



MORGAN COUNTY PLANNING AND DEVELOPMENT

150 East Washington Street, Suite 200

P.O. Box 1357

Madison, Georgia 30650

Documents Required for Obtaining an Residential/Accessory Building Permit

_____ **Septic Tank Permit or Letter:** Contact the Morgan County Environmental Health Specialist with the Morgan County Health Department located at 2005 South Main Street, Madison, Georgia 30650 or at (706) 752-1268, Ext. 224 for requirements. (Required for new structures, additions when adding bedrooms, and change of use where public sewer is not available.)

_____ **Public/Private:** Sanitary sewer connection approval

_____ **Permit Application:** This form is available in the Morgan County Planning and Development Office or it can be downloaded off of the Morgan County Website at www.morganga.org. Only complete forms will be accepted.

_____ **Driveway Application:** This form is available in the Morgan County Planning and Development Office or it can be downloaded off of the Morgan County Website at www.morganga.org. (Required when installing a new drive way.)

_____ **One (1) Recorded Plat of the subject property:** (Maximum Size 11" x 17"). Recorded copies of plats may be obtained at the Morgan County Superior Court located at 384 Hancock Street, Madison, Georgia 30650, or for questions you may contact them at (706) 342-3605.

_____ **One (1) Location Sheet:** Location Sheets may be obtained at the Morgan County Tax Assessor's Office located at 150 East Washington Street, Suite 130, Madison, Georgia 30650, or for questions you may contact them at (706) 342-0551.

_____ **Building Plans:**

-All structural steel building plans must be stamped by a licensed professional and must have a footing plan designed by a licensed professional.

-**Residential Building Permits Require:** One (1) full set of plans and one (1) reduced set of plans, no larger than 11" x 17" drawn to scale must be submitted. Plans must include the following:

Site Plan	Electrical Plan	Window & Door Size Chart
Grading Plan (if required)	Plumbing Plan	
Mechanical Plan	Specifications	
Foundation Plan	Detail Sheets	
Floor Plan	Erosion, Sediment and Pollution Control Plan (if required)	

-**Accessory Building Permits Require:** One (1) full set of plans and one (1) reduced set of plans, no larger than 11" x 17" drawn to scale must be submitted. If an accessory dwelling is located within the agricultural structure, residential requirements will apply. Plans must include the following:

Site Plan	Plumbing Plan (if required)
Floor Plan	Mechanical Plan (if required)
Building Elevation Plan	Structural Plan (of required)
Electrical Plan (if required)	Erosion, Sediment and Pollution Control Plan (if required)
Specifications	Window & Door Size Chart

Application plan review may take a few days to complete. Applicant will be notified when permit is approved or denied. Construction may not begin until the building permit is issued.



MORGAN COUNTY PLANNING AND DEVELOPMENT
 Post Office Box 1357
 150 East Washington Street, Suite 200
 Madison, Georgia 30650
 (706) 342-4373 Office (706) 343-6455 Fax

Residential/Accessory Building Permit Application
 (ALL APPLICATIONS HAVE TO BE FILLED OUT COMPLETELY IN ORDER TO BE PROCESSED)

Property Owners Information

Property Owner's Name:	Cell phone#:	
Address:	Home phone#:	
City:	State:	Zip Code:
Email Address:		

Property Location

Project Name:	Jurisdiction:	
Property Address:		
City:	State:	Zip Code:
Nearest Intersection or Address:		
Name of Subdivision: (if applicable)	Lot#:	

All Contractors Must Provide a copy of State Contractor's and Business License

Contractors Information

Contractor's Name:	Cell phone #:	
Contractor's Address:	Office #:	Fax #:
City:	State:	Zip Code:
Email Address:		
State Certification #:	Expiration date:	
Occupational Tax #:	Issuing County:	
Project Managers Name:	Telephone #:	

Type of Building Permit Requested: (Check all that apply)

- | | | | |
|---|---|--|--|
| <input type="checkbox"/> Addition & Remodel | <input type="checkbox"/> Apartment Building | <input type="checkbox"/> Existing Permit Renewal | <input type="checkbox"/> Swimming Pool |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Carport | <input type="checkbox"/> Garage | <input type="checkbox"/> Town Home |
| <input type="checkbox"/> Accessory Building | <input type="checkbox"/> Condominium | <input type="checkbox"/> Pool House | <input type="checkbox"/> Remodel |
| <input type="checkbox"/> Accessory Dwelling | <input type="checkbox"/> DCA Modular Home | <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Retaining Wall |
| <input type="checkbox"/> Aircraft Hanger | <input type="checkbox"/> Existing Home Relocation | <input type="checkbox"/> Two Family Dwelling | <input type="checkbox"/> Other (Explain) |

Explanation: _____

Building Information: (Please fill in all pertinent information)

Total cost of construction: \$ _____ (cost should be estimated to Fair Market Value)

Structure will have: Electrical HVAC Plumbing

Building Dimensions (Foot print): _____

Total square footage of building: _____

Heated: _____ Sqft. Unheated: _____ Sqft.

