areas, or retaining wall top or toe of wall.

The two foot (2') area adjacent to drives, walks, paved areas, tops or toes of retaining walls shall be graded at a plus or minus (+/-) 2% slope (1/4"/ft.) and where feasible shall slope away from the paved surfaces and walls.

SITE WALL SAFETY BARRIERS: Any portions of detached site retaining walls over four feet (4'-0") in height, as measured from the top of wall to the exposed lower toe of wall, must be provided with a continuous safety barrier mounted at or immediately adjacent to the top of the wall at all reasonably accessible areas.

Safety barriers shall be of substantial construction for the intended prevention of access, must be at least thirty six inches (36") in height, as measured from grade at the base of the barrier to the top of the barrier, and may be man made or vegetative in nature.

When vegetative barriers are used, they shall be of substantial maturity and density, at the time of Final building inspection, to prevent reasonable access to the top of the wall.

Site retaining wall safety barrier plan submittals shall include dimensioned drawings, with sufficient clarity, detail, and written explanatory notes to describe the nature of the work to be done.

Construction Working Hours

See CODE OF ORDINANCES CITY OF ALPHARETTA GEORGIA - Section 26-116

Requesting Inspections

EXHIBIT B

The city makes every reasonable effort to provide permit holders **“same day”** inspection service.

In addition, City inspectors are **“cross certified”** to provide required multi-trade inspections by one inspector.

To effect this “same day” service policy, this department requires the person in charge of all construction work on a site, usually the general contractor or his superintendent, to call in all inspections.

Exception: *Where only one trade is involved in an inspection, such as an outside “Sewer” inspection, the hired plumber or utility contractor may call in this inspection.*

It is the responsibility of the person “in charge” to coordinate all building and subcontractor trade work, so that all required work for a particular requested/mandated inspection is ready to be inspected when the inspector arrives on site.

Example: *For a typical “Rough & Framing” inspection; all structure framing must be complete, plus all rough electrical wiring, plumbing piping, and HVAC ductwork and equipment must be complete and under required tests, and ready for inspection, prior to installing insulation, wall, and ceiling cover.*

All inspection requests shall be called in to the City Inspections Division at **678-297-6080**, between the hours of **7:30am – 8:30am**, on the same day that the inspection is desired. Callers will talk directly to inspectors.

The City does not accept inspection requests at any other time.

Note: *Inspectors cannot ascertain in advance the kind of inspections or how many inspections will be called in during any given day. Inspectors make every reasonable effort to service as many customers as is possible every day, however our inspection service is only as good as your preparation for inspection.*

When requesting inspection, a building permit number, site street address, and type of inspection requested must be given to inspectors. Without this basic information, no inspection can be scheduled. **No Exception.**

Reinspection Policy & Fees

The city’s reinspection policy for any inspection is explained as follows:

Current city reinspection policy is to charge a customer a \$25.00 reinspection fee when inspectors have to return to a site for a second inspection of the same kind. The first inspection fee is covered under the original permit fee.

When inspectors must return to a site a third time for the same inspection, a reinspection fee of \$50.00 is charged.

Subsequent reinspections, fourth try, fifth try, etc., are charged a fee of \$100.00 per reinspection, until the inspection passes.

Habitual repeat offender reinspection fees may be increased for each offense, as authorized by the building official.

Reinspection fees must be paid before any reinspection.

EXHIBIT B

Inspectors will normally cite up to five (5) code violations per inspection visit before deeming a site “Not Ready” for inspection.

When sites are deemed “**Not Ready**” by the inspector, the inspection is stopped, the permit holder is issued a Notice of Violation normally stating the violations noted thus far during the inspection, plus the words “*Not Ready*” are affixed to the Notice.

If receiving a “*Not Ready*” Notice of Violation, contact the inspector, as advised in the *Requesting Inspections* section herein, and discuss the inspection. Inspectors will normally tell you what to do to prepare for inspection.

Warning: Inspectors are not construction “Punch List” preparers.

If inspectors deem a permit holder is negligent in preparing for inspections and using inspectors to prepare Punch Lists, inspections will be suspended, the project will be placed in an “Inspections Hold” status and permit holders are required to schedule a meeting with the Building Official for instructions to resolve inspection issues.

If a scheduled inspection is Failed, permit holders must correct noted violations and recall the inspection when ready, but not before the next workday, unless so directed by the inspector.

Certificates of Occupancy & Completion

Certificates of Occupancy and Certificates of Completion, hereinafter referred to as CO's and CC's, are building code required official documents issued by the building official to permit holders or property owners at the completion of construction that has been validly permitted through the Building Division.

CO's and CC's officially attest that the permitted construction has undergone all required inspections for compliance to building and technical codes and other applicable city, county, or state laws in effect at the time of permit issue and has been released for its intended safe use by the building official.

CO's are issued for construction that is intended for human habitation, such as dwelling units or buildings. CC's are issued for construction that is not intended for human habitation, such as pools, garages, or site walls. CO's and CC's will not be issued for any construction not permitted through the City's Building Division. Fire Department officials cannot issue CO's or CC's for work permitted through the City's Building Division.

There is no additional fee for CO's or CC's, as fees for these documents were included at permit issue.

Obtaining CO's & CC's

To obtain a CO or CC at the end of construction, the permit holder or property owner must;

1. Pass all Final building and subcontractor inspections. *(Inspectors will sign yard cards when done)*

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2. Obtain other City Department Final inspection signatures, as noted on the permit yard card at permit issue or during the course of construction. – i.e. – *Erosion, Civil, Arborist, Planning, Zoning, etc..*
3. Obtain other governing authority Final inspection signatures or provide release documents, as noted on the permit yard card at permit issue or during the course of construction. – i.e. – *Fulton County Sewer, Backflow, Grease Trap, Health Dept., Ga. Dept. of Labor Elevator & Boiler, etc..*
4. Proceed in person to the City Building Division offices during normal permit issue hours and present the building official with a completed and signed building permit yard card.

Note: *At this point, staff will verify all signatures and copy the yard card and all documentation presented; check permit records to assure all subcontractor permits are in order; check for any liens, holds, or notices of record; and check for any unpaid fees or other issues to be resolved prior to CO or CC issue. It is the responsibility of the permit holder or property owner to resolve any issues presented during final review of all construction documentation.*

5. Sign required owner or contractor construction liability statements on the CO or CC.
6. Obtain the building official's signature releasing the construction identified upon the CO or CC.

The issue of a CO or CC officially ends a permitted construction project in the City.



City of Alpharetta

Swimming Pool Permitting Procedures

EXHIBIT C

NOTICE

This document is a summary of various federal, state, county, and city building construction laws, rules, and regulations. The information written herein is not all inclusive, nor is it designed to be, but rather presents an overview of construction laws and processes relative to planning, permitting, constructing, inspecting, and completing a pool construction project in the City.

For the purpose of this document, the following shall apply to the use of words and phrases: Words used in present tense include future tense. Words used in singular tense include plural tense. The word "he" also means "she." The words "shall" or "must" are always mandatory. The words "may" or "can" are permissive. The word "and" indicates all conditions, requirements, or factors so connected must be met or fulfilled, whereas the word "or" indicates that at least one condition, requirement, or factor so connected must be met. The word "structure" means anything that is built and includes the word "building." The word "person" means any individual, corporation, association, firm, partnership or other legal entity. The word "permit" means written governmental permission issued by an authorized official, empowering the holder thereof to do some act not forbidden by law, but not allowed without such authorization.

If any section, subsection, sentence, clause, or phrase of this document is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this document.

EXHIBIT C

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INTRODUCTION

The information within this document is prepared by the City of Alpharetta Community Development Department, Inspections and Codes Enforcement Division, hereinafter referred to as the City. The intent of this document is to reasonably inform our citizens, designers, developers, contractors, and the general public of the codes and laws related to pool construction in effect within the City and also to communicate the rules, regulations, policies, and procedures developed by the City over time to enforce these laws for safe and code compliant residential pool construction.

The information written herein is applicable to all residential pool construction related activity in the City, effective January 1, 2010. This commentary applies to both in-ground and aboveground pools and spas containing more than 2 feet of water. Subdivision pools, hotel pools, etc. are Commercial Pools which have additional requirements. See the "Commercial Pools" section.

Design codes:

This handout contains general information for designing and constructing your pool. Your pool contractor must meet many very specific requirements from various codes to complete your pool project. The following Codes govern the design and construction of swimming pools in the City of Alpharetta:

Residential Pools:

2018 International Swimming Pools and Spa Code with GA Amendments
American National Standard for Residential Inground Swimming Pools, ANSI/NSPI-5 2011.
American National Standard for Aboveground/Onground Residential Pools, ANSI/NSPI-4 2007.
American National Standard for Permanently Installed Spas, ANSI/NSPI-3 1999.
American National Standard for Residential Portable Spas, ANSI/NSPI-6 1999.
2020 National Electrical Code [NEC], NFPA 70, including but not limited to Article 680, "Swimming Pools, Fountains, and Similar Installations."
2018 International Plumbing Code [IPC] w/ Georgia Amendments (Indirect drains, backflow, etc.)
2018 International Fuel Gas Code [IFGC] w/Georgia Amendments
2018 International Mechanical Code [IMC] w/ Georgia Amendments (Pool heaters, etc.)
City of Alpharetta Unified Development Code [UDC] (Fencing, setbacks, permitting, etc.)
Building Code Requirements for Structural Concrete, ACI 318-05.

Commercial Pools:

Fulton County Environmental Health Swimming Pool Regulations, "Code of Laws of Fulton County, Chapter 34, Article XII."
2018 International Swimming Pools and Spa Code with GA Amendments
2018 International Building Code [IBC] w/Georgia Amendments including but not limited to Chapter 31.
2015 International Energy Conservation Code [IECC] Georgia Amendments, Section 504.7.
2020 National Electrical Code [NEC], NFPA 70, including but not limited to Article 680, "Swimming Pools, Fountains, and Similar Installations."
2018 International Plumbing Code [IPC] w/Georgia Amendments (Indirect drains, backflow, etc.)
2018 International Fuel Gas Code [IFGC] w/Georgia Amendments
2018 International Mechanical Code [IMC]w/ Georgia Amendments (Pool heaters, etc.)
City of Alpharetta Unified Development Code [UDC] (Fencing, setbacks, permitting, etc.)
Building Code Requirements for Structural Concrete, ACI 318-05.

Telephone Numbers:

Alpharetta Permits & Inspections	678-297-6080
Fulton County Environmental Health	404-332-1801
Alpharetta Planning & Zoning	678-297-6070 (Commercial Pool Review)
Fulton County Environmental Health	404-332-1801
Engineering & Erosion inspections	678-297-6218
Arborist	678-297-6229
Septic site approval – Fulton County	404-332-1801

Section I: DESIGNING YOUR POOL

As a homeowner, you will work with your pool contractor, landscape architect, or other design professional to design the pool and surrounding area. The information in this section will help you create a design that meets the requirements of the various codes and regulations.

The City does not recommend specific swimming pool contractors. Please make sure that your contractor is familiar with the City's regulations and requirements.

Covenants, Zoning, Easements, etc.:

Most City residential zoning districts allow pools; however, private pools located in subdivisions are often also subject to restrictions imposed by covenants or subdivision regulatory committees. Homeowner covenants often spell out what improvements can or cannot be made to a property. If you are not sure of covenant restrictions, contact your Homeowners Association. The City itself does not enforce covenants or subdivision regulations.

Approvals, granted by covenants or subdivision regulatory committees, do not authorize proceeding with pool construction. City Pool permits are required prior to disturbing any land for pool related construction.

City development regulations allow pools in rear yards and some side yards. Pools cannot be located in required front yards, or closer to the front lot line than the principal building. (Ref: UDC) Commercial pools are usually located in accordance with City approved development plans. Contact Alpharetta Planning & Zoning in the Department of Community Development for commercial pool site development plan requirements.

Residential pools and associated structures are also subject to modified setback restrictions. Setbacks are areas where no structures, including pools, can be located on a property, except as noted herein. Residential pools shall maintain a twenty-foot (20') setback from side and rear property lines or the same setback as the principal building, whichever is less.

Associated structures, such as cabanas, bath houses, equipment shelters, etc., must maintain a ten foot (10') setback from side or rear property lines or the same setback as the principal building, whichever is less.

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No pool or associated structure shall be located upon any easement, such as a drainage easement or sewer easement, without prior written approval of the easement holder. No pool or associated structure shall be located closer than five feet (5') to any designated undisturbed buffer.

To determine what setbacks, easements, or buffers may be in place on your property, check a plat of your property, which you may have received at your real estate closing. The Building Division office may have a copy of a plat submitted when the original house construction building permit was issued for your home; however, if your home was built prior to 1/1/1995, the City will normally not have a plat. If all else fails, you must hire a surveyor to prepare an as-built plat for your property.

Houses with septic systems:

For pool sites at homes with septic systems, pool location plans must be approved, in writing, by Fulton County Environmental Health, prior to submission to the City. (*Ref: Fulton County Code*) The reason for this is to assure that the proposed pool location will not be located in an area on the property that Fulton County has designated for the "back-up" septic system absorption field that would have to be installed if the property's present absorption field failed. The City of Alpharetta does not have any records regarding septic tank locations on private property. These records are with Fulton County.

Specimen trees:

Documents submitted when applying for a swimming pool permit will locate and identify all trees over six inches in diameter within the area of disturbance. Certain trees, including 30-inch pines, 24-inch hardwoods, and 8-inch understory (or larger) trees, are specimen trees and severe penalties will be imposed if their critical root zones are impacted without prior approval of the City Arborist. (*Ref: City of Alpharetta Tree Ordinance*)

Enclosure requirements: Safety Barriers and Permanent Fencing:

City and building code laws mandate all pools under construction be enclosed by safety barriers or permanent fencing. The barriers and fencing must be designed and built to effectively keep unauthorized persons from entering into a pool area unannounced. Pool builders and property owners are charged with equal responsibility for maintaining safety barriers or permanent fencing in place at all times, as they are considered essential life safety protection for the public. (*Ref: UDC, ISPSC, Fulton County Code*)

Safety Barriers

A minimum four foot (4') high effective construction Safety Barrier shall be in place around all pool excavations at all times during construction, until a permanent fenced enclosure is effectively in place around a pool. Continuous wire or plastic reinforced fabric, supported in place by wooden or metal stakes driven firmly into the ground, is acceptable for safety barriers.

Pool builders and property owners are responsible for maintaining effective safety barriers in place at all times around open pool excavations from the first day of excavation through completion of permanent fencing. **Water can NOT be placed in any pool not 100% enclosed by a permanent fenced enclosure** meeting the requirements stated herein, under penalty of law.

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Permanent Fencing

Required compliance with UDC, 2018 International Swimming Pool and Spa Code and all Georgia Amendments. Permanent fenced and gated enclosures are required at all pools in the city. Permanent fence design must be so that neither a four inch (4") sphere cannot be passed through the fence nor a two inch (2") sphere below the fence. All permanent fences must be placed with a finished side facing away from the property owner's property. The minimum height of this fence must be five feet (5') and the maximum height of this fence shall not exceed six feet (6'), except the maximum height may be exceeded by fifty percent (50%) on sloped lots where the appearance of an even fence line is desired. Fence Height is measured from the top of a fence vertically to grade directly below at the exterior side.

Fences, and walls used as fences, must be located at least five feet (5') away from required buffers to accommodate construction and maintenance. Fences shall not be finished with bright or primary colors, or be visually distracting in any other way.

Pool fences must include at least one gated exit, a minimum of 36" wide. This exit must open outward and be self-closing and self-latching. Where the gate latching mechanism is located less than 54" above the gate bottom, it shall be located at the pool side of the fence at least 3" below the top of the gate. There must be no openings in the gate or fence greater than ½" in diameter within 18" of the latching mechanism.

If the wall of a dwelling serves as part of the barrier, either the pool shall be equipped with a powered safety cover in compliance with ASTM F 1346, or doors with direct access to the pool shall be equipped with an alarm that is audible when the door is opened. This alarm shall be listed in accordance with UL 2017. (Note: Many pool door alarms on the market do not meet this standard and will not be allowed.) A body of water, such as a lake, is not considered a substitute for a physical barrier fence.

Other structures:

In conjunction with pool construction activity, many homeowners construct decks, retaining walls, gazebos, kitchens, pergolas, etc. The swimming pool permit includes only the pool itself, adjacent on-grade paving, and attached spas. City building permits, separate from the pool building permit, are required for any elevated decks, steps, buildings, or other structures included in pool site development plans. In addition, any site retaining walls over 4 feet in height, or walls of any height receiving a surcharge load from another structure, must be permitted. Engineered plans are required for these site walls.

