

STEPS TO OBTAINING A DEMOLITION PERMIT FOR PROPERTIES OUTSIDE THE HISTORIC DISTRICT

STEP ONE: State of Georgia requirements.

The state of Georgia requires that the Georgia Project Notification Form For Asbestos Renovation, Encapsulation, or Demolition be submitted to Georgia Environmental Protection Division, Lead Paint and Asbestos Program before a renovation, encapsulation or demolition project begins. The state further requires that a fee is submitted to EPD-Asbestos Fees. Delivery of these items must be made by U.S. Postal Service or emailed.

STEP TWO PART A: City of Norcross requirements.

For demolition projects outside of the National Historic District, the City of Norcross requires a copy of the asbestos abatement report, a copy of the asbestos abatement inspector's certification and business license, and proof of mailing the report and fees (the green card or confirmation email will suffice) to the State of Georgia.

STEP TWO PART B: City of Norcross requirements.

The City of Norcross also requires the following items; 1) the Demolition Permit, Moving/Demolition Application and the Agreement for Moving & Demolition each be signed and notarized by the property owner, 2) submit legal proof of ownership of the property, 3) a site plan that clearly identifies the property and building subject to demolition, 3) a cash bond in the amount of \$1000.00, 4) \$100.00 permit fee.

STEP THREE: Permit issuance.

After all of the above have been submitted, the demolition permit will be reviewed. The City of Norcross may take 10 business days or more to complete the review and issue the permit.

STEP FOUR: Post demolition.

Once the demolition is completed per the requirements of Chapter 103-186, call for an inspection. Inspection requests must be placed by 4pm of the current business day and will be completed the following business day. Upon receiving a passing inspection, the city will issue a certificate of completion.

STEP FIVE: Bond returned.

In order for the demolition bond to be returned, the applicant must submit 3 letters. The first letter must state the amount of hazardous material to be removed from the site; the second letter must state the amount of hazardous material received by the disposal site and the third letter must be a notarized request for the return of the demolition bond as the demolition is complete and the property is in compliance with Chapter 103-186.

ARTICLE VII. MOVING AND DEMOLITION OF BUILDINGS*

*State law references: Ordinances relating to repair, closing and demolition of dwellings unfit for human habitation or buildings or structures that imperil health, safety or morals, O.C.G.A. § 36-61-11; county or municipal ordinances relating to unfit buildings or structures, O.C.G.A. § 41-2-9 et seq.

Sec. 103-185. Condition precedent to permit.

Whenever any house, dwelling, apartment or other structure formerly used for human habitation which exceeds 150 square feet, or whenever any commercial building or other structure formerly occupied in the conduct of any trade or business which exceeds 150 square feet, shall be removed from a location within the city to another and different location either within or without the city or there is to be a demolition of the structure, the applicant for the permit to move such structure or demolish such structure shall, before being entitled to the issuance of a permit for removal or demolition, agree in writing that he will, following removal or demolition of the structure, take all possible action, including that specified in section 103-186, to ensure that the premises or location from which the structure is removed or demolished shall be left in a sanitary condition and free from all trash, debris and structures which might become a harboring place for insects, rodents or vermin.

(Code 1979, § 8-2-21; Code 1998, § 86-101)

Sec. 103-186. Duty to restore premises to safe and sanitary condition.

After the removal of the structure as set forth in this article, the owner of the location or premises on which the structure was located shall be required to take necessary action to ensure that such location or premises shall be left in a safe and sanitary condition and shall be specifically required to do the following:

- (1) Remove from such location or premises all trash, debris, garbage and other similar material.
- (2) Fill all holes and depressions caused by the removal of any part of the structure, or caused as a result of compliance with this article, which might become a harboring place for insects, rodents or vermin.
- (3) Tear down and remove all underpinnings, pilasters, steps, plumbing connections and fixtures above ground level. All water, gas and sewer lines shall be closed off, sealed and made to be gastight and watertight.
- (4) Fill or cover with a concrete cap all wells.

(Code 1979, § 8-2-22; Code 1998, § 86-102)

Sec. 103-187. Time limits; costs.

All persons to whom this article is applicable shall comply with the provisions of this article within 30 days following the date of the removal of any structure specified herein. If any such person shall fail to comply with the provisions of this article, the city, its agents, employees, designees or contractors are authorized to enter upon the premises and to perform the work necessary thereon to comply with this article. The work may be performed by city forces or by parties employed by the city and the cost thereof charged against the person failing or refusing to

comply. Any person applying for a permit under this article grants to the city an easement on the premises to perform the work.

(Code 1979, § 8-2-23; Code 1998, § 86-103)

Sec. 103-191. Demolition of structures.

- (a) Whenever any person desires to demolish any house, dwelling, apartment or other similar structure formerly used for human habitation or any commercial, industrial, or other structure formerly used in the conduct of any trade or business, he shall, before being entitled to the issuance of a permit, agree in writing that he shall, following the demolition of the structure, take all necessary action including that specified in section 103-186 to ensure that the premises or location where the structure is demolished shall be left in a sanitary condition and free from all trash, debris and structures which might become a harboring place for insects, rodents or vermin.
- (b) No permit to demolish a structure shall be issued until the applicant shall post with the General Government Administration Department a cash bond in the amount set forth in the schedule of fees and charges. The cash bond is to be returned to the applicant after the permitted structure has been demolished and the applicant has placed the premises or location in the condition as set forth in this article. If the permit holder should fail to comply with this requirement, all or any portion of the cash bond shall be applied by the city to the cost of city forces entering upon the premises or location and placing them in the condition as specified in this article. No permit or bond is required for the demolition of barns, sheds or other accessory buildings where the structure was not used for human habitation or any commercial, industrial, trade or business purpose, or any building not having gas, water, electricity and other utilities connected.
- (c) It shall be unlawful to demolish any house, dwelling or other similar structure formerly used for human habitation or any commercial, industrial or other structure formerly used in the conduct of any trade or business without a proper permit. Any violation of this section shall be a continuing violation and each day of violation shall constitute a new offense.

Sec. 103-194. Penalties.

Any violation of this article shall be punishable as provided in section 1-11 or as otherwise provided under section 4.13 of the city Charter.

