



MORGAN COUNTY PLANNING AND DEVELOPMENT

150 East Washington Street, Suite 200

P.O. Box 1357

Madison, Georgia 30650

Documents Required for Obtaining an Residential/Accessory Building Permit

_____ **Septic Tank Permit or Letter:** Contact the Morgan County Environmental Health Specialist with the Morgan County Health Department located at 2005 South Main Street, Madison, Georgia 30650 or at (706) 752-1268, Ext. 224 for requirements. Required for new structures, additions when adding bedrooms, and change of use where public sewer is not available.

_____ **Public/Private:** Sanitary sewer connection approval

_____ **Site Plan:** This is required for all building permits and will also include a pre-construction onsite/ stake inspection before any permits will be issued.

_____ **Permit Application:** This form is available in the Morgan County Planning and Development Office or it can be downloaded off of the Morgan County Website at www.morganga.org. Only complete forms will be accepted.

_____ **Driveway Application:** This form is available in the Morgan County Planning and Development Office or it can be downloaded off of the Morgan County Website at www.morganga.org. Driveway permits are required when installing a new driveway. Please contact the Roads and Bridges Department at (706)342-0821.

_____ **One (1) Recorded Plat of the subject property:** (Maximum Size 11" x 17"). Recorded copies of plats may be obtained at the Morgan County Superior Court located at 384 Hancock Street, Madison, Georgia 30650, or for questions you may contact them at (706) 342-3605.

_____ **One (1) Location Sheet:** Location Sheets may be obtained at the Morgan County Tax Assessor's Office located at 150 East Washington Street, Suite 130, Madison, Georgia 30650, or for questions you may contact them at (706) 342-0551.

_____ **Building Plans:**

-Residential Building Permits Require: One (1) full set of plans and one (1) reduced set of plans, no larger than 11" x 17" drawn to scale must be submitted. All plans must be computer or professionally drawn and must include the following:

Site Plan (required for all new structures)	Window & Door Size Chart
Foundation Plan	Erosion, Sediment and Pollution Control Plan (if required)
Floor Plan	
Elevations (all 4 sides)	
Detail Sheets	

-Accessory Building Permits Require: One (1) full set of plans and one (1) reduced set of plans, no larger than 11" x 17" drawn to scale must be submitted. If the accessory building is 2500sqft or less, plans can be hand drawn; if the structure is greater than 2500sqft, plans must be computer generated. Any structure larger than 5000sqft, plans must be drawn and stamped by a licensed professional. All plans must include the following:

Site Plan (required for all new structures)	Structural Plan (if required)
Floor Plan	Erosion, Sediment and Pollution Control Plan (if required)
Elevations (all 4 sides)	
Specifications	
Window & Door Size Chart	

-All structural steel building plans must be stamped by a licensed professional and must have a foundation plan designed by a licensed professional.

Application plan review may take a few days to complete. Applicant will be notified when permit is approved or denied. Construction may not begin until the building permit is issued.



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

Residential/Accessory Building Permit Application
 (ALL APPLICATIONS HAVE TO BE FILLED OUT COMPLETELY IN ORDER TO BE PROCESSED)

Property Owners Information

Property Owner's Name:		Cell phone#:
Address:		Home phone#:
City:	State:	Zip Code:
Email Address:		

Property Location

Project Name:		Jurisdiction:
Property Address:		
City:	State:	Zip Code:
Nearest Intersection or Address:		
Name of Subdivision: (if applicable)		Lot#:

All Contractors Must Provide a copy of State Contractor's and Business License

Contractors Information

Contractor's Name:		Cell phone #:
Contractor's Address:		Office #: Fax #:
City:	State:	Zip Code:
Email Address:		
State Certification #:		Expiration date:
Occupational Tax #:		Issuing County:
Project Managers Name:		Telephone #:

Type of Building Permit Requested: (Check all that apply)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Addition & Remodel | <input type="checkbox"/> Apartment Building | <input type="checkbox"/> Existing Permit Renewal | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Carport | <input type="checkbox"/> Garage | <input type="checkbox"/> Town Home |
| <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Condominium | <input type="checkbox"/> Pool House | <input type="checkbox"/> Remodel |
| <input type="checkbox"/> Accessory Dwelling | <input type="checkbox"/> DCA Modular Home | <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Aircraft Hanger | <input type="checkbox"/> Existing Home Relocation | <input type="checkbox"/> Two Family Dwelling | <input type="checkbox"/> Other (Explain) |

Explanation: _____

Building Information: (Please fill in all pertinent information)

Total cost of construction: \$ _____ (cost should be estimated to Fair Market Value)

Structure will have: Electrical HVAC Plumbing

Building Dimensions (Foot print): _____

Total square footage of building: _____

Heated: _____ Sqft. Unheated: _____ Sqft.