Backwash discharge:

Pool water used to backwash certain types of filters, such as sand or diatomaceous earth (DE), cannot be discharged onto any street, storm sewer, sanitary sewer, drainage area, creek, lake or other waterway, on open ground, or adjoining property.

All pools equipped with a filter which requires backwashing, such as sand or diatomaceous earth (DE) type filters, must be connected to an absorption pits. (Ref: ANSI/NSPI-5; Fulton County Code)

For pool sites with public sewer service, the pool discharge pipe may not be connected to the site public sanitary sewer. For pool sites with public sewer service; the pool discharge pipe may be direct connected to a minimum size 3" diameter pool sewer service pipe, which must be connected to a properly sized rock filled absorption pit. All absorption pits shall be minimum sized as follows:

Absorption Pit Required Volume in cubic feet (ft³) = ***Pump backwash rate in gpm x 5 minutes x 2 ÷ 7.5.***

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Example: A water circulation pump is rated at 75 gallons per minute (gpm) flow rate in the backwash or discharge mode of operation. Pit size must be calculated as: $75 \times 5 \times 2 \div 7.5 = 100 \text{ ft}^3$.

An absorption pit measuring 5 feet in width by 5 feet in length by 4 feet deep, filled to the top with gravel, would satisfy minimum absorption pit size required by these regulations. Any reasonable combination of pit width x length x depth is acceptable, except that pits shall not be installed down a slope in trench fashion.

For pool sites with private sewage disposal systems (septic tanks, etc.) the pool discharge pipe must be connected to an absorption pit, minimum sized as above. **Pool discharge pipes shall not be connected to the site private sewage disposal system (septic system).**

Handholds:

If the pool design calls for the an edge to be a wall or raised beam more than 12 inches above the waterline, and the water at that point is more than 4 feet deep, handholds shall be provided in accordance with Section 15 of ANSI/NSPI-5 2011.

Wet-Niche Light Fixtures:

Underwater lights shall have a flexible cord long enough to allow servicing from the pool deck or other location outside the pool, not while in the water. (Ref. NEC).

Drains:

Pools must have two main drains at least three feet apart with drain covers conforming to ANSI A112.19.8.

Commercial Pools:

Commercial pools are any pools that do not meet the definition of a residential pool. Residential pools are pools that serve no more than two dwelling units.

Both City building codes and Fulton County Health Department pool regulations apply to construction of commercial pools. In addition, Section C404.9 of the 2015 International Energy Conservation Code applies to commercial pools.

Commercial pool construction plans must first be submitted to and approved by the Fulton County Health Department prior to submitting pool plans to the City for zoning and building code review. Health Department officials will review the pool plans for compliance to county public health laws. They will determine the number and location of plumbing fixtures required, number and location of exits, equipment efficiencies and water turnover rates, and other health related issues. Allow several weeks for this review.

When plans have been approved by the Health Department, they may be submitted to the City for plan review. Normal plan review procedures apply to commercial pools.

In addition to the normal City pool inspections, Fulton County pool inspectors must provide Final written approval for all commercial pools before the City issues a Certificate of Completion.

Any appurtenances associated to construction of a commercial pool, such as bathhouses, site walls, etc., must undergo commercial site and building plan review and must be permitted separately. A copy of our

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Commercial Permitting Procedures may be picked up at the Building Division offices public lobby, or obtain a free download at: www.alpharetta.ga.us.

Section II: OBTAINING A POOL PERMIT

City and building code laws require all pools and related structures to be permitted through the building division prior to beginning any construction.

Submittal to Engineering Department

To begin the pool permitting process, the homeowner, pool builder, or their authorized agent must provide the following information to the City Engineering Department at 2 Park Plaza, Alpharetta, GA 30009 between **7:30am – 3:30pm** Monday through Friday. Submit the following documents:

1. Pool site plan checklist. *(Included herein.)*
2. Pool site plan, 3 copies. *(See Pool Site Plan Requirements herein.)*
3. Contact information, including name, address, telephone, email, etc.

After the Land Disturbance Inspector has approved the Site Plan, you will be issued an Engineering Permit ("Pink Card") and you may install Silt Fence and Tree Save Fence in accordance with the approved site plan. When this is completed, the Land Disturbance Inspector will perform an on-site inspection and sign off on the Engineering Permit Card. This signed card, along with a copy of the approved site plan, must be brought to the Building Department when submittal is made for the Pool Permit.

Submittal to Building Department

To obtain a pool building permit, the homeowner, pool builder, or their authorized agent must provide the following information by uploading the required documents to Eplan Solutions. After the Pool permit is issued, subcontractor permits may be obtained during these hours. Submit the following documents:

1. Pool building permit application form. *(Included herein.)*
2. Pool site plan, 1 copy, approved by Engineering Department.
3. Engineering Permit ("Pink Card"), signed by Land Disturbance Inspector.
4. Pool building plan checklist. *(Included herein)*
5. Pool building plan, 1 copy. *(See Pool Building Plan Requirements herein.)*
6. Copy of pool contractor's business license.

The submittal will be checked for completeness. If the permit application and supporting documents are complete, the application will be accepted. You should then allow several days for processing.

When the Building Division has completed review of the pool building plans, the Pool Permit may be obtained from the Building Division. Fees will be paid when the permit is picked up.

When the pool permit card is posted onsite, and the reviewed plans are on site, pool construction may begin.

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Pool Site Plan Requirements:

Site plans for swimming pools should be prepared by a surveyor or other qualified person and must identify all of the following items, if applicable:

1. Address, lot number, and subdivision name. Owner's and Contractor's name and phone number.
2. Site boundary survey with north arrow. Minimum scale 1" = 40'. Building and pool setbacks.
3. All street names, width, and location of right-of-way.
4. Limits of disturbance including all areas where work will occur (tree save and silt fencing must be within the limits of disturbance). Label total acreage and total disturbed acreage.
5. Zoning buffers - show and label, if applicable.
6. Stream buffers – show and label, if applicable.
7. Drainage and utility easements – show and label, if applicable. Show location of all pipes and structures (sewer manholes, storm structures, power boxes, etc.)
8. Note high and low points with associated flow arrows to illustrate drainage patterns.
9. Floodplain – show limits and label elevation.
10. Show that base of all fill slopes steeper than 3:1 terminate a safe distance from all property lines to allow for constructability and not adversely affect adjacent properties.
11. Provide all necessary details for retaining walls, concrete encasement, etc. If retaining wall is proposed over 4' in revealed height, include structural design signed, dated, and sealed, by a Georgia P.E. Note that a separate building permit will be required.
12. Erosion and sedimentation control plan – show and correctly label erosion control measures and their locations (Example: Sd-1a or Sd-1c for silt fence.)
13. Identify and locate all trees located within the limits of disturbance that are over 6 inches in diameter at a point 4.5 feet above the ground. **Note that 30" pines, 24" hardwoods, and 8" understory (or larger) trees are specimen trees and severe penalties will be imposed if their critical root zones are impacted without prior approval.**
14. Tree protection plan – all trees to be saved must be protected with tree save fence located 1.3 feet from the trunk for each inch in diameter the trunk measures at 4.5' high.
15. Locate all pool equipment and utility service connection points, including electrical, gas, water, sanitary sewer, absorption pit, etc., as applicable.
16. Locate all existing and proposed walks, steps, elevated decks, and paved areas.
17. Show location of Construction Safety Barriers and Permanent Fencing.
18. Include notes or statements on the plan which clarify what work is to be provided by the pool contractor and what work is to be provided by the property owner or other contractors.

Pool Building Plan Requirements:

Pool permit applications shall include at least one (1) set of building plans, drawn to a minimum 1/8" scale.

The City shall retain one pool building plan copy. The second pool building plan copy must be on the construction site, weather protected, and readily available to inspectors at all times. **No Plans = No Inspections**

Building plans shall be of sufficient clarity to show at least the following information:

1. An overhead plan view showing the size and shape of the pool, location of all steps and ladders, skimmers, circulation inlets, drains, overflow drains, lights, diving boards, spas, water falls, slides, or other pool related features to be installed.

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2. A side elevation plan view showing the pool's depth profile to include above and below water views of all appurtenances incorporated into the pool's construction, such as spas, water falls, etc.
3. Provide construction details necessary to show code compliance.
4. A listing of all equipment included in the pool's construction to include operating capacities, etc.
5. Include any notes or statements on the plan that clarify what work is to be provided by the pool contractor and what work is to be provided by the property owner or other contractors.
6. Provide details of required fencing and enclosures.

In addition, for above-ground pools in kit form, the following information must be provided:

1. Pool manufacturer's printed product literature.
2. Pool manufacturer's printed installation instructions.
3. Pool deck and access stair construction details, if an elevated deck or access stairs are to be installed at the pool's edge. Method of providing pool enclosure.

Residential Pool Permit Cost Calculations

Residential pool permit fees are based on the actual cost of construction of the pool, attached spa, attached at-grade paving, attached decks, equipment, and accessories. Fencing, detached at-grade paving, and landscaping do not require building permits and should not be included in the cost. Retaining walls, decks not attached to the pool, pergolas, pool houses, and other accessory structures are to be permitted separately from the pool.

The resulting construction cost is to be stated on the Pool Owners' Affidavit, a copy of which is a part of this document. The cost is the basis of the calculations illustrated below:

Base Fee: The city assesses a Base Fee of \$5.50 per \$1,000.00 of Construction Cost, with a \$50.00 minimum Base Fee.

1. For purposes of this example, assume a pool construction cost of \$42,500.00.
2. Divide Construction Cost by 1000 (a constant) and then multiply the dividend (result) by \$5.50.
Example: Construction Cost = \$42,500.00 = $\$42,500. \div 1000 \times \$5.50 = \textbf{\$233.75 Base Fee.}$

Plan Review Fees: The city assesses a Plan Review Fee of \$2.75 per \$1,000.00 of Construction Cost, with a \$25.00 minimum Plan Review Fee.

Example: Construction Cost = \$42,500.00 = $\$42,500. \div 1000 \times \$2.75 = \textbf{\$116.88 Plan Review Fee.}$

Erosion Inspection Fee: An Erosion Inspection Fee of \$85.00 is assessed to all residential pool permits. .

Sewer Inspection Fee: A Sewer Inspection Fee of \$35.00 is assessed to residential pool permits if the pool is connected to a public sewer or absorption pit.

Certificate of Completion (CC) Fee: A CC Fee of \$100.00 is assessed to each residential pool permit.

Total Building Permit Fees: Add all applicable fees listed above.

Example:

Base Fee =	\$233.75
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<i>Plan Review =</i>	<i>\$116.88</i>
<i>Erosion Fee =</i>	<i>\$85.00</i>
<i>Sewer Fee =</i>	<i>\$35.00</i>
<i>CC Fee =</i>	<i>\$100.00</i>
<i>Total Fee =</i>	<i>\$570.63</i>

Separate permits are required for subcontractor work (electrical, gas line, etc.)

Commercial Pool Permit Cost Calculations

Commercial pool permit fees are very similar to Residential pool permit fees and are based upon the construction cost. Erosion fees, Sewer fees, and Certificate of Completion fees are higher for commercial work, as shown in the example below:

Base Fee: The city assesses a Base Fee of \$5.50 per \$1,000.00 of calculated Construction Cost, with a \$50.00 minimum Base Fee.

1. Calculate your Construction Cost, rounded to the nearest whole dollar, as in the above example.
2. Divide Construction Cost by 1000 (a constant) and then multiply the dividend (result) by \$5.50.

Example: Construction Cost = \$47,855.00 = $\$47,855. \div 1000 \times \$5.50 = \textbf{\$263.20 Base Fee.}$

Plan Review Fees: The city assesses a Plan Review Fee of \$4.50 per \$1,000.00 of Construction Cost, with a \$25.00 minimum Plan Review Fee.

Erosion Inspection Fee: An Erosion Inspection Fee of \$100.00 is assessed to all commercial pool permits.

Sewer Inspection Fee: A Sewer Inspection Fee of \$50.00 is assessed to commercial pool permits for pools connected to a public sewer or absorption pit.

Certificate of Completion (CC) Fee: A CC Fee of \$200.00 is assessed to each commercial pool permit. This is evidence to your insurance company or buyer that the pool has passed all City inspections.

Total Building Permit Fees: Add all applicable fees listed above.

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Example:

<i>Base Fee =</i>	<i>\$263.20</i>
<i>Plan Review =</i>	<i>\$131.60</i>
<i>Erosion Fee =</i>	<i>\$100.00</i>
<i>Sewer Fee =</i>	<i>\$50.00</i>
<i>CC Fee =</i>	<i>\$200.00</i>
<i>Total Fee =</i>	<i>\$744.80</i>

Separate permits are required for subcontractor work.

Permit Time Limits – Expiration - Renewals

Permits shall expire six (6) months from the date of issue if the permit holder fails to request and pass a required first inspection of the permitted work, whether or not construction has been initiated. Permits shall also expire if the permit holder fails to request and pass a required inspection during any six (6) month period after any previous required inspection has been passed. The building official is authorized to grant no more than two (2) permit extensions, not to exceed ninety (90) days each, during which time the permit holder shall request and pass a required inspection.

After the extensions authorized expire; the permit becomes null and void and new permits must be obtained if the planned work is to continue.

Written requests for permit extension shall be made to the building official prior to permit expiration. No inspections may be made on any site with an expired permit, nor will any Certificate of Occupancy or Certificate of Completion be issued for an expired permit, until such time as the permit is renewed. Pool Building Permit renewal fees are \$50.00.

AFTER YOU HAVE APPLIED FOR YOUR PERMIT (RECAP)

Engineering Approval: After your Pool Site Plan has been approved by the City Engineering Department, you will be issued an Engineering Permit card ("Pink Card"), along with a copy of your approved site plan. This permit card will enable the contractor to perform preliminary site work only, such as the installation of silt fence and tree save fences. When silt fence, tree save fence, construction entrance, etc. are in place in accordance with the approved site plan, contact the site inspector at the Engineering Department to inspect these items.

Building Department Approval: Bring the "signed off" Engineering Permit card to the Inspection office when you submit plans and other required information for your pool permit. After plans have been approved, pay your fees and obtain your permit. When the pool permit card is posted onsite (visible from the public street), and the reviewed plans are on site, pool construction may begin.

Issuance of Certificate of Completion: After all inspections are passed and signed off on the permit card, the pool contractor shall bring the permit to the permitting office and obtain a Certificate of Completion. After the Certificate of Completion has been issued, the pool may be used.

Section III: BUILDING YOUR POOL

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Requesting Inspections:

The city makes every reasonable effort to provide permit holders “same day” inspection service. In addition, City inspectors are cross-certified to provide required multi-trade inspections by one inspector. To effect this “same day” service policy, this Department requires the person supervising all construction work on a site, usually the pool builder or his superintendent, to call in all inspections.

Exception: Where only one trade is involved in an inspection, such as an open trench ‘Gas Piping’ inspection, the gas line installing contractor may call in this inspection.

It is the responsibility of the pool builder to coordinate all building and subcontractor trade work, so that all required work for a particular inspection is ready to be inspected when the inspector arrives on site.

A Typical example of required coordination is a “Basket / Foundation” inspection; where one crew installs the safety fencing, a second crew excavates & forms the pool, a third crew installs the structural steel, a plumbing crew installs circulation, drain, & overflow piping, and the electrician installs all basket electrical.

The subcontractors or crews performing these coordinated functions may not request separate inspection for their particular work; but rather are required to separately advise the pool builder that their particular part of the work is ready and, when all parts are ready, the pool builder calls in the Basket inspection.

All inspection requests must be called in to City Inspectors at **678-297-6080**, between the hours of **7:30am – 8:30am**, on the same day that the inspection is desired. The City does not accept inspection requests at any other time. Callers will talk directly to inspectors.

Note: Inspectors cannot ascertain in advance what kind of inspections or how many inspections will be called in during any given day. We make every reasonable effort to service as many customers as is possible every day; however our inspection service is only as good as your preparation for inspection.

When requesting inspections, a building permit number, site street address, and type of inspection requested must be given to inspectors. Without this basic information, no inspection can be scheduled. **No Exception.**

Mandatory Pool Inspections:

The Building Official, upon notification from the permit holder or his authorized agent, shall make the following pool inspections and such other inspections as necessary and shall either release that portion of the construction by signature at the appropriate section on the yard card, or shall notify the permit holder or his agent of any violations which must be corrected in order to comply with the codes, by issuing written "Notice of Violation" to the permit holder or posting such on the yard card.

Additional Inspections:

FOUNDATION / BASKET INSPECTION: (Applicable to all in-ground pools) To be made after the pool has been excavated and cleaned of all loose soils, debris, and organic matter; all foundation forms required are in place and properly supported; all drain and circulation piping to be covered when concreting the pool is in place and under required test; all foundation reinforcement steel is in place and properly tied and supported with concrete bricks or approved spacing chairs to assure code required minimum 3" clearance from the ground at sides and bottom of the excavation; all electrical conduit, Dry-Niche, Forming Shells for Wet-Niche, or No-Niche lighting fixtures are in place and properly supported; and the Foundation / Basket is ready in all aspects to be concreted.