(Code 1979, § 8-2-30; Code 1998, § 86-110)



CITY OF NORCROSS BUILDING PERMIT APPLICATION

Community Development Department, 65 Lawrenceville Street, Norcross, Georgia 30071
Telephone: 678-421-2027 Facsimile: 770-242-0824 Inspections 770-448-7988

INITIATION INFORMATION

Building Permit No.: _____ Permit Issue Date: _____ Zoning _____ Development No.: _____
COA No.: _____ Power Co.: _____ Electric Waiver: _____ Water & Sewer Services _____

CONSTRUCTION INFORMATION

Construction Type: New Building: _____ Addition: _____ Alterations: _____
Demolition: _____ Building Type: _____ Building Usage: _____ Tax Parcel Number (s): _____
Property Address: _____ Suite or Lot No.: _____
Nearest Cross Street or Intersection: _____ Subdivision/Development Name: _____
Property Setbacks Lines: Left: ___ Right: ___ Front: ___ Back: ___ Lot Width: ___ Lot Depth: ___ No. of Units: ___
Building Width: _____ Building Depth: _____ Building Height: _____ No. of Stories: _____ No. of Rooms: _____
No. of Baths: _____ No. of Families: _____ No. of Bedrooms: _____ District type: Historic Overlay
Foundation Type: Slab Basement Crawlspace Deck Split Level
Total floor area: _____ Total Heated area: _____ Total UNHEATED area _____ Total Area of Construction _____
Project Name: _____ Construction value: \$ _____
Details of Construction: _____

This project will involve the following trades or work: HVAC Electrical Low Voltage Plumbing
 Gas Line Grease Trap Re-roof

PROPERTY OWNER INFORMATION

Property Owner Name: _____
Property Owner Address: _____
Phone: _____ Fax: _____ Email: _____

APPLICANT INFORMATION

Applicant (Company) Name: _____
Applicant Contact Name: _____
Applicant Address: _____
Phone: _____ Fax: _____ Email: _____



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Telephone: 678-421-2027 Facsimile: 770-242-0824 Inspections 770-448-7988

GENERAL CONTRACTOR INFORMATION

Only Home owner-occupants may act as their own General Contractor

General Contractor (Company) Name: _____

Contact Name: _____

Address: _____

GC/Qualifying Agent State License#: _____ GC Company State License#: _____

Phone: _____ Fax: _____ Email: _____

OFFICIAL USE ONLY

Permit Fee: \$ _____ COC/CO Fee: \$ _____ Water Tap Fee: \$ _____ Electric Meter Fee: \$ _____

Sewer Tap Fee: \$ _____ BP Receipt No. _____ Fine Amount: \$ _____

Plan Review Receipt No. _____ Plan Review No. _____

Please read and initial

_____ Application is hereby made according to the laws and ordinances of the City of Norcross for a permit to erect/alter and use a structure as described herein or shown on accompanying plan and specification, to be located as shown on accompanying plat plan and if same is granted, agree to conform to all laws and ordinances regulating same.

_____ Complete plans must be furnished on other than residential housing. Construction will be started no later than six months from date of permit issue.

_____ This application is made with full understanding that the City of Norcross cannot legally maintain private roads or driveways and will not be requested to do so.

_____ NOTICE: All SUB-CONTRACTOR AFFIDAVITS MUST BE SUBMITTED AT ISSUANCE OF PERMIT(S).

_____ Personally appeared the above named applicant, who under oath says that he/she is the applicant for the foregoing, and that all the above statements are true to the best of his/her knowledge.

_____ Application is also made for certificate of occupancy or completion for the above stated use. The building for which this permit is issued is not to be occupied until a City of Norcross certificate of occupancy or completion has been issued.

Applicant's Name (please print clearly)

Applicant's Signature and Current Date

Property Owner's Name (please print clearly)

Property Owner's Signature and Current Date

This Document was / was not signed in the presence of _____
City of Norcross Personnel Date

MOVING/DEMOLITION APPLICATION AND PERMIT

Application is hereby made to move/demolish a building.

Date _____ Permit # _____

Present location of building:

Street _____ City: _____

Tax Ref: _____ Zoning: _____ Use: _____

Proposed Location of building:

Street _____ City: _____

Tax Ref: _____ Zoning: _____ Use: _____

Proposed date of moving/demolition: _____

Contractor _____ Phone: _____

Date plans submitted to Inspection Dept.: _____

FEES:

Moving/Demolition permit fee paid \$ _____ Date: _____

Cash Bond Paid (if applicable) \$1,000.000 Date _____

Public Hearing fee paid (if applicable) \$300.00 Date _____

APPROVALS:

Inspection Department _____ Date: _____

Marshal /Police Dept. _____ Date: _____

Council, Mayor (if applicable) _____ Date: _____

Prior to hook-up of any service, a Building Permit must be obtained. Occupancy permit must be obtained after all inspections are completed.

Owner's name: _____

Owner's Signature: _____

Witness: _____



COMMUNITY DEVELOPMENT DEPARTMENT

Demolition Permit Number

AGREEMENT for MOVING & DEMOLITION

WITNESSETH:

I, _____, do hereby agree to abide by the City of Norcross Code, Chapter 103, Article VII, concerning the Moving and Demolition of the buildings. Furthermore, I have read and understand said Code and agree that following removal or demolition of the structure, I will take all possible action including that specified in Section 103-186 to insure that the premises or location from which the structure is removed or demolished shall be left in a sanitary condition and free from all trash, debris and structures which might become harboring places for insects, rodents or vermin.

