



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

**Documents Required for Obtaining a Commercial/Industrial 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 or change of use, where public sewer is not available.)
- \_\_\_\_\_ **Public/Private Sanitary:** Sanitary sewer connection approval
- \_\_\_\_\_ **Permit Application:** This form is available in the Morgan County Planning and Development Office or it can be downloaded from the Morgan County Website at [www.morganga.org](http://www.morganga.org). Only complete applications will be accepted.
- \_\_\_\_\_ **Site Plan:** This is required for all building permits and will also include a pre-construction onsite/ stake inspection before any permits will be issued.
- \_\_\_\_\_ **Driveway Application:** This form is available in the Morgan County Planning and Development Office or it can be downloaded from the Morgan County Website at [www.morganga.org](http://www.morganga.org). (Required when installing a new driveway.)
- \_\_\_\_\_ **One (1) Recorded Plat of the subject property:** (Maximum Size 11"x17"). 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.

- **Commercial Building Permits Require:**

Two (2) full size set of plans, two (2) reduced size set of plans (11"x17") and a PDF version of plans. Plans shall include specifications and drawings, drawn to scale with dimensions, with sufficient detail to indicate the nature and character of the work to be performed. All information, drawings, specifications and any other accompanying data shall bear the name and signature of the design professional or person responsible for the plan, drawing or specification.

- **Commercial Plans** must be drawn to a scale that is legible. Plans for all group A, E and I occupancies, buildings and structures three stories or more in height, buildings and structures 5,000 square feet or more in area, or if deemed necessary by the Building Official are required to be drawn by a licensed professional with affixed seal and signature.

• **Commercial Plans** must at minimum include the following (If applicable):

Detail Sheets	Electrical Plan	Fire Protection Plans
Site Plan	Plumbing Plan	Life Safety Plan
Floor Plan	Mechanical Plan	Landscaping Plan
Building Elevation Plan	Door and Finish Details	Structural Plan
Foundation Plan	Grading Plan	Sprinkler Plan
Fire Alarm Plan Sign Plans	Furniture Layout Plan	Erosion, Sediment and Pollution Control Plan

- **Commercial Plan review may take a few weeks to complete. Applicant will be notified when permit is approved or denied. Construction shall not begin until the building permit is issued.**



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**Commercial/Industrial 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"/> Commercial Addition & Remodel | <input type="checkbox"/> Commercial Remodel           | <input type="checkbox"/> Industrial Addition & Remodel |
| <input type="checkbox"/> Commercial Addition           | <input type="checkbox"/> Commercial Mixed Occupancy   | <input type="checkbox"/> Industrial Addition           |
| <input type="checkbox"/> Commercial Aircraft Hanger    | <input type="checkbox"/> Commercial Stand Alone       | <input type="checkbox"/> Industrial Attached           |
| <input type="checkbox"/> Commercial Attached           | <input type="checkbox"/> Commercial Swimming Pool     | <input type="checkbox"/> Industrial Build out          |
| <input type="checkbox"/> Commercial Permit Renewal     | <input type="checkbox"/> Industrial Permit Renewal    | <input type="checkbox"/> Industrial Remodel            |
| <input type="checkbox"/> Commercial Build out          | <input type="checkbox"/> Industrial Stand Alone       | <input type="checkbox"/> Sprinkler System              |
| <input type="checkbox"/> Transmission Tower (New)      | <input type="checkbox"/> Transmission Tower (Upgrade) | <input type="checkbox"/> Other ( Explain)              |

Explanation: \_\_\_\_\_

**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 |                              |                              |                              |                              |

**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

Total number of buildings: \_\_\_\_\_

Total number of units per buildings: \_\_\_\_\_

Total number of units: \_\_\_\_\_

Building Dimensions (Foot print): \_\_\_\_\_

Number of Stories: \_\_\_\_\_

**Total Square Footage of Building:**

Heated/Finished: \_\_\_\_\_ Sqft. Unheated/Unfinished: \_\_\_\_\_ Sqft.

**Total Square Footage of Floor:**

1<sup>st</sup> Floor Heated/Unheated: \_\_\_\_\_ / \_\_\_\_\_ 2<sup>nd</sup> Floor Heated/Unheated: \_\_\_\_\_ / \_\_\_\_\_

3<sup>rd</sup> Floor Heated/Unheated : \_\_\_\_\_ / \_\_\_\_\_ Basement Heated/Unheated: \_\_\_\_\_ / \_\_\_\_\_

Grease trap required?  Yes  No Grease trap size: \_\_\_\_\_

Is building protected by: Sprinkler System  Yes  No Alarm System  Yes  No

**Type of Heating System (if applicable):**

- Electric  Heat Pump  Gas  Dual Fuel  Solar  Geo - thermal

**Power Company :**

- |  |  |
|--|--|
| <input type="checkbox"/> Georgia Power       | <input type="checkbox"/> Walton EMC          |
| <input type="checkbox"/> Central Georgia EMC | <input type="checkbox"/> Snapping Shoals EMC |
| <input type="checkbox"/> Rayle EMC           | <input type="checkbox"/> Tri County EMC      |

**Water Supply:**

- |   |   |
|---|---|
| <input type="checkbox"/> Private Well         | <input type="checkbox"/> City of Bostwick |
| <input type="checkbox"/> Private Water System | <input type="checkbox"/> City of Rutledge |
| <input type="checkbox"/> Morgan County        | <input type="checkbox"/> Town of Buckhead |
| <input type="checkbox"/> City of Madison      |   |

**Sewage (if applicable):**

- |  |   |
|--|---|
| <input type="checkbox"/> Private Septic        | <input type="checkbox"/> City of Madison  |
| <input type="checkbox"/> Private Sewage System | <input type="checkbox"/> City of Rutledge |

**Foundation:**

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

**Foundation Material:**

- Dirt  Wood  Poured Concrete  Gravel/Stone  Block  Brick

**Structure Material:**

- 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: \_\_\_\_\_

**Fireplace:**

- Insert  Masonry  Pre-fabricated  Wood Stove

**Garage:**

- Attached  Carport  Detached  No Garage

**Environmental:**

Is the building within 200 feet of State Waters?  Yes  No

Are there wetlands on the property?  Yes  No

Total acreage of the property: \_\_\_\_\_

Total acreage disturbed: \_\_\_\_\_

Is there flood plain on the property?  Yes  No

If yes, give finished floor elevation: \_\_\_\_\_

Is the property in Conservation Use Program?  Yes  No

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

\_\_\_\_\_  
**Applicant**

\_\_\_\_\_  
**Date**