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1. A minimum four foot (4') high effective construction **Safety Barrier** (fence) must be in place around all pool excavations at all times during construction until permanent fencing is effectively in place.
2. Pool builders and homeowners are charged with a responsibility for maintaining this safety barrier in place at all times during construction, until a permanent fence is in place.
3. No inspections will be made at any pool building site without effective Construction Safety Barriers or Permanent Fencing being in place.

For in ground pools not constructed in the above manner, Manufacturer's installation instructions, NSPI Installation Standards, or structural installation plans sealed by a Georgia registered P.E. must be on site at all times during construction.

FOUNDATION / BASKET INSPECTION: (Applicable to all above/on ground pools) To be made after the pool structure has been erected, but before any structural members and connections have been covered from inspector view. The pool builder must provide safe inspector access to all areas of the structure for inspection, have the Manufacturer's installation instructions on site at all times, and shall be ready to perform any tests of connections required by the inspector.

CIRCULATION PIPING TEST INSPECTION: On below-ground pools, to be made before the concrete/gunite is applied to the pool. In some cases this inspection can be combined with the foundation inspections listed above, at the permit holder's discretion. Piping should be tied together with equipment isolated or bypassed for this inspection.

A water pressure test at 25 psi shall be maintained for 15 minutes.

Exception: Pre-fabricated package U.L. Listed pool assemblies do not require pressure tests.

POOL LIGHT INSPECTION: On pools with underwater lights using nonmetallic conduit, to be performed before water is placed in the pool. May be combined with the pool bonding inspection. To be made to verify that the termination of the 8 AWG bonding conductor is covered or encapsulated in a listed potting compound, per the *NEC*.

Additional notes on pool lights: ***NEC – Servicing Wet-Niche Luminaries***, reads as follows:

Servicing. - All luminaries shall be removable from the water for re-lamping or normal maintenance. Luminaries shall be installed in such a manner that personnel can reach the luminaire for re-lamping, maintenance, or inspection while on the deck or equivalently dry location.

All installations of wet-niche luminaries in pools and spas located in Alpharetta must be positioned and installed in such a manner as to allow re-lamping, normal maintenance, and inspection from the deck or other dry location outside of the pool or spa.

POOL ELECTRICAL BONDING INSPECTION: To be made when all metallic parts of a pool structure, including metal reinforcing of the pool foundation and equipotential bonding plane and other equipment described in the ***NEC***; forming shells and mounting brackets of no-niche fixtures; metal fittings within or attached to the pool structure; metal parts of pool equipment to include pumps, motors, covers, and other features; cables, raceways, and piping within five feet of the inside edge of the pool or within twelve feet above the pool maximum water level; are connected together with approved pressure connectors into a

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common bonding grid with a minimum #8 solid copper conductor, bare or insulated, and the system is ready to be concealed.

Note: Dependent upon site conditions, this inspection may have to be done in several separate trips to be completed and shall be at the inspector's discretion.

BACK FLOW INSPECTION: To be made prior to or with the final pool inspection.

If the pool is equipped with a rigid filler pipe installed without an air gap, such as some auto fill mechanisms, the fill line must be equipped with a backflow valve or vacuum breaker, in accordance with Section 608 of the International Plumbing Code.

If the pool has a rigid filler pipe, and the fill pipe outlet end is indirectly connected to the pool by means of a air gap of at least two (2) times the size of the fill pipe, measured above the flood rim of the pool, and is positioned so as to prevent contaminated water from entering the pipe, no backflow protection is required.

If the pool has a flexible filler line (hose), the filler line must be equipped with a vacuum breaker in accordance with the IPC.

GAS PIPING INSPECTION: Where pipe is to be buried, this is an "open trench" inspection of the gas piping system and may be made at any time during construction but must be made before Final inspection.

Note: No gas piping may be covered, concealed or put into service without first being inspected.

Piping will be inspected from its point of connection to the gas service system to its points of connection to all equipment and appliances. Piping will be inspected for codes compliance with regard to location, materials used, connections made, support, protection, burial depth, and size installed.

A gas pressure test of at least 1.5 times (150%) the gas system operating pressure, but not less than 3 psi, is required for this inspection. Gas piping must be pressurized during inspection.

PERMANENT FENCING INSPECTION: To be made at any time during construction, but prior to filling any pool with water. Buildings may be used as part of the pool barrier, as long as doors are properly alarmed. *Bodies of water, such as a lake, do not meet the requirement of a pool barrier.*

Note: Construction safety barriers must remain in place until permanent fencing is 100% complete.

Filling Pools without required permanent fencing in place is a violation of City ordinance. Pools found being filled or full of water without required permanent fencing in place; will immediately be issued a **STOP WORK ORDER**, by City Code Enforcement Officers. Pool builders and property owners failing to immediately comply to a Stop Work Order and conditions stated thereon, will be issued a Summons to Appear for a public hearing in front of the city's Municipal Court to answer violation charges.

POOL FINAL INSPECTION: To be made after the pool and all associated construction is complete and ready for use.

Note: For commercial pools only and in addition to city Final inspection; Fulton County Health Department inspectors must perform a Final pool inspection, prior to the city issuing a Certificate of Completion for the pool. Pool permit holders must provide city building officials written proof of passing this health department mandatory inspection prior to the city issuing the pool Certificate of Completion. *(see Certificate of Completion below.)*

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The pool must be full of water and all equipment, lights, ladders, steps, and other pool appurtenances must be in place, connected, and operable as designed for a complete pool system ready for use. All permanent fences, fence gates and entry warning alarms must be in place and operable. All life safety equipment must be in place.

All site work, walks, drives, paved areas, and landscaping included in the plans submitted at permit issue must be completed final inspected, and signed off by the various departments and authorities listed on the permit yard card at permit issue, prior to the Building inspections department sign off and issuance of a Certificate of Completion for the pool.

A valid City issued “Certificate of Completion” must be obtained prior to any use of a pool.

Failure to request and pass code required Final Inspection and obtain a Certificate of Completion for the pool construction, by either the pool builder or homeowner, may subject both parties to being issued a “**Summons to Appear**” in Municipal Court or in front of the City's Codes Enforcement Board. Severe fines and penalties may be levied by the Court or the Board for building and City code violations. In addition, the pool contractor's permitting rights in the City may be suspended or revoked for cause.

Both the pool builder and the property owner are liable for requesting and passing all mandated pool inspections required by these regulations and for obtaining a Certificate of Completion for all pool construction.

Additional Inspections

GENERAL: Additional site, building, gas, electrical, low voltage, plumbing, or other inspections may be required as determined by building or other officials to insure compliance to codes and other construction related regulatory agency rules and regulations or laws.

Site inspections are required for all construction projects where land has been disturbed prior to issuing a Certificate of Occupancy or Completion for the permitted work. Site conditions are normally inspected by City Engineering Department personnel at or near the end of construction. Engineering inspectors will check the site for proper drainage, erosion control measures, landscaping and tree save requirements, and final condition of curb cuts, driveways, and sidewalks. Items found to be incomplete, inadequate, damaged, broken, or otherwise not in compliance to regulatory requirements must be completed and repaired to the satisfaction of all governing authorities.

In addition, inspections may be required by other governing authorities, who either at the planning, permitting, or during the course of construction, have imposed regulatory issues to be resolved prior to Final approval. Typical examples of these regulatory issues are Development, Zoning, Variance Compliance, City Boards, Health and Welfare, Property or Personal Liability, Financial, Arbitration or Court Order issues, etc..

No Certificate of Completion for pool construction can be issued until all regulatory issues are resolved to the satisfaction of the building official.

Third Party Inspections & Reports

Some jurisdictions allow pool builders or homeowners to hire a private inspector or a P.E. to perform code mandated inspections that the jurisdiction's inspectors may not be qualified to do or cannot do in a timely manner, per Georgia law. The City does not accept any written or verbal third party inspection certifications,

EXHIBIT C

pictures, or approval reports for required inspections in lieu of City inspections, without prior approval of the Building Official.

Sometimes construction conditions warrant opinions and guidance counsel of professional engineers (P.E.) regarding how to proceed with structurally safe and codes compliant construction. A typical example of these needs are when poor soils conditions are encountered that prohibit installing a pool foundation in a normal fashion.

When this or similar conditions are encountered, builders, owners, and City inspectors will normally briefly discuss conditions and inspectors will require a pool builder or homeowner to hire a P.E. for guidance. When an engineer's opinion is required, the City expects the hired P.E. to visit the site, evaluate problems, offer options, and provide written, sealed repair orders to bring the construction into codes compliance.

The City also requires the reporting P.E. to provide the building official with copy of the repair orders for codes compliance review and signature. The City reserves the right to reject reports for reasonable cause. When the building official releases the repair order by signature, the builder or owner is required to follow the repair order in strict detail and City inspection is required prior to covering any repair or pouring any concrete.

The reporting P.E. may make such repair inspections as he/she deems necessary, but may not approve covering any repairs or approve any construction to proceed beyond a point of written City approval, without prior written approval from the Building Official.

Written Release: "Signing the card"

It is very important to remember that, when doing permitted construction work in the City, do not cover anything up that has not been visually inspected and approved in writing by City inspectors.

City inspectors and building officials will not approve any construction steps deemed necessary by the scope of work, or the building official, without first visually inspecting the work for codes compliance. If work is covered without written City inspector approval, the City will require the work to be uncovered for inspection, as determined by the inspector, building official, or a court of law.

Work shall not be done on any part of a pool or related structure, or any electrical, plumbing, fuel gas, energy conservation, or other system related to the pool construction beyond the point indicated in each successive pool inspection step without first obtaining a written release from building inspectors noted on the permit yard card, as applicable.

Such written release shall be entered by inspectors on the permit yard card and release shall be given only after a visual inspection has been made of each successive step in the construction or installation as indicated by each of the foregoing inspections. Work proceeding beyond the City written release point, regardless to reason or fault, shall be removed or uncovered or tested to the acceptance of the building official.

No further inspections or written releases of construction shall be made, nor shall any Certificate of Occupancy or Certificate of Completion be issued for any construction, until the permit holder or property owner demonstrates codes compliance to the satisfaction of the building official.

CHECKING INSPECTION RECORDS ONLINE

EXHIBIT C

If you want to know if you passed inspection; - Visually check the onsite permit yard card for sign-offs.

Additional City Construction Requirements

The City's Unified Development Code (**UDC**) requires the following.

Temporary Toilet Facilities: Per **UDC 4.4.5.G** -All construction sites within the City shall be provided with temporary sanitary non-sewer (portable) toilet facilities for worker use during construction and such toilets shall remain in place until access to permanent sanitary toilets are provided on site.

Exception: Those sites where permanent toilet facilities are open and available to workmen at all times.

Inspections will not be made without portable toilets or permanent toilets being in place and in a sanitary condition, as required.

The pool contractor of a permitted pool site shall be responsible for providing and maintaining required toilet facilities throughout the duration of construction.

Structural Fill And Backfill: Per **UDC 4.4.5.H** -Materials used for structural fill and backfill under and directly adjacent to buildings, drives, and walks and for backfill behind foundation and retaining walls shall be unfrozen, unsaturated natural soils, clean and free of organic matter, silt, large rocks or stones, or foreign matter and debris.

Additional backfill materials used may be coarse gravel, crushed natural stone, or sand free of silt, loam or soluble materials, or any combination of the above. Structural fills or backfill shall not be placed on subgrades that contain frost, mud, or are frozen.

In lieu of specific written direction and supervision by a Georgia licensed professional architect or engineer, fills shall be placed and compacted in loose layers of 6"-12" thickness and shall be compacted using sheepsfoot rollers, vibrating tampers, or other compaction equipment suitable to obtain the required density throughout the entire layer being compacted.

Fills and backfill shall be installed systematically and as early as is possible to allow for natural settlement and shall not be placed over wet, spongy, or porous subgrade materials.

Cut Or Fill Slopes: Per **UDC 4.4.5.H** – The top or bottom of any cut or fill slope in excess of one foot vertical rise to three foot of horizontal run (1:3) shall not be located any closer than two feet (2') horizontal measure from the edge of drives, walks, paved areas, or retaining wall top or toe of wall.

The two foot (2') area adjacent to drives, walks, paved areas, tops or toes of retaining walls shall be graded at a plus or minus (+/-) 2% slope (1/4"/ft.) and where feasible shall slope away from the paved surfaces and walls.

Site Wall Safety Barriers: Any portions of site retaining walls over four feet (4') in height, as measured from the top of wall to the exposed lower toe of wall, must be provided with a continuous safety barrier mounted at or immediately adjacent to the top of the wall at reasonably accessible areas.

Safety barriers shall be of substantial construction for the prevention of access, must be at least thirty six inches (36") in height (42" for commercial pools), as measured from grade at the base of the barrier to the top of the barrier.

Re-inspection Policy & Fees

EXHIBIT C

The city's reinspection policy for any inspection is explained as follows:

City reinspection policy is to charge a customer a \$25.00 reinspection fee when inspectors have to return to a site for a second inspection of the same kind. The first inspection fee is covered under the original permit fee.

When inspectors must return to a site a third time for the same inspection, a reinspection fee of \$50.00 is charged. Subsequent reinspections, fourth try, fifth try, etc., are charged a fee of \$100.00 per reinspection, until the inspection passes. Reinspection fees must be paid before any reinspection is performed. If a scheduled inspection is Failed, permit holders must correct noted violations and recall the inspection when ready, but not before the next workday.

Inspectors will normally cite up to six (6) code violations per inspection visit before deeming a site “Not Ready” for inspection.

When sites are deemed “**Not Ready**” by the inspector, the inspection is stopped, the permit holder is issued a Notice of Violation normally stating the violations noted thus far during the inspection, plus the words “*Not Ready*” are affixed to the Notice.

If receiving a “*Not Ready*” Notice of Violation, contact the inspector, as advised in the *Requesting Inspections* section herein, and discuss the inspection. Inspectors will normally tell you what to do to prepare for inspection.

Warning: Inspectors are not construction “Punch List” preparers. If inspectors deem a permit holder is negligent in preparing for inspections and using inspectors to prepare Punch Lists, inspections will be suspended, the project will be placed in an “Inspections Hold” status and permit holders are required to schedule a meeting with the Building Official for instructions to resolve inspection issues.

Section IV: SAFELY ENJOYING YOUR POOL

Safety:

The National Spa and Pool Institute (NSPI) recommends that owners of swimming pools keep certain safety equipment on hand at all times:

1. A light, strong, rigid pole not less than 12 feet long.
2. A minimum ¼ inch diameter throwing rope as long as one-and-one-half times the maximum width of the pool, which has been firmly attached to a Coast Guard approved ring buoy having an outside diameter of approximately fifteen inches.

OWNERS OF POOLS MUST ALWAYS EXERCISE GOOD JUDGMENT AND CONTROL OVER FAMILY MEMBERS AND GUESTS WHO USE THEIR POOLS. WHILE RESIDENTIAL POOLS ARE NOT REQUIRED TO HAVE "POSTED" RULES, CERTAIN GUIDELINES ADD TO SAFE ENJOYMENT. THESE GUIDELINES INCLUDE, BUT ARE NOT LIMITED TO:

1. Solo swimming is discouraged.
2. Small children and other non-swimmers should not be in the pool area unless accompanied by responsible adult who can swim.
3. Any child not potty trained should wear plastic pants or a swim diaper to decrease risk of bacterial contamination.
4. No glass articles should be allowed in or around the pool. When breakage occurs, it is very difficult to remove all the tiny sharp fragments from the pool deck or pool bottom.
5. No running or rough play should be permitted. Also, persons showing signs of intoxication are at greater risk around the pool.
6. No swimming should be allowed when thunder or lightning can be seen or heard.
7. Headfirst diving should be prohibited unless the pool has been designed with an area deep enough to allow safe diving, and diving is restricted to that specific safe area, such as a diving board or platform.

MAINTENANCE

It is the responsibility of the pool owner to maintain the pool in a safe, healthy condition, including maintaining water quality. Owners who allow their pool to "go green," by not operating the filter system and/or maintaining appropriate chemical balance, will be in violation of the City of Alpharetta Property Maintenance Code, are may be summoned to appear before the Code Enforcement Board or in Alpharetta Municipal Court.

ABANDONMENT

Pool owners who no longer wish to have and maintain a swimming pool should contact the City of Alpharetta Building Division at 678-297-6080 to find out proper procedures for pool demolition. Specifically, on-site burial of demolished materials is prohibited.