Signature

Date

Address of Property being demolished:

Address: _____
Suite: _____
State: _____
Zip Code: _____

*Before me, the undersigned notary public, this day, personally,
appeared _____ to me known, who being duly sworn according to law,
deposes the following:*

*Subscribed and sworn to before me this _____ day
of _____, 20__.*

Notary Public

GEORGIA PROJECT NOTIFICATION FORM FOR ASBESTOS RENOVATION, ENCAPSULATION, OR DEMOLITION

ARE YOU SUBMITTING AN ADVANCE NOTIFICATION? EPD STRONGLY DISCOURAGES SUBMITTAL OF ADVANCE NOTIFICATIONS, BUT IF IT IS ENTIRELY UNAVOIDABLE, CHECK (☑) THE BOX BELOW AND FAX THE FIRST PAGE ONLY OF THIS FORM TO (404) 362-2563. WHEN SUBMITTING AN ADVANCE NOTIFICATION, YOU ARE STILL REQUIRED TO COMPLETE THIS FORM IN ITS ENTIRETY AND SUBMIT IT VIA MAIL TO THE ADDRESS PROVIDED. **EPD NO LONGER ACCEPTS 'FAX ONLY' DOCUMENTS!!**

PLEASE ACCEPT THIS FORM AS ADVANCE NOTIFICATION OF THE PROJECT DESCRIBED BELOW: ☐

PERSON SUBMITTING ADVANCE NOTIFICATION: _____ CONTACT PHONE: _____

FAILURE TO SUBMIT ACCURATE AND COMPLETE FORMS WITHIN THE REQUIRED TIME FRAME AND AS INSTRUCTED MAY RESULT IN ENFORCEMENT ACTIVITY BY EPD! INCOMPLETE OR INACCURATE FORMS WILL BE REJECTED AND RETURNED. USE AN ATTACHMENT TO PROVIDE ADDITIONAL INFORMATION FOR ANY SECTION WHEN NEEDED TO PROVIDE COMPLETE DETAILS.

DO NOT LEAVE ANY SECTION BLANK – INSERT UNKNOWN OR N/A IF NEEDED!

FOR PROJECTS WHERE FEES ARE DUE:
 EPD ASBESTOS FEES LOCKBOX
 POST OFFICE BOX 101173
 ATLANTA, GEORGIA 30392
 (SEE SECTION 6 FOR FEE CALCULATION INSTRUCTIONS)

FOR PROJECTS WHERE FEES ARE NOT DUE:
 EPD ASBESTOS PROGRAM
 ATTN: ASBESTOS NOTIFICATIONS
 4244 INTERNATIONAL PARKWAY, SUITE 104
 ATLANTA, GEORGIA 30334

SECTION 1A - TYPE OF NOTICE (USE THE APPROPRIATE CHECKBOX TO INDICATE THE TYPE OF NOTICE YOU ARE SUBMITTING)

ORIGINAL INITIAL ANNUAL BLANKET (\$1,000.00 FEE DUE NOW) CANCELLATION
 REVISION (IF REVISION, REVISION # _____) REVISION NOTE: CHECK THE REVISION BOX IN THE SECTION BEING REVISED AND INSERT THE CORRECTED INFORMATION WHERE APPROPRIATE

SECTION 1B - TYPE OF PROJECT CHECK IF SECTION IS BEING REVISED FROM A PREVIOUS SUBMITTAL ☐

RENOVATION/ABATEMENT **ONLY** RENOVATION/ABATEMENT **PRIOR TO** DEMOLITION ENCAPSULATION
 DEMOLITION ONLY JOINT DEMOLITION/RENOVATION ORDERED DEMOLITION
 EMERGENCY (SEE ASBESTOS RULES FOR DEFINITION OF EMERGENCY) COURTESY (FOR NON-FRIABLE PROJECTS OR UNDER TRIGGER QUANTITY PROJECTS **ONLY!!!**)

SECTION 2 – SITE INFORMATION CHECK IF SECTION IS BEING REVISED FROM A PREVIOUS SUBMITTAL ☐

PROJECT NAME: _____
 PROJECT ADDRESS: _____
 PROJECT CITY: _____ ZIP: _____ COUNTY: _____
 NEAREST MAJOR INTERSECTION: _____
 BLDG SIZE IN SQ. FT: _____ AGE OF BUILDING IN YEARS: _____ NUMBER OF FLOORS IN BUILDING: _____
 SPECIFIC LOCATION IN BUILDING OF ASBESTOS BEING REMOVED: _____

SECTION 3A – ABATEMENT CONTRACTOR CHECK IF SECTION IS BEING REVISED FROM A PREVIOUS SUBMITTAL ☐

ASBESTOS REMOVAL CONTRACTOR: _____
 CONTRACTOR STREET ADDRESS: _____ COMPANY CERTIFICATE #: _____
 CITY: _____ STATE: _____ ZIP: _____ PHONE: _____ FAX: _____
 LICENSED AGENT: _____ AGENT'S ID: _____ EXPIRES: _____ CELL PHONE: _____

3b Other Contractor CHECK IF SECTION IS BEING REVISED FROM A PREVIOUS SUBMITTAL ☐

GENERAL/SUB/DEMOLITION CONTRACTOR: _____ JOB CONTRACTED: _____
 OTHER CONTRACTOR STREET ADDRESS: _____
 CITY: _____ STATE: _____ ZIP: _____ PHONE: _____ FAX: _____

SECTION 4 – ACM INFORMATION CHECK IF SECTION IS BEING REVISED FROM A PREVIOUS SUBMITTAL ☐

IS ASBESTOS PRESENT? YES NO UNKNOWN FRIABLE NON-FRIABLE BOTH
 DID AN AHERA ACCREDITED INSPECTOR INSPECT THIS SITE? YES NO ASSUMED ASBESTOS
 INSPECTOR NAME: _____ INSPECTOR PHONE: _____
 ACCREDITATION COURSE: _____ CERTIFICATE NUMBER: _____ EXPIRES: _____

SECTION 5 – WORK SCHEDULES (10 WORKING DAY ADVANCE NOTIFICATION REQUIRED FOR NON-EMERGENCY NOTIFICATIONS!!!)

