



DEVELOPMENT (WATER AND SEWER) UTILITY PERMITTING PROCEDURES

Department of Public Works
11575 Maxwell Road
Alpharetta, Georgia 30009
Telephone: 404-612-3421
www.fultoncountyga.gov

Fulton County Water Resources Department located at 11575 Maxwell Road office issues permits for connection to the Fulton County water and/or sewer systems. Fulton County provides sewer to the following jurisdictions south of the City of Atlanta limits: East Point, Fairburn, College Park, Palmetto, South Fulton, Tyrone, and Union City. Fulton County also provides sewer service only to Sandy Springs, and water/sewer services to Roswell, Alpharetta, Johns Creek, and Milton.

This document provides a description of the procedures established for the issuance of these permits. Please note that conditions and regulations change from time to time that may make it necessary to modify these procedures.

These procedures would initiate after the property owner has determined that suitable water and or sewer service capabilities exist to serve their property. This may be determined through the request of a Water and Sewer Availability Certification.

1. Design Engineer will submit signed and sealed construction plans to obtain the Utility Construction Permit for the water and/or sewer portion of the project. If developer has an approved Water and Sewer Availability Letter, please submit it with the construction plans. If Design Engineer doesn't have a Water and Sewer Availability Letter, an application will be provided to interested parties at initial project submittal.
2. Submittal package shall be sent to Development.Permits@fultoncountyga.gov. Submittal package shall include a submittal fee, complete Log-In form, construction plans, and copy of the Water and Sewer Availability Letter (if available). Fee listing and all necessary forms can be found at <https://fultoncountyga.gov/inside-fulton-county/fulton-county-departments/public-works/development-permitting/permitting-process>. Water and Sewer design checklists and Fulton County Water and Sewer Notes are also posted there. For more information on submittal requirements please contact the Engineering Technician Senior at (404) 612-2903.
3. Single Family Residential sewer lateral connection projects need to submit a sketch showing location of lateral connection, pipe material, size, length, slope, elevation at connection point, location of clean out, and include Fulton County detail for lateral connections (Detail 708 or 709 for Cleanouts). A lateral fee is required upon initial submittal of sketch. See step 2 for link to fee listing. If abandonment of a septic tank is included as part of this project, applicant needs to provide approval from the Fulton County Environmental Health Department. Please see additional instructions under "Sewer Lateral Connections".
4. Turnaround time for initial review and comments should not exceed ten (10) business days.

5. Design Engineer is responsible for submitting plans and obtain approvals from the Commercial Pretreatment Unit (if a grease trap is needed), and from the Fulton County Environmental Health Department if a dumpster pad will be installed as part of the project.
6. Reviewer shall verify that the construction plans and utility design conform to Fulton County Standards and Specifications (see water and sewer checklists).
7. Reviewer will contact Design Engineer via-email with the review comments and will include any forms referenced in the comments. Reviewer will notify Design Engineer if a GDOT Permit will be required and assist with the GDOT permit application submittal. Design engineer shall provide suitable drawing to support GDOT permit request.
8. Design Engineer is responsible for resubmitting amended plans via-email, incorporating all review comments, and all forms requested to be completed before a permit may be released. Please keep in mind that there will always be a queue of projects waiting for revision. Electronic resubmitted plans will follow the order plans have been received by our staff.
9. Reviewer shall verify that corrections have been made based on comments provided and that no other changes have been made to the design that would warrant full re-review.
10. Reviewer shall verify that all other approvals (commercial pretreatment, industrial monitoring, dumpster pad, easements dedications) have been received.
11. Once plans are approvable, Engineering Technician Senior shall contact Design Engineer via email, and send the Permit Approval Letter which indicates plans are approvable and permit may be issued upon payment of fees, and submittal of required forms.
12. To obtain the permit, the following documents need to be submitted via email:
 - Permit Fee Sheet (project's fee will vary based on size and complexity of the project)
 - Permit Fee (complete CC authorization form)
 - Permit Application (signed by owner and notarized original)
 - Final Review Approved Plans
 - Detailed Cost Estimate of the water and sewer components of the project
13. After receiving required documents, Fulton County Professional Engineer will electronically sign cover sheet. Project reviewer will electronically stamp/sign all other water and sewer related sheets.
14. After the Water/Sewer Construction Permit has been released, Design Engineer/Developer/ Customer pays the connection/impact fees for connecting to the Fulton County's water and/or sewer systems. Impact fees are paid after Construction Permit is released to assure fees are accurately charged based on approved plans.

For all projects, including sewer lateral connections, payment of the impact fees is a requirement to continue with the permitting process with other municipalities; copy of the receipt shall be submitted to the respective municipality's Building Department.

For Water and Sewer Service Connections, interested parties shall submit an application with the required project's information. Records and Documents Coordinator will process

applications, and will indicate amount of fees based on water meter size, and sewer basin. Below please find the Records and Documents Coordinator contact details:

- In person – 11575 Maxwell Road. Alpharetta, GA 30009 2nd Floor. Place application and payment inside an envelope addressed to “Water & Sewer Connections”, and drop it inside box placed in the hallway.
- By phone – (404) 612-0883
- By email – SWPermits@fultoncountyga.gov

15. Design Engineer will contact the Development Site Inspector Supervisor to schedule the pre-construction meeting (phone number provided in the orange permit card) at least twenty four (24) hours prior to beginning of construction.
16. After construction has been completed but before final inspection, Developer shall provide as-built drawings to Inspector.
17. During final inspection, Inspector will confirm accurate representation of water and sewer utilities as installed, and return as-builts to engineer for corrections as necessary.
18. After final inspection determines no deficiencies exist in the water and sewer system components constructed as part of the project, final plats shall be submitted to Reviewer for review and approval.
19. Maintenance bonds shall be required prior to final approval. Maintenance bond amount will be calculated by Inspector based on 15% of the water and sewer installation costs (Subtotal Cost) plus 25% of the Subtotal cost provided by Engineer.
20. At the end of the maintenance period (36- months), Inspector will conduct an End of Maintenance Inspection, and complete final signoff papers.