Section V: PROBLEMS & REMEDIES

Stop Work Orders

Stop Work Orders are legal notices to immediately cease and desist all ongoing construction work on a property and to immediately and safely secure all hazardous perils to life and property on the site and to safely evacuate all work forces or other persons in an immediate orderly fashion. Stop Work Orders are issued by City officials or other regulatory agencies and respected by all City departments.

Stop Work Orders are legally binding at issue and pool builders and homeowners failing to immediately comply to Stop Work Orders and conditions stated thereon, will be issued a Summons to Appear in front of the city's Municipal Court in a public hearing to answer violation charges.

Stop Work Orders are the property of the City and shall not be removed from their posted location without written permission from the building official, under penalty of law. **The City will prosecute Stop Work Order violators to the fullest extent allowed by law.**

Pools Concreted (Shot) Without Inspection

When an in-ground pool is concreted (shot) without first obtaining a required Foundation / Basket inspection, the construction site is automatically placed into a **Stop Work Order** status. *(See Stop Work Order section herein.)*

The pool builder is required to hire a Georgia P.E. to provide the City written confirmation, through testing, that the soils below and around the pool are structurally capable of supporting the foundation and the basket reinforcing steel is located at least 3 inches clear of all contact with the ground, per ACI 318-99.

Soils testing shall be done as follows:

1. A minimum of four (4) random located test bores shall be made through the pool bottom and a minimum of four (4) random located test bores shall be made directly adjacent to the pool perimeter.
2. Using a standard cone penetrometer or other testing method approved by the building official, soils shall be evaluated for type, moisture content, density, and bearing capacity, per industry standards.
3. The P.E. shall prepare a plat of the tested area, locating and numbering each bore. In addition, a detailed report shall be included; listing at least the depth, type of soils, moisture content, N-values achieved, and bearing capacity determined at each bore, to industry standards.
4. Statements shall be included, attesting to the structural soundness of site soils around and below the pool and their ability to support the foundation to building code standards.
5. If testing reveals unsound structural conditions, the P.E. is required to provide written instructions to repair the unsound conditions, monitor all repair work, and provide written conclusions to the City.

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Basket steel testing shall be done as follows:

1. Tests may be destructive or non-destructive. If non-destructive, testing equipment used shall be listed and readings measured listed in the required compliance report to the City.
2. A minimum of four (4) random located tests shall be made at the pool bottom and a minimum of four (4) random located tests shall be made at pool sides.
3. Tests shall affirm or deny pool reinforcing steel is installed with at least a minimum three inch (3") clearance from soils at each test location and in compliance with *ACI 318-05*.
4. If testing reveals noncompliance to *ACI 318-05*, the P.E. is required to provide written instructions to remedy non-compliant conditions, monitor all repair work, and provide written conclusions to the City.
5. In addition, if testing is destructive, the P.E. is required to provide written instructions to repair the test areas, monitor all repair work, and provide written conclusions to the City.

Reports must be professionally sealed, addressed to the building official, include City issued building permit number, test site street address, the name of the pool builder, and a chronological summary of tests and repairs done. This report will be filed with the pool permit file and retained by this department for record.

The pool site shall remain in a Stop Work Order status until test results are accepted by the building official.

As an alternative to the above, the pool structure may be demolished and hauled away to an EPD approved dumping site and the property returned to its original state prior to beginning construction again.

Pool Decks Concreted Without Electrical Bond Test

When decks around pools are concreted without a code required electrical bond inspection being approved by the building inspector, the construction site is automatically placed into a Stop Work Order status. (See *Stop Work Order section herein.*)

The installing electrical contractor or Georgia P.E. is required to prepare the site for an electrical bond test.

The installing electrician or P.E. is then required to contact City building inspectors (**678-297-6080**), during normal inspection request hour (**7:30–8:30 am**), and arrange a site meeting to witness the required electrical bonding test.

The bonding test shall prove code compliance with the *NEC* in all pools and specialized pool equipment,

Regardless to whether the installing electrician or a P.E. performs the bonding test for the inspector, in addition to proving electrical continuity during this code mandated inspection; the bonding system installing electrician must prepare a letter attesting to:

1. The type and size wire used in the concealed bonding system.
2. Describe the methods of connection utilized.
3. List the type of connectors used.
4. Include other essential information vital to the concealed bonding system.

This letter must also:

1. Be written on company letterhead.

EXHIBIT C

2. Be addressed to the building official.
3. Include the site street address, where the system is installed.
4. Include City issued electrical permit number.
5. List the name of the installing electrician.
6. List the installing electrician's Georgia contractor license number.

This electrician's letter must be presented to the building inspector at the time of the bonding test. This letter will be filed with the pool permit file and retained by this department for record.

If any part of the bonding system fails to show electrical continuity, that failed part of the system shall be exposed to view, repairs shall be made by the electrician, and the system shall not be re-covered prior to inspection and approval by the building inspector.

The pool site shall remain in a Stop Work Order status until test results are accepted by the building official.

As an alternate to the above, the deck may be entirely removed and hauled off site to an approved landfill and the exposed electrical bonding system may be inspected by City inspectors. If inspection passes, the deck may then be re-installed.

SERIOUS VIOLATIONS

Violations of building codes, construction regulations, and City laws are misdemeanors and violators may, in certain cases, be prosecuted to the fullest extent allowed by law.

Most violations occurring during permitted construction are usually processed by City inspectors issuing a pool builder a simple notice of violation (Red-Tag) and posting it on the permit yard card. The pool builder corrects the noted violations, recalls the inspection, the inspection passes, and pool construction continues undelayed.

There are some violations related to building pools that are more serious in nature and that can cause expensive repairs, temporary or permanent termination of pool construction, or severe consequences to a violator's construction rights within the city.

THE FOUR MOST COMMON VIOLATIONS OF THIS MORE SERIOUS NATURE ARE:

1. Starting pool construction without required permits. (*Violation SBC §104.1.*)
2. Covering work without required inspections. (*Violation SBC §105.7*)
3. Filling pools without required permanent fencing in place around the pool. (*Violation UDC §2.3.3.B.*)
4. Not calling and passing Final Inspection and obtaining a Certificate of Completion for the pool work, prior to the pool being used. (*Violation SBC §106.2*)

The City does not process these four violations with a typical Red-Tag violation issued by a building inspector, but rather processes these violations by issuing **Stop Work Orders**. (*see Stop Work Orders section herein*)

Building Pools Without Permits:

1. Pools found being built without first having city permits will be issued Stop Work Orders.

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2. Stop Work Orders will be posted on site and state “**Violation SBC §104.1 – Work Without Permit**” and will advise the homeowner and pool builder to contact the building official.
3. If workmen are on the violation site, they will be ordered to stop all work and leave immediately. If resisting this order, police assistance will be called immediately and violators may be arrested.
4. Continuing construction on a site posted with a Stop Work Order will result to City officers issuing the pool builder and/or the homeowner a “**Summons to Appear**” before the Municipal Court to answer violation charges.
5. The Stop Work Order will remain in effect at the violation site until released by the building official.

Covering Work Without Required Inspections:

1. Sites found covering pool related work without required inspections will be issued Stop Work Orders.
Examples: Covering work without required inspections are; concreting pools without first passing a Basket inspection or; concreting decks without first passing an Electrical Bonding inspection.
2. Stop Work Orders will be posted on site and will state “**Violation SBC §105.7 – Work Covered Without Required Inspection**” and will advise the homeowner and pool builder to contact the building official.
3. If workmen are on the violation site, they will be ordered to stop all work and leave immediately. If resisting this order, police assistance will be called immediately and violators may be arrested.
4. Continuing construction on a site posted with a Stop Work Order will result to City officers issuing the pool builder and/or the homeowner a “**Summons to Appear**” before the Municipal Court to answer violation charges.
5. The Stop Work Order will remain in effect at the violation site until released by the building official.

Filling Pools Without Permanent Fencing In Place Around The Pool:

1. Pools found filling or filled without code required permanent fencing being in place around the pool will be issued a Stop Work Order.
2. Stop Work Orders will be posted on site and will state “**Violation UDC §2.3.3.B – Pool Filling / Filled – No Fenced Enclosure**” and will advise the pool builder and homeowner to contact the building official.
Note: The building official will order the pool drained immediately and construction safety barriers re-erected around the pool. The pool must remain empty and safety barriers effectively in place until the permanent fencing around the pool is in place and approved by City inspectors.
3. If workmen are on the violation site, they will be ordered to drain the pool immediately; erect a safety barrier around the pool; and then leave the site. If resisting this order, police assistance may be called immediately and violators may be arrested.
4. Failure to immediately drain the pool and erect a safety barrier around the pool, by either the pool builder or the homeowner, will result to City officers issuing the pool builder and/or the homeowner a “**Summons to Appear**” before the Municipal Court to answer violation charges.

EXHIBIT C

5. The Stop Work Order will remain in effect at the violation site until released by the building official.

Exception: Permanent fence enclosure work may proceed without delay, so as to expedite site safety.

Note: When permanent fencing is in place, the pool builder or homeowner must contact City inspectors for a Permanent Fence inspection. If the fenced enclosure meets codes compliance, the Stop Work Order will be released by the building official, the pool may be filled, and pool construction may proceed towards Final inspection.

Failure To Request & Pass Final Inspection & Obtain A Certificate Of Completion (CC) For Pool Work.

1. Pool sites found with the pool in operation and being used by occupants, without having first passed a Final inspection and being issued a Certificate of Completion, will be issued Stop Work Orders.

Note: It is a responsibility of the pool builder and the homeowner to assure a Final inspection is requested and passed and a Certificate of Completion is issued by the City, prior to using any pool.

2. Stop Work Orders will be posted on site and will state “**Violation SBC §106.2 –Pool In Use – No CC Issued**” and will advise the homeowner and pool builder to contact the building official.

Note: The building official will order immediate cessation of pool use in the interest of life safety, until the pool undergoes and passes a Final inspection to codes compliance.

3. Continued use of a pool on a site posted with a Stop Work Order will result to City officers issuing the pool builder and the homeowner a “**Summons to Appear**” before the Municipal Court to answer violation charges.
4. The Stop Work Order will remain in effect at the violation site until released by the building official.

Penalties

Because of the life safety and property liability issues presented when pools are built without permits, work is covered without inspections, pools are filled without protective fencing, and pools are used without final inspections and certificates of completion being issued, which are all building code and city law violations; the City enforces strong penalties to discourage these actions and protect the health and welfare of the public.

For any violation regarding “**performing work without first having a permit**”; normal permit fees are assessed a 100% penalty fee, in addition to normal permit fees, per *SBC §104.7.2*.

In addition, violation sites shall remain in a Stop Work status, until the work is permitted by city building officials.

First Violation:

1. Violation sites shall remain in a Stop Work status until the cited violation is corrected, inspected, and approved by city inspectors.

Exception: Violation trade repairmen and P.E. testing forces only may make required repairs and tests as required and prior approved by the building official.

EXHIBIT C

2. Violators' permitting rights, which are normally unrestricted, are placed into a city imposed "*Permitting Probationary Status*" for a period of one year from the date of violation discovery.

If at any time during the probationary period, violators are found violating the same previous cited code section, the violators' city permitting rights shall immediately be revoked for cause, by the building official. The building official will notify violators in writing of the above violation charges and conditions.

Second Violation: *(Same offense within one year probationary period.)*

1. Violators' city permitting rights shall be immediately revoked, effective on the date of violation discovery.
2. Violators shall be issued a **Summons to Appear** before the city's Municipal Court to answer violation charges.
3. The violation site shall remain in a Stop Work status until the Municipal Court holds a public hearing and renders decisions regarding the violation charges.
4. Violators' city permitting rights shall not be restored until so ordered by the building official.
5. The Stop Work Order shall not be released until so ordered by the building official.

In addition to the above, violators may be subject to severe fines, imprisonment, or both.

Third Violation: *(Same offense within one year probationary period.)*

1. Violators' city permitting rights shall be immediately revoked by the building official for a period of time not less than one year, effective on the date of violation discovery.
2. Violators shall be issued a **Summons to Appear** before the city's Municipal Court to answer violation charges.
3. The violation site shall remain in a Stop Work status until the city Municipal Court holds a public hearing and renders decisions regarding the violation charges.
4. Violators' city permitting rights shall not be restored until so ordered by the building official.
5. The Stop Work Order shall not be released until so ordered by the building official.

In addition to the above, violators may be punished by fines of up to \$1,000.00 or by imprisonment of up to 120 days, or both, or alternative sentencing as provided by law.

Appeals

Any property owner, contractor, subcontractor, or authorized agent receiving notice from the building official may appeal a decision of the building official. Appeals must be in writing and must be received in this department within 15 days of receipt of such notice. Appeals must be addressed to the Director, Community Development Department, 2 Park Plaza, Alpharetta, GA. 30009.

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The appeal notice must state the location of the property in violation, the date of the Notice or Order received, and the number of the Notice or Order received. A copy of the Notice or Order received may be included for clarity.

The appeal must state the relief requested, the reason therefore, the hardship or conditions upon which the appeal is made, and must be signed by the appellant.

EXHIBIT C

POOL PERMIT & PLAN LOG-IN CHECK-OFF FORM

To help save time when submitting applications for pool building permits, the City developed this form for your use. **Use this list to assure you have everything you need to permit your pool.**

Please fill in all blanks and check all appropriate boxes for each of your pool construction projects. Permits cannot be processed without this form first being completed and signed by applicants.

Pool Information? ☐ Residential Use ☐ Commercial Use ☐ In Ground Pool ☐ Above Ground Pool

Project Street Address: _____

Printed Name of Person Submitting Application: _____

Applicant is: ☐ Owner/Agent ☐ Contractor/Agent Tel. No. _____

Y N N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| ☐ | ☐ | ☐ | Owner and contractor signed City pool permit application form included? |
| ☐ | ☐ | ☐ | City Soils Erosion Control card included and signed by City Engineering? |
| ☐ | ☐ | ☐ | Two (2) Pool Location Plans included, drawn to a minimum scale of 1" = 40' ? |
| ☐ | ☐ | ☐ | Pool Location Plan shows all property lines, setbacks, easements, buffers, & drainage structures? |
| ☐ | ☐ | ☐ | Pool Location Plan shows all existing and proposed pools, buildings, structures, & their footprints? |
| ☐ | ☐ | ☐ | Pool Location Plan shows all pool equipment location & utility service connection points, |
| ☐ | ☐ | ☐ | Pool Location Plan shows pool drain / sanitary sewer connection point for filter backwash? |
| ☐ | ☐ | ☐ | Pool Location Plan shows pool drain / absorption pit connection point for filter backwash? |
| ☐ | ☐ | ☐ | Pool location Plan shows location of existing & proposed walks, steps, decks, & paved areas? |
| ☐ | ☐ | ☐ | Pool Location Plan shows location of Construction Safety Barriers & Permanent Fencing? |
| ☐ | ☐ | ☐ | Pool Location Plan shows location of required erosion control measures & tree save areas? |
| ☐ | ☐ | ☐ | Pool Location Plan shows location, height, & type of retaining walls, ancillary buildings & structures? |
| ☐ | ☐ | ☐ | Pool Location Plan includes notes clarifying what work is done by owner & what work by contractor? |
| ☐ | ☐ | ☐ | Two (2) Pool Building Plans included, drawn to a maximum scale of 1/8" = 1' ? |
| ☐ | ☐ | ☐ | Pool Building Plan shows overhead plan view dimensioning size & shape of the pool? |
| ☐ | ☐ | ☐ | Pool Building Plan shows steps, ladders, skimmers, circulation inlets, overflows, lights, & drains? |
| ☐ | ☐ | ☐ | Pool Building Plan shows spas, diving boards, slides, waterfalls, & all other ancillary structures? |
| ☐ | ☐ | ☐ | Pool Building Plan shows side elevation view of pool's depth profile? |
| ☐ | ☐ | ☐ | Pool Building Plan shows side elevation view of all above & below water appurtenances? |
| ☐ | ☐ | ☐ | Pool Building Plan show construction details necessary to show code compliance? |
| ☐ | ☐ | ☐ | Pool Building Plan lists all pool equipment & operating capacities? |
| ☐ | ☐ | ☐ | Pool Building Plan includes notes clarifying what work is by contractor & what work is by owner? |

For information regarding encroachment of any site easement, please call the following as applicable.

Storm Drainage Encroachment: 678-297-6200

Sanitary Sewer Encroachment: 404-730-7506

Setback Encroachment: 678-297-6070

Applicant Signature: _____ Date: _____

City of Alpharetta
POOL PERMIT APPLICATION



Application is hereby made according to the laws and ordinances of the City of Alpharetta, Georgia for a permit to construct and use a pool as described herein and shown on City codes compliance reviewed plans and specifications and to be located as shown on the accompanying City reviewed plat plan and, if same is granted by the City, I/we agree to conform to all laws and ordinances regulating same.