CHECK IF SECTION IS BEING REVISED FROM A PREVIOUS SUBMITTAL ☐

ABATEMENT START DATE	ABATEMENT END DATE	WORK DAYS (MON-SUN)	WORK HOURS (EX : 7-4)
DEMOLITION START DATE	DEMOLITION END DATE	WORK DAYS (MON-SUN)	WORK HOURS (EX : 7-4)

SECTION 6 – ACM AMOUNTS, TYPE CODES, AND FEE CALCULATION

CHECK IF SECTION IS BEING REVISED FROM A PREVIOUS SUBMITTAL

FIRST, LOCATE THE MATERIAL TO BE REMOVED IN **COLUMN A**. **COLUMN B** SHOWS THE USUAL NESHAP CATEGORY FOR THE MATERIAL. **COLUMN C** SHOWS THE CATEGORY THE MATERIAL WILL LIKELY BECOME DURING ABATEMENT, AND THAT **IS THE CODE THAT SHOULD BE USED FOR COMPLETING THIS FORM**. NOW, ENTER THE SQ. FT AND/OR L.F. AMOUNTS OF ACM TO BE ABATED DURING THIS PROJECT UNDER THE CORRECT HEADING ACCORDING TO TYPE IN **COLUMN D, E, AND/OR F**. THEN, LOCATE THE CORRESPONDING TYPE CODE(S) FOR THE MATERIAL(S) IN **COLUMN G** AND ENTER THE CODES IN THE SPACES PROVIDED BEFORE PROCEEDING TO THE FEE CALCULATION SECTION.

COL. A ACM TYPE	COL. B			COL. C WILL LIKELY BECOME WHEN ABATED	SF OR LF AMOUNT TO BE ABATED DURING THIS PROJECT			COL. G1 ACM TYPE CODE
	USUAL NESHAP CATEGORY				COL. D CAT 1	COL. E CAT 2	COL. F RACM	
	CAT 1	CAT 2	RACM					
ASBESTOS ASPHALT SHINGLES	✓		✓	1			AAS	
ASBESTOS CEMENT (TRANSITE) PANELS		✓	✓	2 OR RACM			ACP	
ASBESTOS CEMENT (TRANSITE) ROOFING		✓	✓	RACM			ACR	
ASBESTOS CEMENT (TRANSITE) SIDING SHINGLES		✓	✓	RACM			ACS	
ASBESTOS FLASHING	✓		✓	1			AF	
ASBESTOS GASKET	✓		✓	1 & RACM			AG	
BOILER INSULATION			✓	RACM			BI	
BUILT-UP ROOFING	✓		✓	1			BUR	
COVE (BASEBOARD) MOLDING MASTIC	✓			1			CM	
CEILING PLASTER			✓	RACM			CP	
CEILING TILE			✓	RACM			CT	
DUCT SEAM MASTIC	✓		✓	1			DSM	
DUCT VIBRATION DAMPENERS	✓		✓	1			DVD	
EXTERIOR (OUTSIDE) DUCT INSULATION	✓		✓	RACM			EDI	
FELT DUCT TAPE			✓	RACM			FDT	
FLOOR MASTIC	✓		✓	1			FM	
FIREPROOFING			✓	RACM			FP	
FIREPROOFING AND OVERSPRAY			✓	RACM			FPO	
FLOOR TILE	✓		✓	1			FT	
FLOOR TILE AND MASTIC	✓		✓	1 OR RACM			FTM	
INTERIOR (INSIDE) DUCT INSULATION	✓		✓	RACM			IDI	
JOINT COMPOUND ONLY			✓	RACM			JC	
LIGHT WEIGHT CONCRETE		✓	✓	2 OR RACM			LWC	
OTHER: FLOOR LEVELING COMPOUND, CAULKING, ETC.)		✓	✓	1 OR RACM			OTR	
PIPE INSULATION STRAIGHT RUNS			✓	RACM			PI	
PIPE INSULATION ELBOWS AND FITTINGS			✓	RACM			PIE	
RESILIENT FLOOR COVERINGS (SHEET FLOORING; LINOLEUM)	✓		✓	1 OR RACM			RFC	
ROOF MASTICS AND COATINGS	✓		✓	1			RMC	
ROOFING SILVER COATING	✓		✓	1 OR RACM			RSC	
TEXTURED CEILING			✓	RACM			TC	
TEXTURED CEILING PLASTER			✓	RACM			TCP	
TANK INSULATION			✓	RACM			TI	
WALL BOARD AND JOINT COMPOUND			✓	RACM			WBJC	
WINDOW GLAZING	✓		✓	1 OR RACM			WG	
WALL PLASTER			✓	RACM			WP	

COL. G2: Enter the ACM Type Codes From Col. G 1 For Each Category Below.

CAT 1: _____
 CAT 2: _____
 RACM: _____

COL. D TOTAL	COL. E TOTAL	COL. F TOTAL
_____	_____	_____

CALCULATING FEES – Now, Check The Box Next To The Project Type To Indicate Whether This Is A Residential Or Non-Residential Project.

BOX H. IS THIS A RESIDENTIAL PROJECT? YES (USE TOTAL FROM COL. F TO COMPLETE THIS SECTION)

RESIDENTIAL FEE SCHEDULE: 10¢ PER LF/SF OF FRIABLE ACM SUBJECT TO A <i>MINIMUM FEE OF \$25 AND A MAXIMUM FEE OF \$50 PER RESIDENCE</i>	RESIDENTIAL PROJECT COL. F TOTAL	X .10 EQUALS	TOTAL FEES DUE AND PAYABLE NOW
	H (a). _____ SF/LF		H (b). \$ _____ (NOT TO BE LESS THAN \$25 OR MORE THAN \$50)

BOX I. IS THIS A NON – RESIDENTIAL PROJECT? YES (USE TOTAL FROM COL. F. TO COMPLETE THIS SECTION)

NON-RESIDENTIAL FEE SCHEDULE: 10¢ PER LF/SF OF FRIABLE ACM SUBJECT TO A <i>MINIMUM FEE OF \$25 AND A MAXIMUM FEE OF \$1,000 PER FACILITY</i>	NON-RESIDENTIAL PROJECT COL. F TOTAL	X .10 EQUALS	TOTAL FEES DUE AND PAYABLE NOW
	I (a). _____ SF/LF		I (b). \$ _____ (NOT TO BE LESS THAN \$25 OR MORE THAN \$1,000)

Finally, Enter The Check Number For The Fee Payment You Are Submitting, Or Explain **WHY** The Fee Is Not Being Submitted And **WHEN** And By **WHOM** It Will Be Sent

CHECK NUMBER _____ FOR THE AMOUNT SHOWN IN THE TOTAL FEES DUE COLUMN (S) ABOVE HAS BEEN SENT: YES
 IF NOT, WHY NOT? _____

**INSTRUCTIONS FOR COMPLETING THE GEORGIA EPD
PROJECT NOTIFICATION FOR ASBESTOS RENOVATION, ENCAPSULATION, OR DEMOLITION PROJECTS**

The Georgia EPD realizes that paperwork completion is tedious and time-consuming, but treats paperwork infractions with the same gravity with which it views work practice violations. It is incumbent upon all individuals engaged in regulated asbestos-related activities to become familiar with all state and federal requirements, including proper paperwork completion. The following instructions are a step-by-step guide that should lead you successfully through the notification completion process. Should you still have questions or need assistance with completion of the notification documents, please call the Asbestos Program at (404) 363-7026.

