



COMMERCIAL PLAN SUBMITTAL APPLICATION

200 1st Street N.E., Moultrie, GA 31768

P: 229-668-7223 F: 229-668-7650

www.moultriega.com

Please type or print application.

Date: _____ Project Name: _____ Zoning: _____ Parcel ID: _____ Historic District: _____

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

Job Site Contact: _____ Phone: _____ Email: _____
Project Address: _____

General Contractor: _____ Phone: _____ Email: _____
GC's Address: _____ City: _____ State: _____ Zip: _____

Architect/Designer: _____ Phone: _____ Email: _____
Person Responsible for plans: _____ Phone: _____ Email: _____

Property Owner: _____ Phone: _____ Email: _____
PO's Address: _____ City: _____ State: _____ Zip: _____

IBC Construction Type: _____ Occupancy Type Per NFPA 101: _____

Occupancy Type For IBC: _____ Occupancy/Load Per NFPA 101: _____

Project Sq. Ft. _____ Construction Cost: \$ _____ Serving Alcohol? Yes No

Space Completely Sprinklered? Yes No Type: _____ Req'd By Code? Yes No

Fire Alarm Provided? Yes No Type: Voice Evac Standard Req'd By Code? Yes No

Supervised System? Yes No Req'd By Code? Yes No

Other Fire Protection System(s): _____

Signature: _____ Date: _____ Print Name: _____

Title/Relation: _____

Submit digital construction documents along with your application to the following email address:
plansupload@moultriega.com

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.

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:** _____

COMMERCIAL PLAN SUBMITTAL REQUIREMENTS

To include but not limited to:

NEW CONSTRUCTION / ADDITIONS / EXTENSIVE RENOVATIONS

This checklist must be completed and submitted with each permit application. Please check every item as either “Y” for items that are included with the application, “N” for items that are not included with the application or “NA” for items that are not applicable to this application. Items without an “N” checkbox are minimum requirements initially due with the application if applicable.

Check off everything that is included in your plans:

Y N NA

- 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 (Includes 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
- Plans In .pdf Format, Thumb Drive or Digital submitted to plansupload@moultriega.com**

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.

NO FREEHAND DRAWINGS WILL BE ACCEPTED.

DRAWINGS ARE NEEDED FOR

NEW CONSTRUCTION, ADDITIONS AND ACCESSORY BUILDING(S).

FOR COMMERCIAL PROJECT PLAN SUBMITTAL REQUIREMENTS AND

CURRENT CODES AS ADOPTED BY THE STATE WITH GEORGIA AMENDMENTS

Visit the City of Moultrie's website

**CITY OF MOULTRIE
UTILITY SERVICES REQUEST**

This page is required to be completed with your plan submittal
Supply an answer for each section of this form.
If this form is not complete, your plans will be rejected

ELECTRIC	YES	NO	City of Moultrie	EMC	Georgia Power
NEW		EXISTING	OVERHEAD	UNDERGROUND	
____ PHASE					
____ VOLTAGE					
____ AMPERAGE/KVA					

UTILITIES COMMENTS:

GAS	YES	NO	
NEW		EXISTING	

UTILITIES COMMENTS:

WATER	YES	NO	
NEW		EXISTING	

UTILITIES COMMENTS:

SEWER	YES	NO	
NEW		EXISTING	

UTILITIES COMMENTS:

Requested By: _____