ALL APPLICABLE BLANKS MUST BE FILLED IN – NO P.O. BOX ADDRESSES - PLEASE PRINT LEGIBLY

Date: _____ **Applicant is:** ☐ Owner/Agent ☐ Contractor/Agent **Pool is:** ☐ Residential ☐ Commercial

PROPERTY INFORMATION

Project Street Address: _____ Lot No.: _____

Subdivision Name: _____ ☐ Public Sewer ☐ Private Sewer

City Zoning Classification _____ Land Lot: _____ District: _____ Section: _____

Lot Building Lines: Left Side Setback: _____ ft. Right Side Setback: _____ ft. Rear Setback: _____ ft.

PEOPLE INFORMATION

Property Owner: _____ Phone No. _____

Street Address: _____ Suite No. _____

City: _____ State: _____ Zip: _____

Contractor: _____ Phone No. _____

Street Address: _____ Suite No. _____

City: _____ State: _____ Zip: _____

Business Reg. No. _____ Where Issued: _____ Expires: _____

POOL INFORMATION

Type: ☐ In ground ☐ Above Ground Material: ☐ Gunite/Shotcrete ☐ Vinyl ☐ Other: _____

Water's Edge Closest Point To: Rear Lot Line _____ ft. Side Lot Line _____ ft. House / Structure _____ ft.

Pool Length: _____ LF Pool Width: _____ LF Pool Surface area: _____ sq. ft. Capacity: _____ gal

Shallow Depth: _____ ft. Deep Depth: _____ ft.

Filter Type: _____ Chemicals Used: _____

Pump Type: _____ Size: _____ hp. Operating Pressure: _____ psi

Heated Pool? ☐ No ☐ Yes Heater Type: ☐ Electric ☐ Gas Capacity: _____ BTUs Gas Line Size: _____

Length of gas line from meter to pool heater: _____ LF

Will accessory structures, spas, waterfalls, slides, retaining walls, etc. be included in construction? ☐ No ☐ Yes
(May require separate plans and permits)

If Yes - Briefly Describe: _____ Spa Area _____ sq. ft.

Associated Work? ☐ Electrical ☐ Gas ☐ Sewer Alteration ☐ Low Voltage – (Alarm, Lighting, etc.)
(Requires separate permits)

Applicant Printed Name: _____ Signature: _____

Applicant Email Address: _____ Phone: _____

EXHIBIT C

**CITY OF ALPHARETTA
AFFIDAVIT OF SWIMMING POOL OWNER**

I, _____, am the owner of the property at
(Street Address) _____,

My Pool Contractor is applying to construct a pool on this property. The following information is furnished for the processing of this pool building permit.

Pool Contractor Company Name _____

Contact Person _____

Street Address _____

City, State, Zip _____

PROPERTY OWNER'S COST OF POOL \$ _____

This cost includes the pool, equipment, plumbing, attached at-grade paving, fencing and (as applicable), gas lines, heater, waterfalls, grottos, etc. Detached at-grade paving, and landscaping are not included in this cost.

I understand that retaining walls, decks not attached to the pool, pergolas, pool houses, and other accessory structures will be permitted separately from the pool.

If necessary, I will provide documentation for the above cost if requested by the City of Alpharetta.

I have reviewed the City of Alpharetta's Pool Permitting Procedures, including enclosure and fencing requirements, and, by signature below, do hereby agree to abide by same. I will not allow the pool to be filled until the enclosure is in place. I will not allow the pool to be used until the City of Alpharetta has issued a Certificate of Completion, under penalty of law.

Owner Signature _____

State of _____ County of _____

Subscribed and sworn before me this ____ day of _____, 20__.

Signature of Notary Public _____

Seal



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By: John Robison

Sponsored By: Mayor Pro Tem Mitchell & Council Member Richard

Meeting Date: January 11, 2021

I. AGENDA ITEM TITLE: CONSIDERATION OF AN AMENDMENT TO THE NOISE ORDINANCE (1ST READING)

SPONSORED BY: MAYOR PRO TEM MITCHELL & COUNCIL MEMBER RICHARD

II. RECOMMENDATION:

Staff is recommending that Mayor and Council approve an amendment to Chapter 26, Article V of the City Code (The "Noise Ordinance") to eliminate an exemption applicable to certain construction activities.

III. REPORT IN BRIEF:

If approved by Mayor and Council this ordinance will make the following amendment to the City Code regarding noise:

Section 1. Chapter 26, Article V of the Code will be amended by eliminating the first sentence of Section 26-116 in its entirety and substituting in lieu thereof the following:

"Sec. 26-116(3). Construction and demolition activity shall not be performed between the hours of 7:00 p.m. and 7:00 a.m. on weekdays, before the hour of 9:00 a.m. or after the hour of 5:00 p.m. on Saturday, or at any time on Sunday, unless such activities are deemed emergency work."

IV. ALTERNATIVES:

V. ATTACHMENTS:

ORDINANCE AMENDING CHAPTER 26 ARTICLE V OF CODE - NOISE ORDINANCE(3993204.1), NOISE ORDINANCE - REVISED SEC 26-116(3)(3993421.1)

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA, GEORGIA TO AMEND CHAPTER 26, ARTICLE V OF THE CODE OF THE CITY OF ALPHARETTA, GEORGIA (THE "NOISE ORDINANCE") SO AS TO ELIMINATE AN EXEMPTION APPLICABLE TO CERTAIN CONSTRUCTION ACTIVITIES; TO PROVIDE FOR AN EFFECTIVE DATE; TO REPEAL CONFLICTING ORDINANCES; AND FOR OTHER PURPOSES

WHEREAS, Chapter 26, Article V of The Code of the City of Alpharetta, Georgia provides regulations governing noise (as defined in the Noise Ordinance) within the City; and

WHEREAS, the Mayor and Council of the City of Alpharetta ("City Council") are charged with the protection of the public health, safety, and welfare of the citizens of the City of Alpharetta; and

WHEREAS, the City Council has determined that it is appropriate from time to time to modify certain noise regulations to comport with current conditions; and

WHEREAS, the City Council desires to amend Chapter 26, Article V of The Code of the City of Alpharetta, Georgia (the "Code") in order to eliminate an exemption applicable to certain construction activities.

NOW, THEREFORE, the Council of the City of Alpharetta hereby ordains, as follows:

Section 1. Chapter 26, Article V of the Code is hereby amended by elimination of the first sentence of Section 26-116 in its entirety and substituting in lieu thereof the following:

"Sec. 26-116(3). Construction and demolition activity shall not be performed between the hours of 7:00 p.m. and 7:00 a.m. on weekdays, before the hour of 9:00 a.m. or after the hour of 5:00 p.m. on Saturday, or at any time on Sunday, unless such activities are deemed emergency work."

Section 3. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

Section 4. If any section, subsection, provisions, or clause of any part of this Ordinance shall be declared invalid or unconstitutional, or, if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such

invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent of the City Council that this Ordinance would have been adopted in its current form without the invalid or unconstitutional provision contained therein.

Section 5. This Ordinance shall become effective immediately upon adoption.

ADOPTED this _____ day of _____, 2021.

CITY OF ALPHARETTA, GEORGIA

By: _____
Jim Gilvin, Mayor

Approved as to form and
legal sufficiency:

COUNCILMEMBERS

C. Sam Thomas, City Attorney

Jason Binder

Ben Burnett

(SEAL)

John Hipes

Attest:

Dan Merkel

City Clerk

First Reading: _____
Donald Mitchell

Second Reading: _____

Adopted: _____
Karen Richard

Sec. 26-116(3). Construction and demolition activity shall not be performed between the hours of 7:00 p.m. and 7:00 a.m. on weekdays, before the hour of 9:00 a.m. or after the hour of 5:00 p.m. on Saturday, or at any time on Sunday, unless:

a. ~~Such~~ ssuch activities are deemed emergency work, ~~or~~

b. ~~Such activities meet the limits set forth in section 26-114(a).~~



City Council Meeting STAFF REPORT

Submitting Department: Public Works
Submitted By: Jill Bazinet, Matt Malone
Sponsored By:
Meeting Date: January 11, 2021

I. AGENDA ITEM TITLE: FISCAL YEAR 2021 MILLING AND RESURFACING (ITB 21-003)

II. RECOMMENDATION:

Please award Bid No. 21-003 to Bartow Paving Company, Inc. in an amount of \$2,258,294.97 for the FY 2021 Milling and Resurfacing Project and authorize the Mayor to execute all necessary documents.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: YES

FISCAL IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: YES INCLUDED IN CURRENT FY OPRT. BUDGET: NO

TOTAL PROJECT COST: \$2,258,294.97

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
Milling and Resurfacing (30141100-541410-C1219)	\$1,684,351.31

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
Milling and Resurfacing - LMIG (30141100-541410-C1219)	\$573,943.66

IV. REPORT IN BRIEF:

The City of Alpharetta maintains over 500 lane mile of roadway. Each year the City budgets dollars towards the milling and resurfacing of these roads. Accomplishing this task extends the roads' useful life and increases the roads' ability to handle traffic volumes.

In FY 2019 and FY 2021 Alpharetta funded a project to evaluate city roadway conditions. The objective was to collect accurate data and information about the City's road inventory and surface condition that would allow the City's staff to optimize their plan for road network repair and rehabilitation under budget constraints. The new information collected, in conjunction with historical repair and rehabilitation information, and traffic information helps the City make consistent and cost-effective decisions for roadway preservation. Based on these ratings, 65 roads and one parking lot were included in the annual offering. These locations include:

- 1 Abbey Terrace - Grey Abbey Drive to Cul De Sac
- 2 Beacon Knoll Drive - High Hampton Chase to cul de sac
- 3 Belmont Chase Court - Derby Chase Court to Cul De Sac
- 4 Birchington Close - Cape York Trace to Cul De Sac
- 5 Boxgrove Road - Cape York Trace to Cul De Sac
- 6 Bracebridge Road - Kimball Bridge to Grey Abbey Drive
- 7 Brookline Way - Brookline Trace to Cul De Sac
- 8 Brookestone Court - Weatherstone Way to cul de sac
- 9 Brookline Ridge - Park Brooke Trace to Cul De Sac
- 10 Brookline Trace - Park Brooke Trace to Cul De Sac
- 11 Burford Hollow - Garrick Point to Cul De Sac
- 12 Chapel Saint Leon Court - Boxgrove Road to Cul De Sac
- 13 Cobblestone Way - Weatherstone Way to cul de sacs
- 14 Darvish Lane - Cul de sac to cul de sac

- 15 Derby Chase Court - Douglas Road to Cul De Sac
- 16 Devon Court - Devon Lane to cul de sac
- 17 Devon Lane - North Somerset Lane to end
- 18 Fieldstone Court - Cobblestone Way to cul de sac
- 19 Forest Path Circle - Forest Path Lane to Cul De Sac
- 20 Forest Path Lane - Park Brooke Trace to Cul De Sac
- 21 Garrick Point - Barnesley Lane to Cul De Sac
- 22 Glen Abbey Drive - Kimball Bridge to Grey Abbey Drive
- 23 Great Rissington Way - Hebden Bridge Lane to Cul De Sac
- 24 Haven Bluff - High Hampton Chase to cul de sac
- 25 High Hampton Chase - Waters Road to cul de sac
- 26 High Hampton Run - High Hampton Chase to cul de sac
- 27 High Vista Court - Beacon Knoll to cul de sac
- 28 Highlands Court - Waterview Trail to cul de sac
- 29 Hill Chase - High Hampton Chase to cul de sac
- 30 Kersey Cove - Barnesley Lane to Cul De Sac
- 31 Lainston Court - Garrick Point to Cul De Sac
- 32 Longstone Landing - Barnesley Lane to Cul De Sac
- 33 Manning Drive - Cumming Dstreet to end
- 34 Mansell Road - Haynes Bridge Road to City Limits
- 35 Minsterworth Drive - Grey Abbey Drive to Cul De Sac
- 36 Nasser Avenue - Douglas Road to Cul De Sac
- 37 North Saint Phillips Lane - Barnesley Lane to Cul De Sac
- 38 North Somerset Lane - Henderson Parkway to cul de sacs
- 39 Park Brooke Trace - Park Brooke Drive to Cul De Sac
- 40 Park Brooke Walk Way - Park Brooke Trace to Cul De Sac
- 41 Park Creek Drive - Park Bridge Parkway to cul de sacs
- 42 Park Creek Ridge - Park Creek Drive to Park Creek Drive
- 43 Park Creek Trace - Park Creek Drive to Park Creek Ridge
- 44 Pebblestone Court - Weatherstone Way to cul de sac
- 45 Penn Oak Court - Hopewell Plantation Drive to Cul De Sac
- 46 Pindell Circle - Mid Broadwell Road to end
- 47 Radlett Lane - North Saint Phillips Lane to Cul De Sac
- 48 Rhodes Chase Court - Hopewell Plantation Drive to Cul De Sac
- 49 Rhodes Creek Court - Rhodes Chase Court to Cul De Sac
- 50 Rhodes Creek Trail - Hopewell Plantation Drive to Cul De Sac
- 51 Ridge Haven Run - High Hampton Chase to cul de sac
- 52 Ridge Oak Place - High Hampton Chase to cul de sac
- 53 Roswell Street parking lot - Roswell Street to parking deck entrance
- 54 Scranton Court - High Hampton Chase to cul de sac
- 55 Seeleys Bay Court - Bracebridge Road to Cul De Sac
- 56 Stream Valley Court - Stream Valley Trail to Cul De Sac
- 57 Stream Valley Trail - Forest Path Lane to Cul De Sac
- 58 Summerfield Court - Cobblestone Way to cul de sac
- 59 Turlough Trail - Grey Abbey Drive to Cul De Sac
- 60 Waterview Drive - Waters Road to Waterview trail
- 61 Waterview Trail - End to End
- 62 Weatherstone Court - Pebblestone Ccourt to Cul de Sacs
- 63 Weatherstone Way - Providence Road to Pebblestone Court
- 64 Westwind Lane - Webb Bridge Road to cul de sac
- 65 Westwind Pointe - Westwind Lane to cul de sac
- 66 Windward Plaza - Windward Parkway to Windward Parkway

The Departments of Public Works and Finance prepared a request for bids (ITB 21-003) for the locations listed above. The City advertised for competitive bids on November 12, 2020. Bids for the project we received on December 10, 2020, and the City received a total of eight bids from the following:

Allied Paving Contractors, Inc.	\$2,391,857.55
Baldwin Paving Company, Inc.	\$3,192,866.83
Bartow Paving Company, Inc.	\$2,258,294.97

Blount Construction Company, Inc.	\$2,602,279.39
C.W. Matthews Contracting Co, Inc.	\$2,635,367.57
Colditz Trucing	\$2,626,534.96
Northwest Georgia Paving, Inc.	\$2,598,561.95
Stewart Brothers, Inc.	\$3,275,673.95

The apparent low bidder, Bartow Paving Company, has completed multiple roadway and paving projects in the Atlanta area including the Cherokee County, Paulding County, and Bartow County.

City staff met with representatives of Bartow Paving Company to review the scope of work and the City's expectations. Bartow Paving Company assured staff that they could complete the project for the bid amount and within the allocated time frame. Thus, staff determined Bartow Paving Company to be the lowest responsive and responsible bidder.

As this is a unit price contract, progress payments to the contractor will be based on the quantity of work completed for each item per the values submitted by the contractor in its bid to the City. The City's representative will verify the quantity is correct prior to approving the payment.

All work included in this project's scope shall be completed by Friday, July 2, 2020.