HOW SHOULD YOU SUBMIT YOUR NOTIFICATION?

'ADVANCE NOTIFICATIONS': EPD ***STRONGLY*** discourages the submittal of advance notifications. However, if it is completely unavoidable due to extenuating circumstances, EPD requests that you not submit the entire project notification via fax. If you must submit an advance notification, **ONLY FAX THE COMPLETED FIRST PAGE OF THE NOTIFICATION FORM!** Submit the entire completed form via mail, following instructions for submittal of notifications that EITHER do or do not involve fees.

FOR PROJECTS WHERE FEES ARE DUE: EPD ASBESTOS FEES LOCKBOX POST OFFICE BOX 101173 ATLANTA, GEORGIA 30392 (SEE SECTION 6 FOR FEE CALCULATION INSTRUCTIONS)	FOR PROJECTS WHERE FEES ARE NOT DUE: EPD ASBESTOS PROGRAM ATTN: ASBESTOS NOTIFICATIONS 4244 INTERNATIONAL PARKWAY, SUITE 104 ATLANTA, GEORGIA 30334
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MAILED FORMS: If your notification is a courtesy notification (see explanation below): a demolition only notification (the only two types of projects that are fee exempt); or a revision of a previously submitted notification where the fee amount **does not** change (a date change revision, for example), you may send the form directly to the EPD office at the address shown on the right above (*not* the lockbox address).

WHAT TYPE OF NOTICE SHOULD YOU SUBMIT? (SECTION 1A)

Asbestos Project Notifications will always fall into one of the following categories. ALWAYS check the box (☑) applicable to your current submittal:

- ORIGINAL INITIAL** - The first time a project notification is submitted for the project to which the notification applies.
- ANNUAL BLANKET** - The Annual Blanket Notification runs for one calendar year (January through December) and is designed solely for use on single large facilities where multiple small projects (less than 160 square feet, 260 linear feet, or 35 cubic feet in size) are to be conducted, but where the TOTAL amount of small abatement work will exceed these parameters. Typical candidates for the annual blanket notification include factories, power plants, and large educational facilities. Recipients of an Annual Blanket Notification must still submit a separate 10-Day project notification and fees when any single project exceeds the 'small project' definition. Each individual project handled under the Annual Blanket Notice must be less than 160 square feet, 260 linear feet or 35 cubic feet of friable asbestos containing material. A \$1,000 fee must be submitted with each Blanket Notification.
- REVISION** - To notify the EPD of any changes to the project after the Original Initial notification has been submitted. Correct use of the revision option can prevent the need to submit a separate Notice of Change for the project, and is a convenience for Contractors and Building Owners when used as it is designed to be used. To submit a revision, CHECK THE BOX (☑) in Section 1A and list the revision number. Also check the box in the heading of the section you are revising, strike through the incorrect information, and insert the correction. If additional fees are due, be sure to submit them to the lockbox and include the additional fee check information in the fee schedule. DATE CHANGE REVISIONS SHOULD BE SENT DIRECTLY TO THE EPD OFFICE *STREET ADDRESS*. For all revisions, re-sign and re-date the certification section of the project notification before resubmitting.
- CANCELLATION** - Many times despite the best of planning a project must be cancelled. To cancel a project, resubmit the notification form IN WRITING and place a (☑) in the cancellation box. You may submit a written Letter of Credit for fees previously paid for this project and mail it to the EPD office along with the cancelled notification. If you are requesting a refund, be sure to include your federal employer identification (FEI) or Social Security number on your refund request, and allow 6-8 weeks for the refund to be processed and mailed to you.

WHAT TYPE OF PROJECT ARE YOU CONDUCTING? (SECTION 1B)

This section is designed to allow you to communicate the type of project you will be conducting. You can also use this space to indicate that you are submitting an emergency notification. Frequently, more than one of these boxes should be checked (☑) to completely convey the type of project you will be conducting. It is very important that ALL applicable boxes be checked.

- RENOVATION/ABATEMENT ONLY** - Where the project only involves the removal and disposal of asbestos containing materials. "Renovation" means the altering of, taking out, stripping, clean up, disposal of, or removal of friable or potentially friable asbestos containing materials from any facility, facility component or residential dwelling, equal to or greater than 10 square feet or 10 linear feet, for renovation or maintenance purposes.
- RENOVATION/ABATEMENT PRIOR TO DEMOLITION** - Removal/abatement of friable asbestos containing materials equal to or greater than 10 square feet or 10 linear feet (see definition of Renovation Only above), in preparation for demolition activities to be performed by someone else.
- DEMOLITION ONLY** - Where the projects only entails demolition of any structure that has been thoroughly inspected for the presence or absence of asbestos. "Demolition" means the wrecking or taking out of any load supporting structural member of a facility together with related handling operations, or the intentional burning of any structure. *Notification is required regardless of the presence or absence of asbestos containing materials.*
- ENCAPSULATION** - A project in which special coatings approved for asbestos encapsulation will be used to cover the asbestos containing materials and prevent any future release of asbestos fibers. 'Encapsulation' means the process of coating, binding, or resurfacing walls, ceilings, pipes, or other structures with a sealant to prevent friable asbestos from becoming airborne.
- JOINT RENOVATION/DEMOLITION** - Where both renovation and demolition activities as described above will be conducted by the same Contractor. In other words, if the same Contractor will perform the removal/abatement of friable asbestos containing materials equal to or greater than 10 square feet or 10 linear feet followed by demolition activities, then he may submit a Joint Notification. If demolition is to be conducted by a different company, that company must submit a separate notification.
- ORDERED DEMOLITION** - A demolition project ordered by a government agency. If the property has been condemned, the Order of Condemnation must be included with the project notification.

