

Planning and Community Development  
200 First Street Northeast  
Moultrie, Georgia 31768

Phone (229) 668-7223

Fax (229) 668-7650

## Residential Plan Submittal Application

**Submit two sets** of construction documents along with your application.

*Additional construction Review Document Fees may be required for those structures defined in Title 25, Chapter 2, Section 25-2-13(b) of the Official Code of Georgia Annotated. Any additional fees will be determined at time of review and payment such additional fees will be required at the time plans are picked up.*

***Please type or print application***

Date: \_\_\_\_\_ Project Name: \_\_\_\_\_ Zoning: \_\_\_\_\_

Address of Project: \_\_\_\_\_  
(Complete address with street number required to process application)

Name of Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Owner of Project: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**TOTAL SQUARE FOOTAGE FOR THIS PROJECT:** \_\_\_\_\_

Building Type: \_\_\_\_\_ Valuation: \$ \_\_\_\_\_

**NOTE: New construction or additions:** A Level 1-A soil erosion card is required to pull a building permit along with a ticket number from the Utilities Protection Center of Georgia (UPCG). The "Call Before You Dig" phone number is 811.

Example (00000-000-000)

**Ticket number:** \_\_\_\_\_

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### Office Use Only

Plan Review Fee, for **each** submittal minimum fee \$25.00 or (0.12%) of Total Valuation

Date Received: \_\_\_\_\_ Project Number: \_\_\_\_\_

Receipt # for Payment \_\_\_\_\_ (Make a copy of the check at the bottom or on the back of this application)

Copy Check

# RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

To include but not limited to:

NEW CONSTRUCTION / ADDITIONS / EXTENSIVE RENOVATIONS

Project Address: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Check off everything that is included in your set of plans:

1. \_\_\_\_ **Two sets of drawings**
2. \_\_\_\_ Contact phone numbers
3. \_\_\_\_ Site address
4. \_\_\_\_ Site plan including existing and new structures, all set-backs measurements from property lines, and lot corners and buildings must be staked.
5. \_\_\_\_ Foundation
6. \_\_\_\_ Elevations
7. \_\_\_\_ Electrical (Phase, Voltage, Amps, Underground, Overhead, Location of Panel Box, etc.)
8. \_\_\_\_ Plumbing
9. \_\_\_\_ Mechanical

**Note:** Plans can only be accepted when all of the above are checked or stamped “exception noted” (EN), by our department. An attached exception noted email from our office may be substituted for the exception noted stamp.

If something is checked in error and/or the item is not included, this will cease review until you retrieve your plans and make necessary changes and/or additions. Please help us expedite your project plans by providing complete information.

A permit must be issued before work may begin. This includes, but is not limited to: building, electrical, plumbing, and HVAC.

**NO FREEHAND DRAWINGS WILL BE ACCEPTED.  
DRAWINGS ARE NEEDED FOR  
NEW CONSTRUCTION, ADDITIONS AND ACCESSORY BUILDING(S).**

**CITY OF MOULTRIE  
UTILITY SERVICES REQUEST**

**This page is required to be complete with your plan submittal**

Date \_\_\_\_\_

Customer: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_

**Supply an answer for each section of this form.**

**If this form is not complete, your plans will be rejected.**

<b>ELECTRIC</b>	___ Yes	___ No
New/Existing	___ Overhead	___ Underground
	_____ Phase	
	_____ Voltage	
	_____ Amperage/Kva	
Comments: _____		
_____		

<b>GAS</b>	___ Yes	___ No
New/Existing	_____ Size	
Comments: _____		
_____		

<b>WATER</b>	___ Yes	___ No
New/Existing	_____ Size	
Comments: _____		
_____		

<b>SEWER</b>	___ Yes	___ No
New/Existing		
Comments: _____		
_____		

**Requested By:** \_\_\_\_\_

Planning and Community Development  
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## RESIDENTIAL PROJECTS PLAN SUBMITTAL REQUIREMENTS

*Construction documents maybe mailed to the above address accompanied by the department's plan submittal application. Construction documents require review prior to a permit being issued. Additional Construction Review Document Fees may be required for those structures defined in Title 25, Chapter 2, Section 25-2-13 (b) of the Official Code of Georgia Annotated. Any additional plan review fees will be determined at time of review and payment of such additional fees will be required at time plans are picked up.*

