



MORGAN COUNTY PLANNING AND DEVELOPMENT
Post Office Box 1357
150 East Washington Street, Suite 200
Madison, Georgia 30650
(706) 342-4373 Office (706) 343-6455 Fax

Important Information for All Permits

Inspectors

Chuck Jarrell and Louis Smith

Applicable County and Municipal Codes

- **Morgan County** - Zoning Ordinance, Development Regulations, and The Code of Morgan County, Georgia
- **City of Bostwick**- Zoning Ordinances, Development Regulations, and Code of Ordinances
- **City of Rutledge**- Zoning Ordinances, Development Regulations, and the Code of City of Rutledge
- **Town of Buckhead**- Zoning Ordinances, Development Regulations, and Code of Ordinances

Applicable Building Codes

[All codes have Georgia Amendments]

- 2018 International Building Code
- 2018 International Residential Code
- 2018 International Fuel Gas Code
- 2018 International Mechanical Code
- 2018 International Plumbing Code
- 2020 National Electrical Code
- 2018 International Fire Code
- 2014 ACI 318 Requirements for Structural Concrete
- 2015 International Energy Conservation Code
- 2018 International Property Maintenance Code
- 2018 International Existing Building
- 2018 International Swimming Pool and Spa Code
- 2008 National Green Building Standard
- 2018 NFPA 101 Life Safety Code
- 2019 NFPA 13 Installations of Sprinkler Systems
- 2010 ADA Standards
- 2016 NFPA 72 National Fire Alarm and Signaling Code

Permits

All building permits must be purchased prior to starting work. Any work that is found to be started before a permit is issued are subject to citations and/or fines. No inspections will be scheduled until all permits have been purchased.

Posting of Permit Placard

Building permit placards must be posted at the site entrance, and visible from the road.

Requesting an Inspection

All inspection requests must be made by either completing an **inspection request form** or a **written request**. The request may be submitted by fax (706) 343-6455, email- lhead@morgancountyga.gov, hand delivered to the Planning and Development office, or through our website www.morgancountyga.gov.

▪ **Please note:** All inspection requests must be received by 4:00PM prior to the inspection date requested. Inspection request forms must be completed for all inspections; **incomplete forms will not be processed**. All work relating to the inspection request must be complete prior to placing an inspection request. A re-inspection fee will be charged for re-inspections/ deficiencies. Re-inspection fees must be paid prior to the next inspection request. Inspection requests will be scheduled according to daily workload.

Required Inspections

1. **Driveway and Culvert** – Driveway location and/or culvert size must be approved by the Morgan County Roads and Bridges Department. If the driveway and/or culvert are located on a State highway then approval from Georgia DOT is required. Driveway and culvert must be installed per specifications prior to any inspections. The driveway must be, at a minimum, graveled to the building site.
2. **Pre-construction Site Inspection**- Onsite meeting with inspector to check stakes and site plan.
3. **Erosion, Sediment and Pollution Control** – Erosion control devices must be installed prior to disturbance on all building sites where land disturbance will occur. If the building site is located within 200 feet of “State Waters” (Streams, Creeks, Rivers, Lakes, Ponds, Wetlands, or over 1 acre of disturbance), an Erosion, Sediment and Pollution control Plan must be submitted. All devices must be installed per the *Manual for Erosion and Sediment control in Georgia (Green Book)*.
4. **Temporary Power Pole** – 2 receptacles must be GFCI protected in a wet location enclosure, with an 8-foot ground rod(s) with Acorn clamp(s) and must be properly braced. All electrical parts must be in good working order and installed per the *National Electrical Code*.
5. **Footing** – Size of footing will depend on size of structure. Minimum size is 8 inches thick by 16 inches wide. Minimum depth of 12 inches below undisturbed soil. All rebar must be tied and on chairs. **Footings must be inspected before the concrete is poured.** All work must be complete for an inspection. Only steel grade stakes are allowed in footing. Electrical bonding will be attached to re-bar in footing and will also be inspected at this time. *(NEC 250.50)*
6. **Foundation Wall**– Size and placement of vertical and horizontal bars according to code.
7. **Under Slab Plumbing** – All work must be complete with a water test on all drain and supply lines per *International Plumbing Code*.
8. **Under Ground Electrical** – All work must be installed per the *National Electrical Code*.
9. **Slab**- All preparation (gravel, moisture barrier, wire, rebar, grade beams, etc.) must be installed before inspection. All slabs must have anchor bolts or straps installed.
10. **Exterior Building Envelope** – This inspection is **prior to** installing the exterior wall covering (siding, brick, etc.) and the Rough-in inspection. The water resistive barrier and all flashing around windows and doors must be complete for this inspection.
11. **Rough- in**– All Framing, Electrical, Plumbing, and HVAC rough-in work must be complete. Must have air and/or water air test on all plumbing.
12. **Insulation**–All insulation and caulking must be complete and installed per *International Energy Conservation Code*. (Exterior corners, tees, bottom plates must be caulked; all penetrations through the floor and ceiling and top and bottom plates must be sealed).
13. **Final Electrical**- All electrical work must be complete with devices installed. **All switch, receptacle and circuit breaker panel cover must be removed for this inspection.**
14. **Certificate of Occupancy** –Mandatory for all new homes or changes in occupancy. All work must be finished and ready to occupy. The electricity must be on for this inspection. **ALL disturbed dirt must be seeded and strawed or landscaped.**
15. **Certificate of Completion** - Mandatory for all remodels, additions, and non- habitable structures before the space can be occupied. All work must be finished and ready to occupy. **ALL disturbed dirt must be seeded and strawed or landscaped.**

Please Note for # 14 and # 15:

. • You will need two copies of the *Georgia Energy Code Compliance Certificate including the blower test*. One must be attached to panel box, and the other must be submitted to our office. The certificate needs to be filled out **completely**.