



Your Guide To
**STARTING A
BUSINESS IN
MOULTRIE, GA**



Before you begin your new business venture or expansion, we encourage you to attend an EDGE (Encouraging Development and Growth Efficiently) meeting so your new business process will be a smoother journey. You will meet with city staff with whom you will interact during your new business journey. The sooner you meet with EDGE in your process, the better. Community Development Staff can schedule the meeting for you.

APPROPRIATE ZONING

EXISTING STRUCTURE

1 Once you have a tentative location for your business, contact the Community Development Department to determine permitted uses of that location. Please have your site address (preferred) and/or parcel number ready so they may assess your site properly.

We recommend that you NOT invest any money in a location until you know the location is properly zoned for your proposed use. This includes leasing the property before a zoning verification has been made.

The Community Development staff can help you determine if your location and type of business are in compliance with the City of Moultrie's Zoning Ordinance. If the property requires rezoning, a 30-60 day process is expected.

2 After determining that you are in compliance with the zoning ordinance, the zoning administrator will approve your zoning verification request so that you may obtain your business license.

NEW CONSTRUCTION

1 If you are constructing on a site from the ground up, you will need to submit plans that may also be reviewed by the state. The Commercial Plan Submittal Application should be submitted with all plans and can be found at www.moultriega.com. Click Departments and the Planning & Community Development tab. The Commercial Plan Submittal Application can be found under the Building, Permitting, and Inspections tab. In some cases, a pre-conceptual meeting may be needed to cover the needs of the project and plans.

***If you are planning on serving wine, beer, or liquor, please let us know early in the process so we can take appropriate steps.**

If you have any questions regarding the above information, please contact the Planning & Community Development Department directly at (229) 668-7223. We are happy to walk you through the process.

BUILDING PERMITS

Any changes to the exterior or interior of an existing building may require a permit. Permits are REQUIRED before any work begins. Fees are based on the type and extent of work. Items that require a permit include:

Interior

- Modifications - Additions
- Remodeling - Structural Repairs
- Water heaters - Gas, sewer, and water lines
- Heating appliances - Central air conditioning
 - Vent dampers and flue pipes
 - Electrical distribution panels
- Upgraded electrical service (including low voltage systems)

Exterior

- Roof repair and replacement - Accessory structures
 - Doors (if in the Historic District)
 - Pools - Decks - Demolition
 - Retaining walls over 4 feet high
- Signs - Siding (if in the Historic District)
- Solar panels systems (must have a letter from a structural engineer)
 - Wheelchair ramps
- Windows (if in the Historic District)

Electrical permits may be required for the modification to the existing electrical system.
Plumbing permits may be required for the modification to the existing plumbing system.
HVAC permits may be required for the modification to the existing HVAC system.

The State of Georgia requires that all contractors be licensed in order to perform contracted work, and must have a current Moultrie Business license.

If you have any questions regarding building permits and inspections, please contact our Planning & Community Development Department at (229) 668-7223 or by email stephen.godley@moultriega.com

How to Apply for a Permit

1 Do you need a permit? Building permits are NOT required for:

- Painting
- Installing floor covering (unless extensive repairs have to be made)
- Replacing exterior siding (unless you are in the Historic District)
- Sidewalk or driveway

*If any of the above is located in the historic district, applications may be needed.

2 Site Information: Before you can obtain the appropriate approval or permit, the following will be required:

- Obtain a Zoning Verification Letter from the Planning & Community Development Department. You may be required to submit additional documentation. These may range from commercial and civil plans to architectural plans to trade (electrical, mechanical, plumbing) plans. These required submittals will be known during your initial contact with the Planning and Development Department.

3 Plan review: The City must next review the submitted plans. Here is what to keep in mind:

- Submit all necessary maps, construction documents, and plans
- Ensure that you submit all the required plans, drawings, maps, studies, and other materials specific to the approval(s) you need.
- The City makes every effort to have these plans reviewed in a timely manner and usually provides comments or approvals back to the applicant within ten (10) business days.

4 Do you have everything needed to obtain permits and approvals?

At this stage, everything should have been submitted for your project. However, if any documents or items are missing, you will be promptly contacted by the Planning and Community Development office. If everything is satisfactory, approved permits will be issued.

5 Inspections

After you have received your approved permit, work can begin on your project. You will be required to submit requests for inspections at periodic intervals to the City by calling 229-668-7223.

6 Certificate of Occupancy

Once a final inspection has been completed on your project, a certificate of occupancy will be issued (C.O.), and your project will be considered complete by the City of Moultrie. This means your business may occupy the location, or residents may move in.

Occupational Tax Certificate

An Occupational Tax Certification – commonly referred to as a business license – is required to conduct business in the City of Moultrie. A business operating without an occupational tax certificate is subject to a legal penalty.

The minimum charge for an occupational tax is \$80 and varies depending on number of employees. A copy of the Business License Application can be found at www.moultriega.com under the Planning & Community Development Department tab. If you have more than one location, you may need a separate Occupational Tax Certificate for each business location. If you are operating under various firm or trade names, you will need a separate Occupational tax Certificate for each trade name listed. We strongly encourage businesses to obtain an Occupational Tax Certificate before opening. It is required that non-for-profits obtain an Occupational Tax Certificate: however, no tax is required.

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Important Numbers

Planning & Community Development Department
229-668-7223

Moultrie Fire Department
229-985-1805

Downtown Economic Development (Incentives)
229-890-5455

Colquitt County Health Department
229-589-8464

City Clerk (Alcohol License)
229-668-0023

Business Operations (Utility Billing)
229-985-1974