V. ALTERNATIVES:

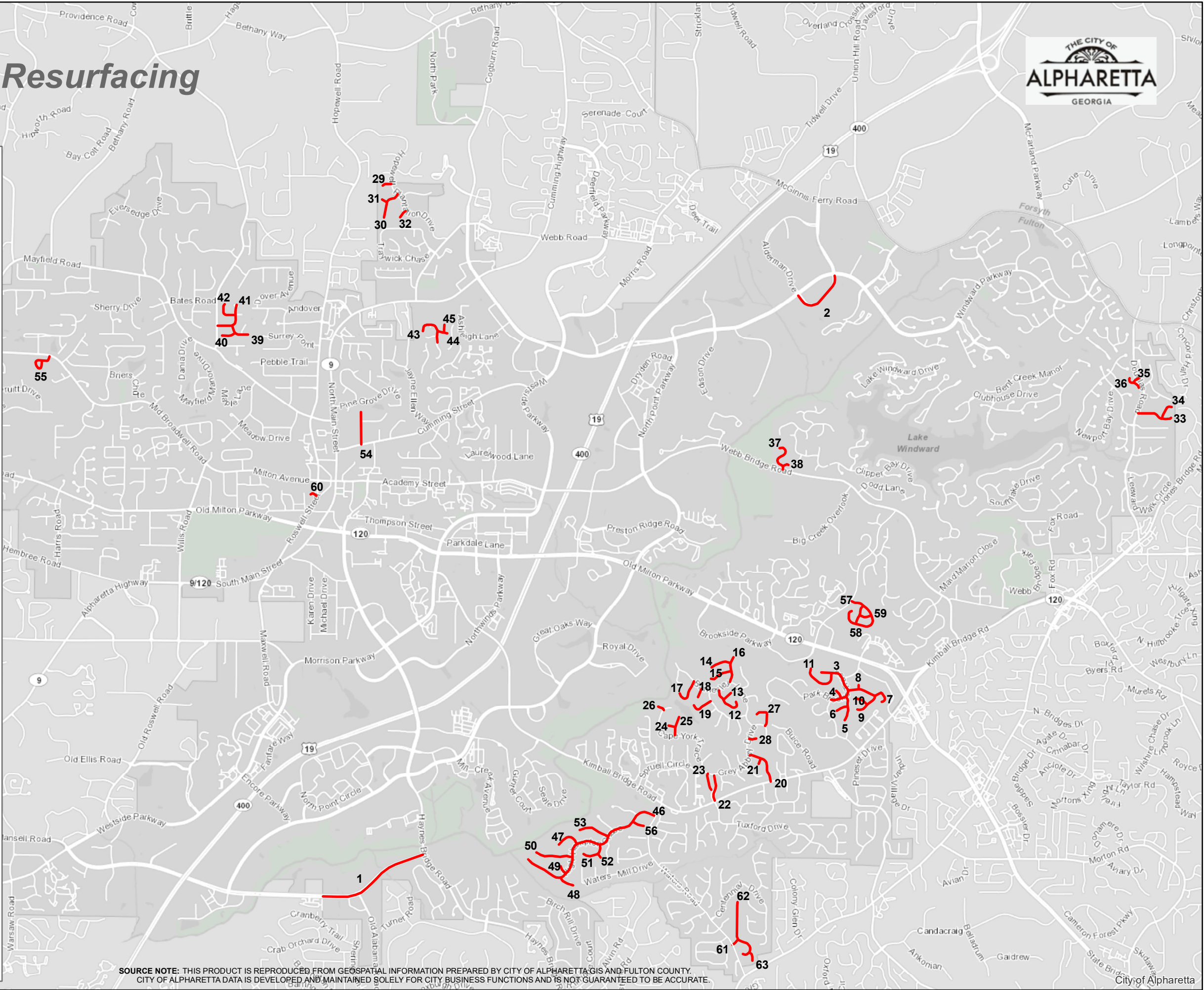
VI. ATTACHMENTS:

MillingResurfacingFY21 MAP, Roswell St. exhibit

FY21 Milling and Resurfacing



	FY21 Milling	
	Street Name	Extents
1	Mansell Road	Haynes Bridge Road to City Limits
2	Windward Plaza	Windward Parkway to Windward Parkway
3	Park Brooke Trace	Park Brooke Drive to Cul De Sac
4	Brookline Ridge	Park Brooke Trace to Cul De Sac
5	Brookline Trace	Park Brooke Trace to Cul De Sac
6	Brookline Way	Brookline Trace to Cul De sac
7	Forest Path Lane	Park Brooke Trace to Cul De Sac
8	Forest Path Circle	Forest Path Lane to Cul De Sac
9	Stream Valley Trail	Forest Path Lane to Cul De Sac
10	Stream Valley Court	Stream Valley Trail to Cul De Sac
11	Park Brooke Walk Way	Park Brooke Trace to Cul De Sac
12	North Saint Phillips Lane	Barnesley Lane to Cul De Sac
13	Radlett Lane	North Saint Phillips Lane to Cul De Sac
14	Lainston Court	Garrick Point to Cul De Sac
15	Burford Hollow	Garrick Point to Cul De Sac
16	Garrick Point	Barnesley Lane to Cul De Sac
17	Longstone Landing	Barnesley Lane to Cul De Sac
18	Kersey Cove	Barnesley Lane to Cul De Sac
19	Great Rissington Way	Hebden Bridge Lane to Cul De Sac
20	Bracebridge Road	Kimball Bridge to Grey Abbey Drive
21	Seeleys Bay Court	Bracebridge Road to Cul De Sac
22	Glen Abbey Drive	Kimball Bridge to Grey Abbey Drive
23	Turlough Trail	Grey Abbey Drive to Cul De Sac
24	Chapel Saint Leon Court	Boxgrove Road to Cul De Sac
25	Boxgrove Road	Cape York Trace To Cul De Sac
26	Birchington Close	Cape York Trace To Cul De Sac
27	Minsterworth Drive	Grey Abbey Drive to Cul De Sac
28	Abbey Terrace	Grey Abbey Drive to Cul De Sac
29	Penn Oak Court	Hopewell Plantation Drive to Cul De Sac
30	Rhodes Chase Court	Hopewell Plantation Drive to Cul De Sac
31	Rhodes Creek Court	Rhodes Chase Court to Cul De Sac
32	Rhodes Creek Trail	Hopewell Plantation Drive to Cul De Sac
33	Derby Chase Court	Douglas Road to Cul De Sac
34	Belmont Chase Court	Derby Chase Court to Cul De Sac
35	Nasser Avenue	Douglas Road to Cul De Sac
36	Darvish Lane	Cul De Sac to cul de sac
37	Westwind Lane	cul de sac to webb bridge
38	Westwind Pointe	westwind lane to cul de sac
39	Cobblestone Way	Weatherstone way to cul de sac
40	Fieldstone Court	Cobblestone way to cul de sac
41	Weatherstone Court	Providence Road TO Cul De Sacs
42	Pebblestone Court	Weatherstone way to cul de sac
43	North Sommerset Lane	Henderson parkway to cul de sac
44	Devon Lane	N sommerset to end
45	Devon Court	Devon lane to cul de sac
46	High hampton chase	Waters rd to Cul De Sac
47	Ridge Oak place	High Hampton chase to cul de sac
48	Scranton Court	High Hampton chase to cul de sac
49	High Hampton Run	High Hampton chase to cul de sac
50	Hill Chase	High Hampton chase to cul de sac
51	Beacon Knoll Drive	High Hampton chase to cul de sac
52	High Vista Court	Beacon Knoll to cul de sac
53	Ridge Haven Run	High Hampton chase to cul de sac
54	Manning Dr	Cumming street to end
55	Pindell Circle	Mid broadwell to end
56	Haven Bluff	High Hampton chase to cul de sac
57	Park Creek Drive	Park Bridge parkway to cul de sac
58	Park Creek Ridge	Park creek drive to park creek drive
59	Park creek trace	Park creek drive to park creek Ridge
60	Roswell Street parking lot	Roswell st to parking deck entrance
61	Waterview Drive	Water rd to Waterview trail
62	Waterview Trail	End to End
63	Highlands Ct	Waterview Trail to cul de sac



SOURCE NOTE: THIS PRODUCT IS REPRODUCED FROM GEOSPATIAL INFORMATION PREPARED BY CITY OF ALPHARETTA GIS AND FULTON COUNTY. CITY OF ALPHARETTA DATA IS DEVELOPED AND MAINTAINED SOLELY FOR CITY BUSINESS FUNCTIONS AND IS NOT GUARANTEED TO BE ACCURATE.



Area to be resurfaced

Roswell Street



City Council Meeting STAFF REPORT

Submitting Department: Public Works
Submitted By: Jill Bazinet, Matt Malone

Sponsored By:
Meeting Date: January 11, 2021

I. AGENDA ITEM TITLE: FISCAL YEAR 2021 LOCAL MAINTENANCE AND IMPROVEMENT GRANT

II. RECOMMENDATION:

Adopt the attached resolution providing approval of the submission of the Fiscal Year 2021 Local Maintenance and Improvement Grant application to the Georgia Department of Transportation and authorize the Mayor to sign the submittal letter and application forms.

III. BUDGET IMPLICATIONS:

BUDGETED ITEM: YES

FISCAL
IMPACT: YES

INCLUDED IN CURRENT FY CPTL BUDGET: YES

INCLUDED IN
CURRENT FY
OPRT.
BUDGET: NO

TOTAL PROJECT COST: THE CITY OF ALPHARETTA WAS ALLOCATED \$573,943.66 THROUGH THE FISCAL YEAR 2021 LOCAL MAINTENANCE AND IMPROVEMENT GRANT (LMIG) PROGRAM. THERE IS A MATCH REQUIREMENT OF 30% FOR THIS GRANT. THE CITY MUST ADD \$172,183.10 OF FUNDING TOWARDS THIS PROJECT, FOR A TOTAL OF \$746,126.76. THIS MATCH IS CURRENTLY BUDGETED IN THE PUBLIC WORKS CAPITAL BUDGET UNDER THE CATEGORY OF MILLING AND RESURFACING.

APPROPRIATIONS:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
LMIG Grant - Milling and Resurfacing (34041100-541410-C1219)	\$573,943.66
LMIG Grant Match (30141100-541410-C1219)	\$172,183.10

EXTERNAL FUNDING SOURCES:

ACCOUNT TITLE/NUMBER	DOLLAR AMOUNT
LMIG Grant - Milling and Resurfacing (34041100-334310-C1219)	\$573,943.66
-	\$0.00

IV. REPORT IN BRIEF:

The Georgia Department of Transportation (GDOT) has begun accepting applications for the Fiscal Year 2021 Local Maintenance and Improvement Grant (LMIG) Program.

Per GDOT guidelines, the following projects are allowable under the LMIG program:

- Preliminary engineering (including engineering for right-of-way plans and utility plans)
- Construction supervision and inspection
- Utility adjustments or replacement
- Patching, leveling, and resurfacing a paved roadway
- Grading, drainage, base, and paving existing or new roads
- Replacing storm drain pipe or culverts
- Intersection improvements
- Turn lanes

- Bridge repair or replacement
- Sidewalk adjacent (within right-of-way) to a public road or street
- Roadway signs, striping, and guardrail installation
- Signal installation or improvement
- Aggregate surface course for dirt road maintenance

The following projects are not eligible with LMIG funds:

- Right-of-way acquisition
- Street lighting
- Beautification and streetscapes
- Walking trails and tracks
- Landscaping
- Administrative services

The LMIG budget for FY 2021 is based on the collection of motor fuel taxes from FY 2020. The amount of each local government's allocation is based on the total centerline road miles for your local road system and the total population of your city / county as compared with the total statewide centerline road miles and total statewide population.

LMIG funds can be escrowed by the local government for a maximum of three fiscal years for the construction of larger projects, but GDOT expects the vast majority of the projects to be completed within the fiscal year of the grant.

All LMIG projects must be completed as soon as possible, but substantially complete within three years from the date of the LMIG application. All preconstruction activities, advertisements, lettings, and quality control of work and materials will be the responsibility of the local government.

The Public Works Department proposes to use the FY2021 LMIG allocation and match to fund the following milling and resurfacing projects:

- 1 Abbey Terrace - Grey Abbey Drive to Cul De Sac
- 2 Beacon Knoll Drive - High Hampton Chase to cul de sac
- 3 Belmont Chase Court - Derby Chase Court to Cul De Sac
- 4 Birchington Close - Cape York Trace to Cul De Sac
- 5 Boxgrove Road - Cape York Trace to Cul De Sac
- 6 Bracebridge Road - Kimball Bridge to Grey Abbey Drive
- 7 Brookeline Way - Brookeline Trace to Cul De Sac
- 8 Brookestone Court - Weatherstone Way to cul de sac
- 9 Brookline Ridge - Park Brooke Trace to Cul De Sac
- 10 Brookline Trace - Park Brooke Trace to Cul De Sac
- 11 Burford Hollow - Garrick Point to Cul De Sac
- 12 Chapel Saint Leon Court - Boxgrove Road to Cul De Sac
- 13 Cobblestone Way - Weatherstone Way to cul de sacs
- 14 Darvish Lane - Cul de sac to cul de sac
- 15 Derby Chase Court - Douglas Road to Cul De Sac
- 16 Devon Court - Devon Lane to cul de sac
- 17 Devon Lane - North Somerset Lane to end
- 18 Fieldstone Court - Cobblestone Way to cul de sac
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- 24 Haven Bluff - High Hampton Chase to cul de sac
- 25 High Hampton Chase - Waters Road to cul de sac
- 26 High Hampton Run - High Hampton Chase to cul de sac
- 27 High Vista Court - Beacon Knoll to cul de sac
- 28 Highlands Court - Waterview Trail to cul de sac

29 Hill Chase - High Hampton Chase to cul de sac
30 Kersey Cove - Barnesley Lane to Cul De Sac
31 Lainston Court - Garrick Point to Cul De Sac
32 Longstone Landing - Barnesley Lane to Cul De Sac
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52 Scranton Court - High Hampton Chase to cul de sac
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54 Stream Valley Court - Stream Valley Trail to Cul De Sac
55 Stream Valley Trail - Forest Path Lane to Cul De Sac
56 Summerfield Court - Cobblestone Way to cul de sac
57 Turlough Trail - Grey Abbey Drive to Cul De Sac
58 Waterview Drive - Waters Road to Waterview trail
59 Waterview Trail - End to End
60 Weatherstone Court - Pebblestone Ccourt to Cul de Sacs
61 Weatherstone Way - Providence Road to Pebblestone Court
62 Westwind Lane - Webb Bridge Road to cul de sac
63 Westwind Pointe - Westwind Lane to cul de sac

Note: This application is due on February 1, 2021

V. ALTERNATIVES:

VI. ATTACHMENTS:

Alpharetta LMIG - Attachment 1 FY2021, Alpharetta LMIG Application Cover Letter FY 2021, Alpharetta LMIG_APPLICATION_SIG_PAGE FY 2021, Alpharetta LMIG Project List FY 2021, Contract Routing Form LMIG FY 2021



A RESOLUTION TO AUTHORIZE THE MAYOR AND CITY COUNCIL TO SUBMIT A FY18 LOCAL MAINTENANCE AND IMPROVEMENT GRANT APPLICATION TO THE GEORGIA DEPARTMENT OF TRANSPORTATION

WHEREAS, the Georgia Department of Transportation made available funding under the Fiscal Year 2021 Local Maintenance and Improvement Grant Program; and

WHEREAS, such funding may be used to fund transportation improvement projects such as adding turn lanes, milling and resurfacing, or repairing bridges; and

WHEREAS, the Georgia Department of Transportation has allocated the City of Alpharetta \$573,943.66 for Fiscal Year 2021 through the program's funding allocation formula; and

WHEREAS, the City of Alpharetta must include an additional 30% match for the project; and

WHEREAS, the City of Alpharetta desires to use this funding to complete milling and resurfacing along forty one roads in the City; and

WHEREAS, evidence authorizing the acceptance of said application must be provided.

NOW, THEREFORE BE IT SO RESOLVED, this 4th day of January, 2021, by the Mayor and Council of the City of Alpharetta that the submission of the Fiscal Year 2021 Local Maintenance and Improvement Grant application is hereby approved; and the Mayor is hereby authorized to execute the necessary award package with directives under the Local Maintenance and Improvement Grant Program.

Adopted this _____ day of _____ 2021.

CITY OF Alpharetta, GEORGIA

By: _____
Mayor

Council Member

Council Member

Council Member

Council Member

Council Member

Council Member

Attest: _____
City Clerk



2 PARK PLAZA
ALPHARETTA, GA 30009
PHONE: 678.297.6000
WWW.ALPHARETTA.GA.US

January 4, 2021

Chantrae Kent
District State Aid Coordinator
Georgia Department of Transportation, District 7
5025 New Peachtree Road
Chamblee, Georgia 30341

Re: FY 2021 Local Maintenance and Improvement Grant Application

The City of Alpharetta appreciates the opportunity to apply for funding through the FY 2021 Local Maintenance and Improvement Grant Program.

Please find enclosed the City of Alpharetta's LMIG application. For this particular offering, the City is planning to use the awarded amount to supplement the funding we have allocated in the City's FY 2021 Capital Budget for milling and resurfacing of select paved City roadways. The list and data on the specific roadways have been uploaded to the GDOT Grants website.

All projects associated with previous LMIG funding allocated to the City of Alpharetta have been completed and Statements of Final Project Expenditures have been previously submitted to your office. The most recent was submitted December 2020.

Should you have any questions regarding this application, please contact Ms. Jill Bazinet in our Public Works Department at 678-297-6203 or by email at jbazinet@alpharetta.ga.us.