ADDITIONAL PROJECT NOTATIONS

- EMERGENCY** – Abatement, Encapsulation or Demolition projects that were unplanned, but result from a sudden, unexpected event that if not immediately attended to presents a safety or public health hazard, is necessary to protect equipment from damage, or is necessary to avoid imposing an unreasonable financial burden. *Waiver of the required 10 working day notification period will be granted on a case-by-case basis.* A letter of explanation regarding the emergency situation from the Owner of the Project, or their representative, must accompany the notification. EPD must be notified of the emergency situation within 24 hours from the time of its occurrence, or from the time you are contacted with a request for emergency work to be performed. *We highly recommend you call an associate in the EPD Asbestos Program to discuss the situation to obtain their agreement on the emergency project.* The main number for the Asbestos Program is 404-363-7026. Complete and fax the FIRST PAGE only of the Project Notification form to (404)362-2563. The entire original notification and fee payment must be mailed to the Lockbox address within 7 days from the date of emergency work beginning.
- COURTESY** – A Courtesy Notification is **ONLY** submitted for small asbestos abatement/disturbance/encapsulation projects that ordinarily would not be regulated. In other words, any project involving friable asbestos removal of less than 10 square feet or 10 linear feet; it may also be used to cover a non-friable asbestos removal project.

SECTION 2 – SITE INFORMATION

PROJECT NAME - Identify the exact location where abatement or demolition work is going to take place. Provide the name of the building, company, or other description of all structures involved in the project here. For example: "Vacant House", "Residence", "Commercial Bldg", "ABC Company", "Office Bldg". If the project is part of a DOT road-widening project, please include parcel number and structure number.

PROJECT ADDRESS - Street address where abatement, encapsulation, or demolition will take place.

*If project involves multiple buildings/structures at one location, list all addresses, building names, unit numbers, etc. Use a separate sheet of paper as an attachment, if necessary.

*If project involves multiple buildings/structures at different addresses, you may group together those addresses on the same street and/or adjacent streets, (within a few block radius). Use a separate sheet of paper as an attachment, if necessary. Include a site map or diagram showing locations.

- **CITY/ZIP/COUNTY** - Complete all areas. ***YOU MUST LIST THE COUNTY – DO NOT SUBMIT THE NOTIFICATION WITHOUT THE COUNTY NAME INCLUDED!***
- **NEAREST MAJOR INTERSECTION** - For example: "State Hwy 41 near Windy Hill Rd"; "South Houston Lake Rd near State Hwy 96")
- **BLDG SIZE IN SQ. FEET** - Square foot measurement of the entire building (all floors and spaces) combined.
- **AGE OF BLDG IN YEARS** - Age of building in years.
- **NUMBER OF FLOORS IN BUILDING** - Total number of floors in building, including sub-basement, basement, mezzanine, attic, and penthouse. Each level that can be occupied should be counted as a separate floor.
- **SPECIFIC LOCATION OF ASBESTOS BEING REMOVED** - Provide specific area(s) of the structure that are being abated or demolished. For example: "Roof", "Kitchen Floor", "Steam Pipes in Basement", "Throughout Building", "Hallway", "Floor Number _____", "Room Number _____", etc).

SECTION 3 – PROJECT CONTRACTORS

In this section, you must list all CONTRACTORS to be involved with the actual removal and/or demolition of the project. If you are a Contractor removing the asbestos prior to a demolition, you should still list the name of the demolition company if known. **BE SURE TO CHECK (☑) THE CORRECT BOX FOR THE TYPE OF PROJECT YOU ARE DIRECTLY RESPONSIBLE FOR CONDUCTING AND FOR WHICH YOU ARE SUBMITTING THE NOTIFICATION!!!**

3A – ABATEMENT CONTRACTOR – Name of the company that will perform the actual asbestos renovation/abatement.

- **CONTRACTOR STREET ADDRESS** – The actual physical location of the Asbestos Removal Contractor's place of business. **DO NOT USE A POST OFFICE BOX IN THIS SPACE!**
- **COMPANY CERTIFICATE NUMBER** – Recently issued asbestos contractor company certificates include a new identifying number. For established contractors, this number is being assigned as licenses are renewed, so if you have not yet been issued a certificate number there is no need for alarm. You will be issued the number during your next license renewal. The certificate issued for your Company license bears or will bear a number similar to this: "20-0708-123". When your new certificate is issued, or if you already have the revised Asbestos Contractor License Certificate, this is the number you should list in the Company Certificate space.
 - **CITY/STATE/ZIP/PHONE/FAX** – You must complete each space.
 - **LICENSED AGENTS NAME** – Name of the person licensed by EPD as the Principal Agent for this company
 - **AGENT'S ID NUMBER** – The agent's identification card issued by EPD bears a number similar to this one: "50123", and should be placed here.
 - **EXPIRES** – The date on which the above described identification card expires.
 - **CELL PHONE** – The cellular or pager number for the Principal Agent.

3B – OTHER (DEMO/SUB/GENERAL) CONTRACTOR – Name of company performing work OTHER THAN asbestos removal.

- **JOB CONTRACTED** – Place a short, concise description of the additional work contracted here. For example: "General Contractor", "Demolition", "Clearing & Grading", "Debris Clean-up", etc.
- **OTHER CONTRACTOR STREET ADDRESS** – The actual physical location of this Contractor's place of business. **DO NOT USE A POST OFFICE BOX IN THIS SPACE!**
- **CITY/STATE/ZIP/PHONE/FAX** – You must complete each blank.

(If more than 2 Contractors are involved with the project, use a separate sheet as an attachment to provide additional information)

SECTION 4 – ASBESTOS CONTAINING MATERIAL(S) (ACM) INFORMATION

IS ASBESTOS PRESENT?