**The City of Moultrie offers plan review as a service to the community.**

### NEW CONSTRUCTION / ADDITIONS / EXTENSIVE RENOVATIONS

Construction documents shall include the following:

1. Site plan shall indicate all buildings existing and new located on same property
2. Type of construction of all buildings and distance between buildings
  - Foundation
  - Front, rear and side elevations
  - Elevations indicating height of building
  - Floor plans identifying use of each room or space
  - Door & Window schedules (to include tempered applications)
3. Electrical panel schedule, smoke detector layout
4. Plumbing riser diagram and fixture schedule
5. Mechanical line diagram and schedule

The information contained in the plan submittal list is general in nature and does not preclude additional information being required on a project. Also, small renovations or tenant development in existing structures may not require an extensive plan submittal as contained in the submittal list to be determined by the authority having jurisdiction.

#### **Codes currently enforced by the Department as adopted by the State, with Georgia Amendments:**

2012 International Building Code	2012 International Property Maintenance Code
2012 International Residential Code	2010 Edition of the ADA Design Standards
2012 International Fuel Gas Code	2013 NFPA 72 National Fire Alarm code
2012 International Mechanical Code	2013 NFPA 13 Sprinkler Code
2012 International Plumbing Code	1996 NFPA 54 Gas Code
2012 International Energy Conservation Code	2017 National Electrical Code
2012 International Swimming Pool and Spa Code	2012 NFPA-101 Life Safety Code
2012 International Fire Code	
2011 NFPA 96 Ventilation Control and Fire Protection of Commercial Cooking Operations	
2015 International Swimming Pool Code	

City of Moultrie—Planning and Community Development

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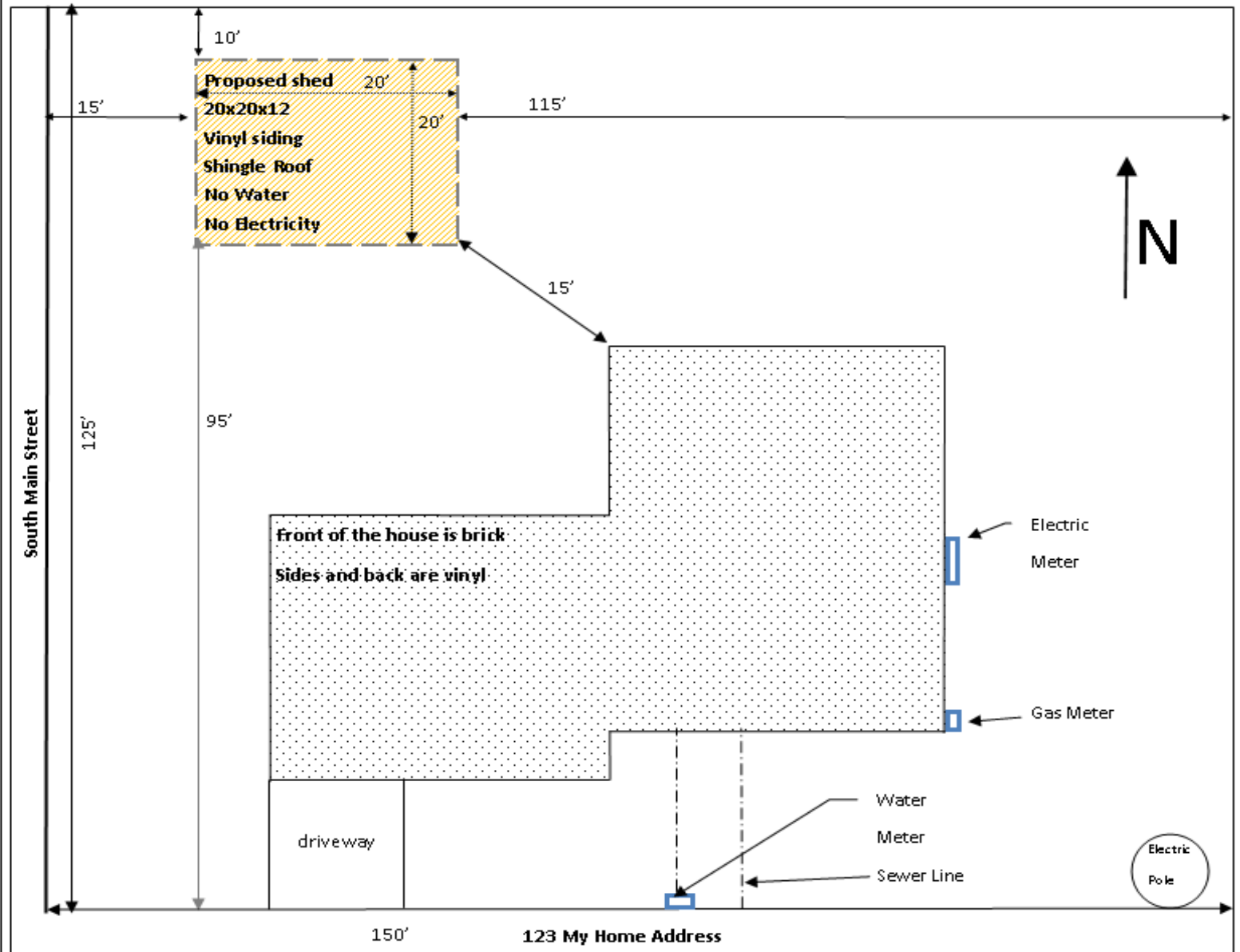
Example Site Plan

