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| GEORGIA DEPARTMENT OFCOMMUNITY AFFAIRSLOCAL CODE AMENDMENT FORM(For Local Government Use Only) |
| Item # : |       (For DCA use only) | Page: | 1 | of |       |  |
| Local Government:  |       | Date: |       |
| Official’s Name and Title: |       | Phone: |       |
| Address: |       | Fax: |       |
|  |  | Email: |       |
| Title of Code Book: |       | Code BookEdition: |       | Code Section: |       |
| CHECKONE: | [ ]  | Revise section to read as follows: | [ ]  | Add new section to read as follows: |
|  | [ ]  | Delete section and substitute the following: | [ ]  | Delete without substitution: |
| ~~LINE THROUGH MATERIAL TO BE DELETED:~~ | UNDERLINE MATERIAL TO BE ADDED |
| Code section with strike through and underline :      |
| Complete ordinance section containing local amendment:      |

**GEORGIA DEPARTMENT OF
 COMMUNITY AFFAIRS**

**LOCAL CODE AMENDMENT FORM**

**INSTRUCTION SHEET**

1. A letter on official letterhead must accompany this form requesting the Department of Community Affairs to review the proposes local amendment(s) in accordance with OCGA 8-2-25, and in that letter all other required submitted documentation should be included as required by OCGA 8-2-25.
2. Please use a separate form for each proposed local code amendment.
3. “Sheet 1 of \_\_\_\_\_” indicates the number of sheets for each individual proposed code amendment, not the number of sheets for all the amendments submitted. If all of the amendment or ordinance section will not fit in the space provided on form please submit remaining parts on additional sheet.
4. Identify the code and code section that is the subject of the proposed local amendment.
5. The local government official’s name, address, telephone, fax and email address must be filled out completely.
6. Be sure to indicate the type of recommended action in the space referred to as “Check One”.
7. If the proposed amendment revises the language of the code section, deletes the entire code section, or deletes the entire code section and offers substitute language, include the language of the present code section and line through the language to be deleted and underline the language of the proposed amendment..
8. **All proposed local code amendments must be typed and completed in full and the original submitted to the Codes and Industrialized Buildings Section of the Department of Community Affairs.** An incomplete form will be sent back to the proponent for completion.
9. Information concerning submittal of code amendments can be obtained by contacting the Codes and Industrialized Buildings Section at (404) 679-3118. All proposed local code amendments should be submitted to:

The Department of Community Affairs

Codes and Industrialized Buildings Section

60 Executive Park South, NE

Atlanta, Georgia 30329-2231