- **YES** – A thorough inspection for the presence of absence of asbestos has been conducted and the written results indicate that asbestos **IS** present.
- **NO** – A thorough inspection for the presence of absence of asbestos has been conducted and the written results indicate that asbestos **IS NOT** present.
- **FRIABLE** – "Friable Asbestos-Containing Material" means any material which is applied onto ceilings, walls, structural members, piping, boilers, tanks, pumps, ductwork or any other part of the building containing more than 1 percent asbestos, by weight, and which when dry may be crumbled, pulverized, or reduced to powder by hand pressure. (See Definitions Section of Instructions & Section 6 of Notification Form)
- **NON-FRIABLE** – "Non-Friable Asbestos-Containing Material" means any asbestos-containing material that does not meet the definition of "FRIABLE". See Definitions Section of Instructions & Section 6 of Notification Form)
- **BOTH** – Both "Friable" and "Non-friable" materials are present on this project.

DID AN AHERA ACCREDITED INSPECTOR INSPECT THIS SITE?

Was the portion of the abatement project, or demolition area described in Section 2 of this form, thoroughly inspected by an AHERA Accredited Asbestos Inspector? Check the appropriate answer.

- **YES**
- **NO**
- **UNKNOWN**
- **ASSUMED ASBESTOS** - A thorough inspection for the presence of absence of asbestos HAS NOT been conducted but based on the type of material(s) being disturbed the decision has been made to treat the material(s) as ACM, meaning that all necessary precautions and procedures will be followed.
- **INSPECTOR NAME** – Name of individual who performed the inspection.
- **INSPECTOR PHONE** – Number at which the Inspector may be reached, starting with area code.
- **ACCREDITATION COURSE** – Name of course taken to obtain **ASBESTOS INSPECTOR** accreditation. For example: "Asbestos Inspector Initial", "Inspector Refresher"
- **CERTIFICATE NUMBER** – Number on the Asbestos Inspector Certificate of Completion issued by the Training Provider.
- **EXPIRES** – Expiration date on certificate issued by Training Provider.

SECTION 5 – WORK SCHEDULES

IMPORTANT NOTICE: A 10 (TEN) WORKING DAY NOTIFICATION IS REQUIRED FOR NON-EMERGENCY NOTIFICATIONS PRIOR TO COMMENCING ANY REGULATED ASBESTOS ACTIVITY!!!!

WORKING DAYS ARE CONSIDERED MONDAY THROUGH FRIDAY. A HOLIDAY FALLING ON THESE DAYS WILL BE COUNTED AS A WORKING DAY.

WORKING DAYS ARE COUNTED FROM THE DATE OF:

- US POST OFFICE POSTMARK DATE
- FEDEX/UPS SHIPPING DATE
- HAND DELIVERY OF NOTIFICATION
- DATE OF ADVANCE NOTIFICATION VIA FAX
- ELECTRONIC FILING OF PROJECT NOTIFICATION

NOTIFICATIONS POSTMARKED ON A SATURDAY OR SUNDAY DO NOT BEGIN THE 10 WORKING DAY NOTIFICATION PERIOD UNTIL THE FOLLOWING MONDAY.

FOR ALL PROJECTS –

Provide the project START date and END dates. NOTE: If the Consultant or Project Owner is submitting the project notification, and project dates are as yet undetermined, submit dates as **TBD** (To Be Determined). THE ABATEMENT OR DEMOLITION CONTRACTOR WHO RECEIVES THE CONTRACT MUST SUBMIT A REVISION TO UPDATE THE PROJECT DATES BEFORE WORK BEGINS.

WORK DAYS - Provide actual days of the week on which work will be performed – NOT the number of days worked per week. For example: "M, Tu, Th" or "M-F"

WORK HOURS - Provide the actual times of the day the crew will be on site – NOT the number of hours worked per day. For example "7A – 4P" or "5P – MIDNIGHT"

PHASED PROJECTS - If multiple buildings/structures are involved, break project into Phases, and identify project dates per Phase. Use an additional page to described phased project start and stop dates and work hours in detail.

SECTION 6 – ACM TYPES INFORMATION AND FEE SCHEDULE

Use this section to identify and type and total quantity of asbestos that will be disturbed during this project and calculate fees owed based on your findings. All ACM's identified in Section 4 must be described completely here.

ACM TYPE(S)

- Step 1 - Locate the type of ACM you will be disturbing in COLUMN A. Use the Category 1, 2 and RACM headings in COLUMN B to determine the material's current status, then locate the category the material will **MOST LIKELY BECOME** as a result of your abatement activities in COLUMN C.
- Step 2 - Show the combined LINEAR FOOT (LF) and/or SQUARE FOOTAGE of the material to be disturbed in COLUMN D, E, or F, depending on the determination made from the code in COLUMN C
- Step 3 - In COLUMN G1, circle the corresponding ACM type code for any material amount listed in COLUMN(S) D, E, or F. In COLUMN G2, enter the type code(s) in the space(s) labeled CAT 1, CAT 2, and RACM; and
- Step 4 – Total COLUMNS D, E, and F and insert the total(s) in the appropriate space(s) provided.

DEFINITIONS:

CATEGORY 1 NON-FRIABLE ACM includes asbestos-containing packing, gaskets, resilient floor covering, mastics, and asphalt roof products that contain greater than 1% asbestos. *Category 1 materials that will likely become friable as a result of removal activity must be listed in the RACM category instead of here.*

CATEGORY 2 NON-FRIABLE ACM includes any material, excluding Category 1 non-friable ACM, containing more than 1% asbestos that, when dry, cannot be crumbled, pulverized, or reduced to powder by hand pressure. These are the asbestos-cement products, including Transite. *Category 2 materials that will likely become friable as a result of removal activity must be listed in the RACM category instead of here.*

RACM (Regulated Asbestos-Containing Material) means friable asbestos containing material, Category 1 non-friable ACM that has become friable, Category 1 non-friable ACM that will be or has been subjected to sanding, grinding, cutting, or abrading, or Category 2 non-friable ACM that has a high probability of becoming or has become crumbled, pulverized, or reduced to powder by the forces expected to act on the material in the course of demolition or renovation operations

FEE CALCULATION SECTION

Step 1 - Use the check box to indicate whether the project is RESIDENTIAL (BOX H.) or NON-RESIDENTIAL (BOX I.).

