

Planning and Community Development  
200 First Street Northeast  
Moultrie, Georgia 31768  
Phone (229) 668-7223 Fax (229) 668-7650

## Commercial Plan Submittal Application

**Submit four sets of construction documents to the address above 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: \_\_\_\_\_

Architect's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Engineer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Fire Sprinkler System Installed: Yes \_\_\_\_\_ No \_\_\_\_\_

Total Square Footage of Project: \_\_\_\_\_ Building Type: \_\_\_\_\_

TOTAL COST OF CONSTRUCTION FOR THIS PROJECT \$ \_\_\_\_\_

*(IBC 109.3) Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued, such as electrical, gas, mechanical, plumbing equipment and permanent systems.*

**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:** \_\_\_\_\_

### Office Use Only

#### Plan Review Fee(s) are due at plan submittal

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

Date Received \_\_\_\_\_

Project Number \_\_\_\_\_

Receipt # for Payment \_\_\_\_\_

Copy of Check \_\_\_\_\_

# COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

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To include but not limited to:  
NEW CONSTRUCTION / ADDITIONS / EXTENSIVE RENOVATIONS

Project Name: \_\_\_\_\_

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

Check off everything that is included in your four (4) set of plans:

- \_\_\_ Drawings sealed by an architect or engineer
- \_\_\_ Contact phone numbers
- \_\_\_ Site address
- \_\_\_ Site plan and/or property plat including all of the existing and new structures.
- \_\_\_ Landscaping
- \_\_\_ General Notes
- \_\_\_ Structural
- \_\_\_ Elevations
- \_\_\_ Architectural
- \_\_\_ Life Safety Plan (Include Fire Alarm System Plans)
- \_\_\_ Energy Efficiency
- \_\_\_ Electrical (Phase, Voltage, Amps, Underground, Overhead, Location of Panel Box, etc.)
- \_\_\_ Plumbing (Includes Fire Sprinkler Plan)
- \_\_\_ Mechanical (Includes Hood Suppression System Plan)
- \_\_\_ Fire Sprinkler Plan

**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.

Any exterior changes (included but not limited to replacing windows and sign installation) to structures within the historic district require a Certificate of Appropriateness and permit before work may begin.

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

**CITY OF MOULTRIE  
UTILITY SERVICES REQUEST**

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

Date \_\_\_\_\_

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

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

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

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:** \_\_\_\_\_

**COMMERCIAL PROJECTS PLAN SUBMITTAL REQUIREMENTS**

*Construction documents may be 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**

A. **Submit four sets of complete construction documents** sealed by an architect or engineer currently registered in the state of Georgia.

B. Construction documents shall include the following:

1. **Site plan** shall indicate all buildings existing and new located on same property.  
**Type of construction of all buildings and distance between buildings.**  
**Soil Erosion Plan/Design, if greater than 1.0 acre. This plan must be submitted to GSWCC in Athens, GA for approval.**
2. **General Notes**
  - Occupancy Classification
  - Occupant Load
  - Type of Construction based on International Building Code
  - Building Sprinkled or Non Sprinkled
3. **Structural**
  - Foundation
  - Structural framing details
  - Design Loads live and dead loads for roof and floor systems (TBD)
  - Wind Loads (110 mph)
4. **Elevations**
  - Front, rear and side elevations
  - Elevations indicating height of building
  - Elevations indicating floor to ceiling heights
5. **Architectural**
  - Floor plans identifying use of each room or space
  - Seating design for assembly occupancies
  - Display of merchandise and aisle arrangement in mercantile occupancies
  - Door & Window schedules (to include tempered applications)
  - Finish Schedule
  - Handicap Accessibility
  - Fire Rated Assemblies with legend identifying all rated and non-rated walls
  - Assemblies for penetrations of fire rated walls, floors and ceilings/roofs
  - Details for stairs, ramps, handrails and guardrails

6. **Life Safety Plan** indicating means of egress, and exits (exit lighting, illumination of egress, emergency lighting, fire alarm system & smoke detectors)
7. **Energy** summary sheet and affidavits (model energy code)
8. **Electrical** riser diagram, panel schedule, electrical calculation of connected loads
9. **Plumbing** riser diagram and fixture schedule and Fire Sprinkler Plan
10. **Mechanical** line diagram, schedule & mechanical legend
11. **Fire Sprinkler Systems**
  - Underground Piping
    - Materials
    - Backflow Device (approved by Moultrie Utility Department)
  - Aboveground
    - 24-hour test checked by Fire Marshall/Inspector
  - Calculations
  - Riser Detail
  - Sprinkler plans showing building coverage
  - Specifications and cut sheets on sprinkler system components

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.

**A Design Professional, registered with the State of Georgia, is required to affix his signature and seal to drawings, specifications and accompanying data and submit the following for review:**

- Assembly Occupancies
- Educational, day-care, head-start and kindergarten programs (public or private)
- Institutional (hospitals, nursing homes, custodial care, ambulatory, jails, penal, correctional and detention occupancies). Plans are required to be submitted to the State Fire Marshall's Office in Atlanta, Georgia for review and approval prior to permits being issued from our office.
- Building or structures 5,000 sq. ft. or more in total gross floor area of all floors
- Communication Towers
- Pre-engineered structures and systems
- All new and existing structures defined in Title 25, Chapter 2, Section 25-2.13(b) of the Official Code of Georgia Annotated
- Electrical engineer required to seal drawings
- Personal Care Homes / Residential Board and Care, Hotels, Motels, Dormitories and Apartments

**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	

## 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. Roof (screw/nail): before installing felt or covering
- c. Framing – after all rough-in plumbing, electrical and mechanical is in place.
- d. Insulation: after baffles and insulation is installed and before installing gypsum board.
- e. Drywall (screw/nail): after gypsum has been installed and before tape is applied.
- f. Final (SFD) – after all building, mechanical, plumbing, gas and electrical systems are installed, connected and tested. (Commercial) – after all building, handicapped, mechanical, gas, plumbing and electrical fixtures are installed, connected and tested.

##### Fire Protection Systems (**Coordinate inspection with the Fire Dept (229) 985-1805**) (when applicable)

- a. Underground – after all piping and piping support systems are installed and ready for testing prior to any backfill being placed.
- b. Fire Pump installed and ready for testing in accordance with NFPA 20.
- c. Above Ground – after all above ground sprinkler system components are installed.
- d. Final – after all underground and above ground sprinklers are installed, flushed and tested.

##### Plumbing

- a. Underground piping – after piping is installed and before backfill is placed.
- 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.

##### 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***