1st Floor Heated/Unheated: _____ / _____ 2nd Floor Heated/Unheated: _____ / _____

Living Quarters and/or Bathrooms: (if applicable)

_____ Bedroom(s)	_____ Half bathroom(s)
_____ Full bathroom(s)	_____ Kitchen(s)
_____ Office	_____ Total number of rooms

Number of Stories: _____ **Number of Units:** _____

Foundation:

Basement Basement/Crawlspace Basement/Slab Crawlspace Crawlspace/Slab Monolithic Slab

Foundation Material:

Dirt Wood Poured Concrete Gravel/Stone Block Brick

Structure Material/Support:

Wood Steel Concrete Block Brick Poles Combination

Exterior Materials/Covering: (Please check all that apply):

Aluminum Siding Brick Stone Block Concrete Hardi-Plank/Hardboard Siding Vinyl
 Fiber Cement Siding Wood/Plywood Siding Metal Stucco/Masonry Veneer Particleboard Siding Other

Explain Other: _____

Roof Construction:

Steel Truss Structural Steel Wood Truss Dimensional Lumber Engineered Lumber Heavy Timber
 Steel Joist Combination

Roof Covering:

Asphalt/Fiberglass Shingles Concrete Tile Mineral-Surfaced Roll Roofing Wood Shingles/Shake
 Metal Roof Panel Metal Roof Panel Shingle Single-ply Membrane Roof Slate Terracotta Tiles
 Built up Roof Covering Other

Explain Other: _____

Number of Fireplaces: _____ **Wood** _____ **Gas**

Insert Masonry Pre-fabricated Wood Stove

Garage:

Attached Carport Detached No Garage

Type of Heating System (if applicable):

- Electric Heat Pump Gas Dual Fuel Solar Geo - thermal

Power Company :

- Georgia Power Walton EMC
 Central Georgia EMC Snapping Shoals EMC
 Rayle EMC Tri County EMC

Water Supply:

- Private Well City of Bostwick
 Private Water System City of Rutledge
 Morgan County Town of Buckhead
 City of Madison

Sewage (if applicable):

- Private Septic City of Madison
 Private Sewage System City of Rutledge

Occupancy Classification and Group: (Check all that apply)

- | | | | | | |
|--|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> Assembly | <input type="checkbox"/> A-1 | <input type="checkbox"/> A-2 | <input type="checkbox"/> A-3 | <input type="checkbox"/> A-4 | <input type="checkbox"/> A-5 |
| <input type="checkbox"/> Business | <input type="checkbox"/> B | | | | |
| <input type="checkbox"/> Mercantile | <input type="checkbox"/> M | | | | |
| <input type="checkbox"/> Educational | <input type="checkbox"/> E | | | | |
| <input type="checkbox"/> Factory – Industrial | <input type="checkbox"/> F-1 | <input type="checkbox"/> F-2 | | | |
| <input type="checkbox"/> Residential | <input type="checkbox"/> R-1 | <input type="checkbox"/> R-2 | <input type="checkbox"/> R-3 | <input type="checkbox"/> R-4 | |
| <input type="checkbox"/> High Hazard | <input type="checkbox"/> H-1 | <input type="checkbox"/> H-2 | <input type="checkbox"/> H-3 | <input type="checkbox"/> H-4 | <input type="checkbox"/> H-5 |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> I-1 | <input type="checkbox"/> I-2 | <input type="checkbox"/> I-3 | <input type="checkbox"/> I-4 | |
| <input type="checkbox"/> Storage | <input type="checkbox"/> S-1 | <input type="checkbox"/> S-2 | | | |
| <input type="checkbox"/> Utility & Miscellaneous | <input type="checkbox"/> U | | | | |
| <input type="checkbox"/> Single Family Dwelling | | | | | |
| <input type="checkbox"/> Two Family Dwelling | | | | | |

Environmental:

- Is the building within 200 feet of State Waters? Yes No
- Are there wetlands on the property? Yes No
- Is there flood plain on the property? Yes No
- Is the property in Conservation Use Program? Yes No

All information is true and accurate to the best of my knowledge.

Applicant

Date