



RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

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

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RESIDENTIAL 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

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
3. Foundation
4. Front, rear and side elevations
5. Elevations indicating height of building
6. Floor plans identifying use of each room or space
7. Door & Window schedules (to include tempered applications)
8. Electrical panel schedule, smoke detector layout
9. Plumbing riser diagram and fixture schedule
10. 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.

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

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.

EXAMPLE RESIDENTIAL SITE PLAN

ADDRESS:	123 SOME AVE SW	ZONE:	R1-B
SUBDIVISION:	THE PEOPLES SUB	FRONT SETBACK	25'
LOT #:	LOT 2	SIDE SETBACK	10'
BLOCK #:	BLOCK 12	REAR SETBACK	30'

SOME AVE. SW 60' R/W

SOME ST. SW 60' R/W