These example plans are only a guide to the plans you will need in order to obtain residential building permits. The sizes and materials here may or may not be adequate for your specific application.

**NOTE:** Sidewalks, utility poles, alleys, fences, etc., are not reliable means of determining the location of property lines. Please reference your property deed, plat map, or survey of the property.

**Site Plan Requirements**

- 2 set of plans
- North arrow
- Entire lot area and dimensions
- Driveways and Street Names
- Dimensions of existing & proposed structures or additions
- Setback measurements-including distances to property lines and between buildings
- Highlight proposed construction
- Type of building materials
- Stake proposed structures on site.
  
- Sewer line or septic system-indicate location of tank, pump and drain field
- Water lines
- Utility locations and easements



## RESIDENTIAL INSPECTIONS

The General Contractor Must Notify Our Office For The  
Certificate of Occupancy Inspection Before the Building Is Occupied

### **RESPONSIBILITIES OF PERMIT HOLDERS:**

1. Please give 24 hours prior notification when requesting inspections.
2. Post field copy on site in a conspicuous place prior to commencing work.
3. Comply with all applicable local, state and federal laws, codes, rules, regulations, etc.
4. Request applicable required inspections:

### **MINIMUM REQUIRED INSPECTIONS:**

#### Building

- a. Footing/slab – before concrete is placed.
- b. Framing – after all rough-in plumbing, electrical and mechanical is in place.
- c. Insulation: after baffles and insulation is installed and before installing gypsum board.
- d. Final (SFD) – after all building, mechanical, plumbing, gas and electrical systems are installed, connected and tested.

#### Plumbing

- a. Underground piping – after piping is installed and before backfill is placed 10 FT of head or 5 lbs of pressure.
- b. Rough-in – after soil, waste and vent, water supply and fuel piping are in place and before piping is concealed.
- c. Final – after all piping and fixtures are in place, connected and test.  
NOTE: See Section 311 IPC for required test.
- d. Sewer & Water connect.

#### Mechanical

- a. Underground – after fuel and refrigerant piping is installed and before backfill is placed.
- b. Rough-in – after all fuel and refrigerant piping is in place and before piping is concealed and before any fixtures or appliances are connected.
- c. Final – after all piping, fixtures and appliances are installed, connected and tested.

#### Gas

- a. Underground – after all piping is installed and before backfill is placed.
- b. Rough-in – after piping is installed and before piping is concealed and before any fixtures or appliances are connected. This inspection shall include a pressure test.
- c. Final – after all piping, fixtures and appliances are installed, connected and tested.

#### Electrical

- a. Underground – after conduits are installed and before backfill is placed.
- b. Slab rough-in – after all electrical systems are installed prior to placement of concrete.
- c. Rough-in – after all wiring, conduit and boxes are installed prior to concealment. Exterior disconnect required.
- d. Final – after entire system is installed, connected and ready for testing.

#### Low Voltage

- a. Rough-in – after all wiring is installed or prior to concealment.
- b. Final – after all low-voltage systems are in place, connected and ready for testing.

**ALL INSPECTIONS CAN BE SCHEDULED WITH THE  
PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT  
AT 229-668-7223**