Sincerely,

Jim Gilvin
Mayor
City of Alpharetta

MAYOR
JIM GILVIN

MAYOR PRO TEM
DONALD F. MITCHELL

COUNCIL MEMBERS
JASON BINDER
BEN BURNETT
JOHN HIPES
DAN MERKEL
KAREN RICHARD

CITY ADMINISTRATOR
ROBERT J. REGUS

**GEORGIA DEPARTMENT OF TRANSPORTATION LOCAL MAINTENANCE &
IMPROVEMENT GRANT (LMIG) APPLICATION FOR FISCAL YEAR 2021**
TYPE OR PRINT LEGIBLY. ALL SECTIONS MUST BE COMPLETED.

LOCAL GOVERNMENT AFFIDAVIT AND CERTIFICATION

I, Jim Gilvin (Name), the Mayor (Title), on behalf of the City of Alpharetta (Local Government), who being duly sworn do swear that the information given herein is true to the best of his/her knowledge and belief. Local Government swears and certifies that it has read and understands the LMIG General Guidelines and Rules and that it has complied with and will comply with the same.

Local government further swears and certifies that it has read and understands the regulations for the Georgia Planning Act of 1989 (O.C.G.A. § 45-12-200, et seq.), Service Delivery Strategy Act (O.C.G.A. § 36-70-20, et seq.), and the Local Government Budgets and Audits Act (O.C.G.A. 36-81-7 et seq.) and will comply in full with said provisions. Local government further swears and certifies that the roads or sections of roads described and shown on the local government's Project List are dedicated public roads and are part of the Public Road System in said county/city. Local government further swears and certifies that it complied with federal and/or state environmental protection laws and at the completion of the project(s), it met the match requirements as stated in the Transportation Investment ACT (TIA).

Further, the local government shall be responsible for any claim, damage, loss or expense that is attributable to negligent acts, errors, or omissions related to the designs, drawings, specifications, work and other services furnished by or on behalf of the local government pursuant to this Application ("Loss"). To the extent provided by law, the local government further agrees to hold harmless and indemnify the DEPARTMENT and the State of Georgia from all suits or claims that may arise from said Loss.

If the local government fails to comply with these General Guidelines and Rules, or fails to comply with its Application and Certification, or fails to cooperate with the auditor(s) or fails to maintain and retain sufficient records, the DEPARTMENT may, at its discretion, prohibit the local government from participating in the LMIG program in the future and may pursue any available legal remedy to obtain reimbursement of the LMIG funds. Furthermore, if in the estimation of the DEPARTMENT, a roadway or bridge shows evidence of failure(s) due to poor workmanship, the use of substandard materials, or the failure to follow the required design and construction guidelines as set forth herein, the Department may pursue any available legal remedy to obtain reimbursement of the allocated LMIG funds or prohibit local government from participating in the LMIG program until such time as corrections are made to address the deficiencies or reimbursement is made. All projects identified on the Project list shall be constructed in accordance with the Department's Standard Specifications of Transportation Systems (Current Edition), Supplemental Specifications (Current Edition), and Special Provisions.

Local Government:

95319

E-Verify Number

(Signature)

Sworn to and subscribed before me,

Jim Gilvin (Print)

This ____ day of _____, 20__.

Mayor / ~~Commission Chairperson~~

In the presence of:

(Date)

NOTARY PUBLIC

LOCAL GOVERNMENT SEAL:

My Commission Expires:

NOTARY PUBLIC SEAL:

**FY 2020 Local Maintenance and Improvement Grant
City of Alpharetta**

LMIG Roads

Name of Roads	Extents	Total Length (Miles)	Description of Work	Est. Cost	Project Schedule
Abbey Terrace	Grey Abbey Drive to cul-de-sac	0.05	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$12,545.00	Work expected to begin March 2021. Expected completion of July 2021.
Beacon Knoll Drive	High Hampton Chase to cul-de-sac	0.16	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$36,747.50	Work expected to begin March 2021. Expected completion of July 2021.
Belmont Chase Court	Derby Chase Court to cul-de-sac	0.11	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$22,852.50	Work expected to begin March 2021. Expected completion of July 2021.
Birchington Close	Cape York Trace to cul-de-sac	0.05	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$11,870.00	Work expected to begin March 2021. Expected completion of July 2021.
Boxgrove Road	Cape York Trace to cul-de-sac	0.12	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$22,575.00	Work expected to begin March 2021. Expected completion of July 2021.
Bracebridge Road	Kimball Bridge to Grey Abbey Drive	0.26	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$44,095.00	Work expected to begin March 2021. Expected completion of July 2021.
Brookeline Way	Brookeline Trace to cul-de-sac	0.08	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$18,297.50	Work expected to begin March 2021. Expected completion of July 2021.

**FY 2020 Local Maintenance and Improvement Grant
City of Alpharetta**

LMIG Roads

Name of Roads	Extents	Total Length (Miles)	Description of Work	Est. Cost	Project Schedule
Brookestone Court	Weatherstone Way to cul-de-sac	0.05	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$12,160.00	Work expected to begin March 2021. Expected completion of July 2021.
Brookline Ridge	Park Brooke Trace to cul-de-sac	0.07	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$16,430.00	Work expected to begin March 2021. Expected completion of July 2021.
Brookline Trace	Park Brooke Trace to cul-de-sac	0.16	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$37,132.50	Work expected to begin March 2021. Expected completion of July 2021.
Burford Hollow	Garrick Point to cul-de-sac	0.15	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$26,465.00	Work expected to begin March 2021. Expected completion of July 2021.
Chapel Saint Leon Court	Boxgrove Road to cul-de-sac	0.05	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$11,615.00	Work expected to begin March 2021. Expected completion of July 2021.
Cobblestone Way	Weatherstone Way to cul-de-sac	0.14	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$31,540.00	Work expected to begin March 2021. Expected completion of July 2021.
Darvish Lane	Cul-de-sac to cul-de-sac	0.11	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$21,492.50	Work expected to begin March 2021. Expected completion of July 2021.

**FY 2020 Local Maintenance and Improvement Grant
City of Alpharetta**

LMIG Roads

Name of Roads	Extents	Total Length (Miles)	Description of Work	Est. Cost	Project Schedule
Derby Chase Court	Douglas Road to cul-de-sac	0.25	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$50,637.50	Work expected to begin March 2021. Expected completion of July 2021.
Devon Court	Devon Lane to cul-de-sac	0.05	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$14,653.25	Work expected to begin March 2021. Expected completion of July 2021.
Devon Lane	North Sommerset Lane to end	0.06	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$11,786.25	Work expected to begin March 2021. Expected completion of July 2021.
Fieldstone Court	Cobblestone Way to cul de sac	0.09	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$17,235.00	Work expected to begin March 2021. Expected completion of July 2021.
Forest Path Circle	Forest Path Lane to cul-de-sac	0.03	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$9,477.50	Work expected to begin March 2021. Expected completion of July 2021.
Forest Path Lane	Park Brooke Trace to cul-de-sac	0.33	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$66,550.00	Work expected to begin March 2021. Expected completion of July 2021.
Garrick Point	Barnesley Lane to cul-de-sac	0.17	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$28,722.50	Work expected to begin March 2021. Expected completion of July 2021.

**FY 2020 Local Maintenance and Improvement Grant
City of Alpharetta**

LMIG Roads

Name of Roads	Extents	Total Length (Miles)	Description of Work	Est. Cost	Project Schedule
Glen Abbey Drive	Kimball Bridge to Grey Abbey Drive	0.25	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$50,525.00	Work expected to begin March 2021. Expected completion of July 2021.
Great Rissington Way	Hebden Bridge Lane to cul-de-sac	0.15	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$32,042.50	Work expected to begin March 2021. Expected completion of July 2021.
Haven Bluff	High Hampton Chase to cul-de-sac	0.08	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$22,562.50	Work expected to begin March 2021. Expected completion of July 2021.
High hampton chase	Waters Road to cul de sac	1.12	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$207,415.00	Work expected to begin March 2021. Expected completion of July 2021.
High Hampton Run	High Hampton Chase to cul-de-sac	0.06	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$19,105.00	Work expected to begin March 2021. Expected completion of July 2021.
High Vista Court	Beacon Knoll to cul-de-sac	0.03	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$13,895.00	Work expected to begin March 2021. Expected completion of July 2021.
Highlands Ct	Waterview Trail to cul-de-sac	0.06	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$13,900.00	Work expected to begin March 2021. Expected completion of July 2021.

**FY 2020 Local Maintenance and Improvement Grant
City of Alpharetta**

LMIG Roads

Name of Roads	Extents	Total Length (Miles)	Description of Work	Est. Cost	Project Schedule
Hill Chase	High Hampton Chase to cul-de-sac	0.23	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$48,907.50	Work expected to begin March 2021. Expected completion of July 2021.
Kersey Cove	Barnesley Lane to cul-de-sac	0.06	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$14,020.00	Work expected to begin March 2021. Expected completion of July 2021.
Lainston Court	Garrick Point to cul-de-sac	0.14	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$23,915.00	Work expected to begin March 2021. Expected completion of July 2021.
Longstone Landing	Barnesley Lane to cul-de-sac	0.19	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$30,742.50	Work expected to begin March 2021. Expected completion of July 2021.
Manning Drive	Cumming Street to end	0.21	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$29,407.50	Work expected to begin March 2021. Expected completion of July 2021.
Minsterworth Drive	Grey Abbey Drive to cul-de-sac	0.18	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$32,465.00	Work expected to begin March 2021. Expected completion of July 2021.
Nasser Avenue	Douglas Road to cul-de-sac	0.04	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$6,005.00	Work expected to begin March 2021. Expected completion of July 2021.

**FY 2020 Local Maintenance and Improvement Grant
City of Alpharetta**

LMIG Roads

Name of Roads	Extents	Total Length (Miles)	Description of Work	Est. Cost	Project Schedule
North Saint Phillips Lane	Barnesley Lane to cul-de-sac	0.22	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$35,017.50	Work expected to begin March 2021. Expected completion of July 2021.
North Somerset Lane	Henderson Parkway to cul-de-sacs	0.25	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$59,559.25	Work expected to begin March 2021. Expected completion of July 2021.
Park Brooke Trace	Park Brooke Drive to cul-de-sac	0.40	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$73,907.50	Work expected to begin March 2021. Expected completion of July 2021.
Park Brooke Walk Way	Park Brooke Trace to cul-de-sac	0.25	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$47,570.00	Work expected to begin March 2021. Expected completion of July 2021.
Park Creek Drive	Park Bridge Parkway to cul-de-sac	0.47	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$94,070.00	Work expected to begin March 2021. Expected completion of July 2021.
Park Creek Ridge	Park Creek Drive to Park Creek Drive	0.14	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$23,237.50	Work expected to begin March 2021. Expected completion of July 2021.
Park Creek Trace	Park Creek Drive to Park Creek Ridge	0.09	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$14,955.00	Work expected to begin March 2021. Expected completion of July 2021.

**FY 2020 Local Maintenance and Improvement Grant
City of Alpharetta**

LMIG Roads

Name of Roads	Extents	Total Length (Miles)	Description of Work	Est. Cost	Project Schedule
Pebblestone Court	Weatherstone Way to cul-de-sac	0.14	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$24,445.00	Work expected to begin March 2021. Expected completion of July 2021.
Penn Oak Court	Hopewell Plantation Drive to cul-de-sac	0.06	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$14,020.00	Work expected to begin March 2021. Expected completion of July 2021.
Pindell Circle	Mid broadwell to end	0.22	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$37,807.50	Work expected to begin March 2021. Expected completion of July 2021.
Radlett Lane	North Saint Phillips Lane to cul-de-sac	0.07	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$15,095.00	Work expected to begin March 2021. Expected completion of July 2021.
Rhodes Chase Court	Hopewell Plantation Drive to cul-de-sac	0.20	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$32,600.00	Work expected to begin March 2021. Expected completion of July 2021.
Rhodes Creek Court	Rhodes Chase Court to cul-de-sac	0.03	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$9,890.00	Work expected to begin March 2021. Expected completion of July 2021.
Rhodes Creek Trail	Hopewell Plantation Drive to cul-de-sac	0.05	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$12,942.50	Work expected to begin March 2021. Expected completion of July 2021.

**FY 2020 Local Maintenance and Improvement Grant
City of Alpharetta**

LMIG Roads

Name of Roads	Extents	Total Length (Miles)	Description of Work	Est. Cost	Project Schedule
Ridge Haven Run	High Hampton Chase to cul-de-sac	0.20	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$42,480.00	Work expected to begin March 2021. Expected completion of July 2021.
Ridge Oak place	High Hampton Chase to cul-de-sac	0.16	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$35,665.00	Work expected to begin March 2021. Expected completion of July 2021.
Scranton Court	High Hampton Chase to cul-de-sac	0.09	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$24,310.00	Work expected to begin March 2021. Expected completion of July 2021.
Seeleys Bay Court	Bracebridge Road to cul-de-sac	0.04	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$10,420.00	Work expected to begin March 2021. Expected completion of July 2021.
Stream Valley Court	Stream Valley Trail to cul-de-sac	0.08	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$18,702.50	Work expected to begin March 2021. Expected completion of July 2021.
Stream Valley Trail	Forest Path Lane to cul-de-sac	0.16	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$36,875.50	Work expected to begin March 2021. Expected completion of July 2021.
Summerfield Court	Cobblestone Way to cul-de-sac	0.08	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$18,177.50	Work expected to begin March 2021. Expected completion of July 2021.

**FY 2020 Local Maintenance and Improvement Grant
City of Alpharetta**

LMIG Roads

Name of Roads	Extents	Total Length (Miles)	Description of Work	Est. Cost	Project Schedule
Turlough Trail	Grey Abbey Drive to cul-de-sac	0.11	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$20,832.50	Work expected to begin March 2021. Expected completion of July 2021.
Waterview Drive	Water Road to Waterview Trail	0.05	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$8,282.50	Work expected to begin March 2021. Expected completion of July 2021.
Waterview Trail	End to end	0.41	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$88,467.50	Work expected to begin March 2021. Expected completion of July 2021.
Weatherstone Court	Pebblestone Court to cul-de-sacs	0.09	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$24,842.50	Work expected to begin March 2021. Expected completion of July 2021.
Weatherstone Way	Providence Road to Pebblestone Court	0.17	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$34,612.50	Work expected to begin March 2021. Expected completion of July 2021.
Westwind Lane	Cul-de-sac to Webb Bridge Road	0.22	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$40,367.50	Work expected to begin March 2021. Expected completion of July 2021.
Westwind Pointe	Westwind Lane to cul-de-sac	0.04	Mill existing asphalt; 1.5 inches; full width. Inlay asphalt 1.5 inches of 9.5mm superpave.	\$11,070.00	Work expected to begin March 2021. Expected completion of July 2021.

Est. Total: \$1,980,009.25

FY 2020 Local Maintenance and Improvement Grant
City of Alpharetta

LMIG Roads

Name of Roads	Extents	Total Length (Miles)	Description of Work	Est. Cost	Project Schedule
FY 21 LMIG Award	\$ 573,943.66				
30% City Match	\$ 172,183.10				
Total	\$ 746,126.76		Costs over this amount will be funded by the City of Alpharetta.		



Contract Routing Form

PLEASE ATTACH THIS FORM TO ALL CONTRACTS FOR EXECUTION

DATE: January 4, 2021 CONTRACTING DEPARTMENT: Public Works

FINANCE CONTACT: Beth Rucker and Debora Westbrook

CONTRACT NUMBER (use bid or RFP# unless otherwise noted): LMIG Application

CONTRACT NAME: Georgia Department of Transportation Local Maintenance and Improvement Grant (LMIG) Application for Fiscal Year 2020

Responsible Party	Description	Initials & Date Received	Action to be Taken	Date Sent
Finance	Collect (scan if needed) all contract backup documents (agenda item, summary, quote/bid documents, etc.)		Email to Legal with copy of this form	
Legal	Create Contract		Email/mail to Contractor with a request for three (3) Contract Originals to be signed by the Contractor and returned to Legal	
Legal	Receive signed originals from Contractor		Approve as to form and Forward all Originals to City Clerk	
City Clerk	Facilitate Department Director's and Mayor's approval/ signature of all Originals		Forward all Originals to Finance (Purchasing)	
Finance	Retain one Original for Finance records		(Finance- Note Final Routing)	

Notes for contract routing:

Please sign the cover letter and FY2021 LMIG Application. The LMIG Application must be signed by the mayor and have the city's seal. It must also be notarized.

Application is due to GDOT by February 1, 2021. Return signed documents to Jill Bazinet.



City Council Meeting STAFF REPORT

Submitting Department: Public Safety

Submitted By: Bob Regus

Sponsored By:

Meeting Date: January 11, 2021

I. AGENDA ITEM TITLE: REVIEWING THE SAFE HOTEL ORDINANCE

II. RECOMMENDATION:

This workshop is presented for City Council discussion and information purposes. No vote or formal action is requested at this time.