Step 2 - Place the total from COLUMN F on the correct line provided in either "BOX H(a). – RESIDENTIAL" or "BOX I(a). – NON-RESIDENTIAL".

Step 3 – Multiply the number in BOX H.(a) or I(a) by .10 (Ten Cents - 10¢) and place the resulting amount in line H(b). or I(b). **THE RESULTING FIGURE IS THE AMOUNT OF FEES OWED AND WHICH MUST ACCOMPANY THE NOTIFICATION, SUBJECT TO THE MINIMUM/MAXIMUM FEES OUTLINED BELOW. IF FEES ARE DUE FOR ANY PROJECT, SHOW THE CHECK NUMBER AND TOTAL AMOUNT OF FEES DUE IN THE SPACE PROVIDED. IF YOU ARE NOT IMMEDIATELY SUBMITTING THE FEE CHECK, YOU MUST EXPLAIN WHY NOT AND IDENTIFY WHO IS RESPONSIBLE FOR THE FEE PAYMENT AND WHEN IT WILL BE SUBMITTED.**

RESIDENTIAL PROJECTS: Residential projects are subject to a minimum fee of \$25 and a maximum fee of \$50. THEREFORE, THE FEE YOU SUBMIT FOR RESIDENTIAL PROJECTS SHOULD NEVER BE LESS THAN \$25 AND NEVER BE MORE THAN \$50.

NON-RESIDENTIAL PROJECTS: Non-residential projects are subject to a minimum fee of \$25 and a maximum fee of \$1,000. THEREFORE, THE FEE YOU SUBMIT FOR NON-RESIDENTIAL PROJECTS SHOULD NEVER BE LESS THAN \$25 AND NEVER BE MORE THAN \$1,000.

DEFINITIONS:

RESIDENTIAL PROJECT: A residential dwelling means any family residence or apartment building with four or fewer dwelling units.

NONRESIDENTIAL PROJECT: A non-residential project means any project conducted on any building that would fall outside the guidelines established by the definition of a residential dwelling. I.E.: any non-residential structure, or any residential structure with five or more dwelling units.

SECTION 7 – BUILDING OWNER, WASTE TRANSPORTER, AND DISPOSAL SITE INFORMATION

WASTE TRANSPORTER:

- **NAME OF COMPANY**
- **CONTACT NAME:** Name of person at Transport Company to call, if necessary.
- **ADDRESS/CITY/STATE/ZIP/PHONE/FAX:** Complete all areas

DISPOSAL SITE INFORMATION

- **WASTE DISPOSAL SITE NAME:** Name of Landfill
- **DISPOSAL SITE COUNTY:** Provide County name
- **ADDRESS/CITY/STATE/ZIP/PHONE/FAX:** Complete all areas

BUILDING OWNER

- **OWNER OF PROJECT SITE/FACILITY:** Name of legal owner of facility/property.
- **OWNER'S REPRESENTATIVE:** Name of person (other than Contractor) acting on behalf of Owner, particularly if completing & submitting this form.
- **OWNER'S STREET ADDRESS:** For service of legal process if required.
- **OWNER'S MAILING ADDRESS**
- **CITY/STATE/ZIP/PHONE/FAX** Complete all areas
- **TELEPHONE NUMBER:** Number at which Contact person may be reached, starting with area code

SECTION 8 – WORK PRACTICES

The method(s) of demolition and/or renovation activity and a description of work practices and engineering controls to be used on this project. Describe fully what types of abatement and/or demolition activities are going to take place, the method(s) of removal and/or demolition that will be used, and controls in place to prevent asbestos emissions. Describe what clearance criteria will be used. Attach a separate sheet of paper if more room is needed to answer this section.

FOR EXAMPLE:

- *"Wet spud bar and chemical removal of FT M with critical barriers. 1 negative air. Visual clearance only";*
- *"Wet spud bar removal of ACS over 6 mil plastic on ground. Place in plastic lined roll off dumpster. Visual clearance only"*
- *"Demo with front end loader. Push down, wet, and machine load into 30 CY roll off dumpster"*

SECTION 9 - ADDITIONAL PROJECT INFORMATION

- **WILL ASBESTOS REMAIN IN THE PROJECT AREA?** Please answer "YES", "NO", or "UNKNOWN", and explain a YES or UNKNOWN answer.
- **IF NO ASBESTOS IS PRESENT, WAS THIS THE RESULT OF A PREVIOUS ABATEMENT?**
- **IF THE PROJECT WAS PREVIOUSLY ABATED, PROVIDE ALL REQUESTED INFORMATION FOR THE PRIOR ABATEMENT COMPANY.**

CERTIFICATION OF INFORMATION AND ACKNOWLEDGEMENT

PROVIDE ALL REQUESTED INFORMATION - DO NOT LEAVE ANY SPACES BLANK AND INCLUDE SIGNATURE

PRINTED NAME OF AGENT/DESIGNEE - Print or type full name of person submitting form

SIGNATURE OF AGENT OR DESIGNEE - The person submitting this form must sign here

DATE - Date project notification is signed

REPRESENTING - Place check () mark at appropriate title

- OWNER** - Owner of Facility in which project is being performed
- CONSULTING FIRM** - Asbestos or Environmental Consultant; Architect, Engineer
- OTHER TRADE CONTRACTOR/OTHER TRADE TYPE** – Representing any other trade involved on this project. For example: "General Contractor", "Demolition", "Clearing & Grading", "Debris Clean-up", etc.
- GA ABATEMENT CONTRACTOR** – An EPD Licensed Asbestos Abatement Contractor
 - **COMPANY CERTIFICATE NUMBER** – See "Company Certificate Number" Information in Section 3 Instructions.
 - **EXPIRATION DATE** - The date the company certificate expires

NOTE: If an Advance Project Notification form is submitted by someone other than the Contractor(s) who perform the asbestos abatement or demolition activities - such as the Consultant or Owner - in order to start the 10 working day notification period while the contract is out for bid, A REVISED NOTIFICATION MUST BE SUBMITTED BY THE CONTRACTOR TO WHOM THE PROJECT IS AWARDED BEFORE WORK BEGINS, AND THAT CONTRACTOR MUST SIGN THE CERTIFICATION AREA OF THE REVISED NOTIFICATION FORM.