1st Floor Heated/Unheated: _____ / _____ 2nd Floor Heated/Unheated: _____ / _____

Living Quarters and/or Bathrooms: (if applicable)

_____ Bedroom(s)	_____ Half bathroom(s)
_____ Full bathroom(s)	_____ Kitchen(s)
_____ Office	_____ Total number of rooms

Number of Stories: _____ **Number of Units:** _____

Foundation:

Basement Basement/Crawlspace Basement/Slab Crawlspace Crawlspace/Slab Monolithic Slab

Foundation Material:

Dirt Wood Poured Concrete Gravel/Stone Block Brick

Structure Material/Support:

Wood Steel Concrete Block Brick Poles Combination

Exterior Materials/Covering: (Please check all that apply):

Aluminum Siding Brick Stone Block Concrete Hardi-Plank/Hardboard Siding Vinyl
 Fiber Cement Siding Wood/Plywood Siding Metal Stucco/Masonry Veneer Particleboard Siding Other

Explain Other: _____

Roof Construction:

Steel Truss Structural Steel Wood Truss Dimensional Lumber Engineered Lumber Heavy Timber
 Steel Joist Combination

Roof Covering:

Asphalt/Fiberglass Shingles Concrete Tile Mineral-Surfaced Roll Roofing Wood Shingles/Shake
 Metal Roof Panel Metal Roof Panel Shingle Single-ply Membrane Roof Slate Terracotta Tiles
 Built up Roof Covering Other

Explain Other: _____

Number of Fireplaces: _____ **Wood** _____ **Gas**

Insert Masonry Pre-fabricated Wood Stove

Garage:

Attached Carport Detached No Garage

Type of Heating System (if applicable):

- Electric Heat Pump Gas Dual Fuel Solar Geo - thermal

Power Company :

- Georgia Power Walton EMC
 Central Georgia EMC Snapping Shoals EMC
 Rayle EMC Tri County EMC

Water Supply:

- Private Well City of Bostwick
 Private Water System City of Rutledge
 Morgan County Town of Buckhead
 City of Madison

Sewage (if applicable):

- Private Septic City of Madison
 Private Sewage System City of Rutledge

Occupancy Classification and Group: (Check all that apply)

- | | | | | | |
|--|------------------------------|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> Assembly | <input type="checkbox"/> A-1 | <input type="checkbox"/> A-2 | <input type="checkbox"/> A-3 | <input type="checkbox"/> A-4 | <input type="checkbox"/> A-5 |
| <input type="checkbox"/> Business | <input type="checkbox"/> B | | | | |
| <input type="checkbox"/> Mercantile | <input type="checkbox"/> M | | | | |
| <input type="checkbox"/> Educational | <input type="checkbox"/> E | | | | |
| <input type="checkbox"/> Factory – Industrial | <input type="checkbox"/> F-1 | <input type="checkbox"/> F-2 | | | |
| <input type="checkbox"/> Residential | <input type="checkbox"/> R-1 | <input type="checkbox"/> R-2 | <input type="checkbox"/> R-3 | <input type="checkbox"/> R-4 | |
| <input type="checkbox"/> High Hazard | <input type="checkbox"/> H-1 | <input type="checkbox"/> H-2 | <input type="checkbox"/> H-3 | <input type="checkbox"/> H-4 | <input type="checkbox"/> H-5 |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> I-1 | <input type="checkbox"/> I-2 | <input type="checkbox"/> I-3 | <input type="checkbox"/> I-4 | |
| <input type="checkbox"/> Storage | <input type="checkbox"/> S-1 | <input type="checkbox"/> S-2 | | | |
| <input type="checkbox"/> Utility & Miscellaneous | <input type="checkbox"/> U | | | | |
| <input type="checkbox"/> Single Family Dwelling | | | | | |
| <input type="checkbox"/> Two Family Dwelling | | | | | |

Environmental:

- Is the building within 200 feet of State Waters? Yes No
- Are there wetlands on the property? Yes No
- Is there flood plain on the property? Yes No
- Is the property in Conservation Use Program? Yes No

All information is true and accurate to the best of my knowledge.

Applicant

Date



State Licensing Board for Residential and General Contractors

The Authorized Permit Agent form may be used by a licensed contractor to designate an individual to obtain permit(s) on his/her behalf for a project(s). The contractor should submit an Authorized Permit Agent Form for each project that he/she designates an individual to pull permits for. The form is to be given to the permit office in the city or county in which the project is located. Do not send a copy of this form to the Board office unless you are requested to do so.



State Licensing Board for
Residential and General Contractors

Authorized Permit Agent Form

License verification by permitting office should be completed by visiting sos.ga.gov/plb/

Licensed Contractor: _____ Individual _____ Qualifying Agent

Name of licensed person _____

*Please attach a copy of Individual license or Company License (Reflects company and qualifying agent license number)

License number of individual or qualifying agent: _____

Name of licensed company(if applicable)_____

License number of company(if applicable):_____

I, _____, hereby designate
Licensed Individual or Qualifying Agent

_____ to apply for and obtain the permit(s) for the
*Please attach a copy of the authorized permit agent's driver's license.

project at:

Street address

Apartment or Suite Number

_____ City _____ Zip Code

I, the undersigned, being the contractor as either an individual or a qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

Signature of individual or qualifying agent _____

State of _____ County of _____

Subscribed and sworn to before me this _____ day of _____ 20__

Signature of Notary Public _____

(Seal)