III. REPORT IN BRIEF:

IV. ALTERNATIVES:

V. ATTACHMENTS:

Hotel Ordinance Review, O-2019-05-06-774A ordinance to amend Chapter 42 of the Code of the COA to add Regulations to Promote safe hotels within the City

Hotel Ordinance Review

2020 Review

- Public Safety and Community Development staff went to each hotel in Alpharetta and reviewed the current hotel ordinance with hotel management. Managers/owners from each location expressed their willingness to work with city staff moving forward to ensure appropriate measures are taken to meet the goal of being Tier One hotels.

-The following five hotels are classified as Tier Two Hotels based on the current ordinance and 2020 call data:

- Extended Stay America – 1950 Rock Mill Rd. (33%)
- Extended Stay Hotel – 3329 Old Milton Pkwy (32%)
- Comfort Inn – 5455 Windward Pkwy (42%)
- Extended Stay Hotel – 3331 Old Milton Pkwy (33%)
- Comfort Suites – 1005 Kingswood Place (32%)

-All other hotels are classified as Tier One Hotels.

Recommendations for Hotel Ordinance Updates

-Many of the calls for service ADPS officers respond to are not criminal in nature. Staff is recommending that only calls for service that are criminal in nature (officer responds and determines some type of crime has been committed) are used to establish a matrix for hotel tiers in Alpharetta. Based on a data analysis of calls that are criminal in nature, staff is recommending the following tiers based on a calls for service ratio of numbers of criminal calls for service divided by the number of rooms in service at the hotel:

- Tier One: Any percentage less than 3%
- Tier Two: 3.0%-8.0%
- Tier Three: Any percentage above 8%

*The five current hotels that are currently in tier two would also be in tier two when applying these recommended ratios.

-Require all guests responsible for checking in to a room to be at least 21 years old.

-All guests checking in must provide a valid identification and a vehicle tag number.

-Allow all calls (including front desk) made to ADPS to count towards the calls for service ratio (in the current ordinance, calls from front desk staff are not factored into the ratio).

-A quarterly review of stats by Public Safety, Community Development staff and the City Administrator.

-A minimum of two meetings a year between Public Safety Staff, Community Development Staff and each hotel's management/ownership.

-The Director of Public Safety has the ability to place a hotel into a Tier Two status at any time if hotel management/ownership does not comply with staff recommendations directed toward improving the safety of the hotel.

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF ALPHARETTA,
GEORGIA TO AMEND CHAPTER 42 OF THE CODE OF THE CITY OF ALPHA-
RETTA, GEORGIA, TO ADD REGULATIONS TO PROMOTE SAFE HOTELS WITHIN
THE CITY; TO REPEAL CONFLICTING ORDINANCES; TO PROVIDE FOR AN
EFFECTIVE DATE; AND FOR OTHER PURPOSES**

WHEREAS, the Mayor and Council of the City of Alpharetta ("City Council") are charged with the protection of the public health, safety, and welfare of the citizens of the City of Alpharetta (the "City"); and

WHEREAS, the City Council desires to amend Chapter 42 of The Code of the City of Alpharetta, Georgia (the "Code") to add Article VI in order to add regulations to promote safe hotels within the City.

NOW, THEREFORE, the Council of the City of Alpharetta hereby ordains, as follows:

Section 1. Chapter 42 of the Code is hereby amended by adding the following:

"ARTICLE VI. SAFE HOTELS

Sec. 201. Purpose of this Article.

The purpose of this article is to promote safe hotels within the City of Alpharetta, and to protect the public health, safety and welfare.

Sec. 202. Applicability; Definitions.

- (a) This article shall apply to hotels/motels licensed under Chapter 42, Article V, Section 42-187, et seq. of the Code ("Article V").
- (b) Nothing in this article shall waive or replace the obligations of a licensee under Article V. The provisions of this article shall be deemed supplemental.
- (c) For purposes of this article only, the following terms shall have the meanings ascribed to them in this section.

Calls for service means the total number of calls to the Alpharetta Public Safety Department ("APS") that result in a request that a representative be dispatched or directed to the hotel, over a one-year period, when those responses:

- (1) Result in a representative being dispatched or directed to the hotel;
- (2) Allege evidence of criminal activity;
- (3) Result in an arrest, charge, citation or discovery of criminal activity; or
- (4) Find an imminent threat to safety of persons or property.

Calls for service shall not include calls to law enforcement made by employees or agents of the hotel property itself or traffic citations in which the hotel property address is used as the address for the citation.

Calls for service shall not include calls resulting from a mass casualty event or calls relating to fire alarms, emergency medical situations, warrants, transportation by the APS, training, police escorts, traffic stops, maintenance, security checks initiated by APS, or calls initiated by off-duty officers hired by the hotel to provide security.

Calls for service ratio means the number of calls for service divided by the number of rooms in service at the hotel.

Code shall mean the revised Code of the City of Alpharetta.

Hotel shall have the same definition as set forth in Article V.

Employee means any person who earns qualifying wages, commissions or other type of compensation from the hotel.

Guest means any person that occupies a guestroom.

Guestroom means a room offered to the public for a fee that contains, at a minimum, provisions for sleeping.

Hotel operation means the occupancy of any guestroom or use of any hotel facility.

Manager means the general manager, shift manager, or any person in any supervisory position at the hotel.

Owner means a corporation, firm, partnership, association, organization and any other group acting as a unit, or a person who has legal title to any structure or premises with or without

accompanying actual possession thereof, and shall include the duly authorized agent or attorney, a purchaser, devisee, fiduciary and any person having a vested or contingent interest in the premises in question.

Operator means any person who works at a hotel in a capacity to facilitate the offering of guestrooms to guests, including, but not limited to, front desk workers.

Sec. 203. Certificate of Authority Required; Permit Required; Permit Fee.

- (a) All operators shall continue to annually register, apply for, and obtain a Certificate of Authority pursuant to Article V, and collect and remit taxes as set forth therein. In addition, a copy of the application and certificate shall be registered annually with the Department of Public Safety within ten (10) days of the submission of the application and receipt of the Certificate of Authority. Upon receipt of the copy by the Department of Public Safety and the receipt of the regulatory fee set forth below, the Department shall issue a permit to the operator. It shall be unlawful to operate a hotel within the City without a permit as provided herein.
- (b) Officials of the Department of Public Safety and Department of Community Development, and health officials shall have the authority to regularly inspect the premises of a hotel to insure compliance with applicable codes and standards. Such inspections shall be conducted at least annually.
- (c) In order to defray the annual regulatory costs associated with the implementation of the City's Safe Hotels Program, including inspections, safety improvement recommendations and excess calls for service, the following annual permit fees are established:

<u>Tier</u>	<u>Fee</u>
One	\$ N/A
Two	\$1.00
Three	\$5,000.00

Sec. 204. Tier System.

- (a) For the purposes of this article only, the following tiers are established for hotels:

Tier One: A hotel that has a call for service ratio (as defined in Section 2), equal to or less than 30% (For example, a hotel with 100 rooms that has 30 or less calls for service on an annualized basis by calendar year, is a Tier One hotel).

Tier Two: A hotel that has a call for service ratio in excess of 30%, but equal to or less than 42%.

Tier Three: A hotel that (1) either has a call for service ratio in excess of 42%; or (2) has been in Tier Two or Tier Three (or a combination of Tier Two and Three) for at least the two prior calendar years, and has not been in Tier One at any point during that time period.

- (b) Every Tier Two and Tier Three hotel shall (1) obtain from each and every Guest a copy of the Guest's photo identification and, if applicable, vehicle registration (i.e., license) plate number; and (2) keep and store, on the hotel's premises for a period of no less than 60 days from the date it is obtained, the information obtained pursuant to Section 204(b)(1) above.

Sec. 205. Probationary Period.

- (a) A hotel that reaches Tier Two for the first time shall be notified it is operating in a probationary period.
- (b) Any hotel that enters a probationary period shall complete meetings, separately or combined, with Public Safety, health, and Community Development officials to discuss issues related to the property contributing to criminal activity and actions to mitigate them and limit their impact.

Sec. 206. Automatic Security Requirements for Tier Three Hotels.

- (a) Tier Three hotels shall hire and maintain on the property, at the owner's sole expense, the presence of an off-duty officer with arresting authority between 9:00 p.m. and 3:00 a.m. seven (7) days a week.

- (b) Tier Three Hotels shall also implement policies to reduce calls for service, including but not limited to:
 - (1) A meeting with Public Safety, health, and Community Development officials to discuss issues related to the property contributing to criminal activity and actions to mitigate them and limit their impact;
 - (2) Installation of safety and security measures such as, but not limited to, fencing, lighting, public space surveillance, if any are found by law enforcement to not be in place and necessary to prevent further criminal activity;
 - (3) Creation and posting of guest rules, which shall be approved by the Director of Public Safety;
 - (4) Implementation and enforcement of a no trespass list;
 - (5) Implementation of minimum age of 21 for check-in for lodging properties; and
 - (6) Requirement of use of valid credit card at check-in.

Sec. 207. Suspension and Revocation of License.

- (a) The Director of Public Safety may suspend the permit of a Tier Three hotel for a period of up to 30 days if the Director determines that the operator is not making reasonable progress in reducing calls for service. The Director shall notify the operator in writing of the proposed suspension. The operator may appeal the determination of the Director to the Mayor and Council by providing written notice to the City Clerk within 15 days of receipt of the notice. If the operator fails to timely appeal, the suspension shall take effect upon expiration of the deadline for filing an appeal. If the operator files a timely appeal, the suspension shall not take effect until the matter is heard by the Mayor and Council. The suspension, if upheld by the Mayor and Council, shall begin within 3 days of the date of the Mayor and Council's decision.
- (b) If a permit is suspended, the hotel is prohibited from furnishing guestrooms or other space to new guests,

including but not limited to, conference rooms, ballrooms, pools and spas, and parking lots. The hotel may only continue to operate and furnish guestrooms to current guests unless an emergency order requires immediate evacuation of the property.

- (c) The permit of a Tier Three hotel may be revoked by the Director of Public Safety following two suspensions, and further failure to make reasonable progress in reducing calls for service. The method for appealing a revocation is the same as for the appeal of a suspension. If a permit is revoked, the owner/operator of the property is prohibited from furnishing guestrooms or rented space to new guests and must cease operations within 30 days of a final decision.

Sec. 208. Reward Program.

Each hotel employee who makes a public safety call that results in an arrest shall receive a reward of up to \$200.00, at the discretion of the Public Safety Department. In addition, the Public Safety Department may provide additional non-monetary reward recognition. Rewards shall be funded from fees generated pursuant to Sec. 3(c).

Section 2. It is the intention of the City Council and it is hereby ordained by the authority of the City Council that the provisions of this Ordinance shall become and be made a part of the Code of the City of Alpharetta, Georgia and the codifier is authorized to make the specified deletions, insertions, additions, and to insert headings, article numbers and section numbers as and where appropriate.

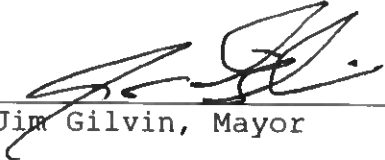
Section 3. If any section, subsection, provision, or clause of any part of this Ordinance shall be declared invalid or unconstitutional, or, if the provisions of any part of this Ordinance as applied to any particular situation or set of circumstances shall be declared invalid or unconstitutional, such invalidity shall not be construed to affect the portions of this Ordinance not so held to be invalid, or the application of this Ordinance to other circumstances not so held to be invalid. It is hereby declared as the intent of the City Council that this Ordinance would have been adopted in its current form without the invalid or unconstitutional provision contained therein.

Section 4. This Ordinance shall become effective January 1, 2020. This Ordinance shall be reviewed the Mayor and City Council on or before January 1, 2021.

Section 5. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of such conflict.

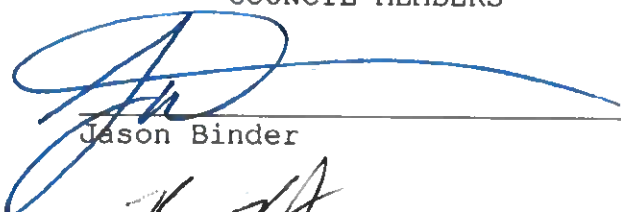
[SIGNATURE PAGE TO ORDINANCE AMENDING CHAPTER 42
OF THE CODE OF THE CITY OF ALPHARETTA, GEORGIA
TO ADD REGULATIONS TO PROMOTE SAFE HOTELS]

CITY OF ALPHARETTA, GEORGIA

By: 

Jim Gilvin, Mayor

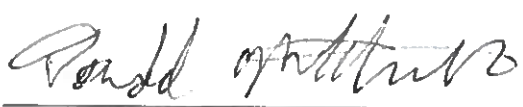
COUNCIL MEMBERS

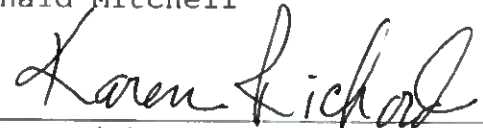

Jason Binder


Ben Burnett


John Hipes


Dan Merkel


Donald Mitchell


Karen Richard

Attest:


Erin Cobb, City Clerk

Approved as to Form:


E. Sam Thomas, City Attorney

First Reading 2/25/2019

Second Reading 5/6/2019

Adopted 5/6/2019
3240779



City Council Meeting STAFF REPORT

Submitting Department: City Clerk

Submitted By: Jim Gilvin

Sponsored By:

Meeting Date: January 11, 2021

I. AGENDA ITEM TITLE: TSPLOST UPDATE

II. RECOMMENDATION:

This workshop is presented for City Council discussion and information purposes. No vote or formal action is requested at this time.

III. REPORT IN BRIEF:

Mayor Gilvin will provide an update to Council regarding his TSPLOST meeting with the Fulton County Commission and mayors, in order to get feedback for future discussions.

IV. ALTERNATIVES:

V. ATTACHMENTS:

North Fulton Presentation

INTRODUCTION

In January 2018, the Fulton County BOC in coordination with the Mayors of the County's 14 municipalities outside of the City of Atlanta adopted the Fulton County Transit Master Plan. In May 2019, the BOC in coordination with the cities, amended the County's short-term plan and reaffirmed South Fulton Parkway and GA 400 as the priority transit corridors.

Through previous discussions, MARTA has agreed to fund the maintenance and operations for transit along South Fulton Parkway and GA 400 as part of the existing 1-cent sales tax. To move these projects toward implementation a local commitment is required to help fund the necessary capital improvements. Renewal of the County's TSPLOST (Transportation Special Purpose Local Option Sales Tax) provides an avenue for the County and Cities to provide up to 50% of the capital funds needed to advance transit in South and North Fulton County.

PROJECT FUNDING

NORTH FULTON COUNTY

POPULATION (2018) <i>BASIS FOR TSPLOST DISTRIBUTION</i>	+/- 394K
% OF FULTON COUNTY POPULATION OUTSIDE ATLANTA	66.3%
ESTIMATED TSPLOST II REVENUE <i>BASED ON POPULATION</i>	\$358M
ESTIMATED BRT CAPITAL COST	\$350M
% OF TSPLOST II FUNDS NEEDED TO FUND 50% BRT CAPITAL COST	42%

1-CENT TSPLOST OPTION

In lieu of renewing the current 0.75-cent TSPLOST, the County could pursue a legislative change to allow a full 1-cent sales tax (as allowed in other Georgia counties). A full 1% sales tax would yield approximately \$700 Million over five years and would allow the cities to maintain a similar level of funding to the current TSPLOST for local projects as well as the necessary transit funding.

POTENTIAL REFERENDUM TIMELINE

On May 24, 2016, Fulton County voters reauthorized the education sales tax, ESPLOST, to raise up to \$976 million for new school construction, building additions and renovations, technology innovations, transportation upgrades and safety improvements throughout the Fulton County School System. The tax began collections on July 1, 2017, and will expire on June 30, 2022, unless voters approve another five-year extension. While timing of a Fulton County ESPLOST renewal is unknown at this point, the TSPLOST would need to be on the November 2021 ballot.

TIMELINE TABLE POTENTIAL REFERENDUM DATE

NOV 2021

JURISDICTIONS DEVELOP PROJECT LIST

FEBRUARY - MAY

JURISDICTIONS ADOPT PROJECT LIST
INCLUDING TRANSIT

JUNE

**OFFICIAL MEETING TO DISCUSS PROJECT LIST *AND*
INTERGOVERNMENTAL AGREEMENT EXECUTED**

JULY

**RESOLUTION SIGNED BY COUNTY AND
FORWARDED TO ELECTION SUPERINTENDENT**

BY AUGUST 2

NEXT STEPS

DECISIONS TO BE MADE

DECISION
TIMELINE

