



# CODE DEPARTMENT

## INFORMATION & BUILDING PERMIT APPLICATION FOR COMMERCIAL/NON- RESIDENTIAL CONSTRUCTION

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### **PERMIT PROCESS INFORMATION—SITE DEVELOPMENT PLANS**

#### **Requirements:**

1. If the project is located in a historic district, in the Central Business District, or is part of the Corridor Design Overlay, a certificate of appropriateness must be obtained before site development plans can be submitted for review. Conditions of zoning approval must be listed on the site development plans and the building plans.
2. 6 copies of the site development plans size 24x36 and one digital copy; if the project is over an acre please send an additional 2 copies so the plans maybe review by Georgia Soil and Water Conservation Commission (GSWCC).
3. Land Disturbance Permit application.
4. Stormwater Maintenance Agreement, hydrology study, copy of NOI (Notice of Intent), bonds, and development agreement if applicable.
5. All applicable review fees (in separate checks):
  - a. Utility—\$525
  - b. Engineering—fee set on City of Monroe fee schedule
  - c. NOI—\$40 per acre
  - d. Land Disturbance permit fee—\$100 per acre

Once the Site Development plans have been approved by the City of Monroe Code Department, Planning and Development, Fire Department, Public Works, Central Services, Monroe Utilities, Engineering, and GSWCC building plans may be submitted for review.

Please note submitting building plans prior to site development approval does not guarantee building plan review. Building plans will be reviewed when the project is eligible.

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## **BUILDING PLAN SUBMITTAL INFORMATION**

1. 4 copies of the building plans size 24x36 and one digital copy—complete sets of building plans include architectural, structural, mechanical, electrical and plumbing drawings (with all appropriate calculations).
2. The seal and signature of a Georgia registered professional engineer or architect is required on Building structures of 5,000 square feet (heated or unheated), assembly, educational, multi-family, nursing/retirement homes and institutional occupancies and/or which cost more than \$100,000 (ICC Building valuation data, as amended) to construct.
3. All structures are required to have engineered footing or foundation plans as anticipated/actual loads dictate.
4. Commercial building permit application with copies of the General Contractor's state and business licenses.
5. The Code Department has 45 days for the first review of building plans once the project is eligible for review.
6. Once plans are approved, permit and plan reviews fees will be charged according to the most current ICC Building valuation data and the City of Monroe Schedule of fees.
7. Upon issuance of the main building permit, any applicable trades may apply for permits; including low voltage contractors and fire alarm/sprinkler contractors.
8. All approved site development plans, building plans, and copies of permits must be kept on site. Failure to keep approved plans and permits on site will result in a forfeiture of inspections.

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## **INSPECTION PROCEDURE**

1. You must have pre-construction conference with Development Inspections prior to any Land Disturbing Activity.
2. Site evaluation for erosion control.
3. Plumbing, electrical or HVAC in slab prep area.
4. Footing, piers, slabs, and walls-inspection before pouring concrete.
5. Rough plumbing, plumbing wall cover, plumbing ceiling cover, etc.
6. Rough electrical, electrical wall cover, electrical ceiling cover, etc.
7. Rough mechanical.
8. 50% Fire Code Specialist inspection.
9. Rough Framing.
10. 80% Fire Code Specialist Inspection **PRIOR** to ceiling cover inspections(s).
11. Temporary to Permanent Power electrical power inspection—must be 90% complete.
12. Gas Pressure Test.
13. Final inspection approval from the GDOT (if applicable).
14. Engineer's Certificate for the 'As-built Storm Water Management Facility' (if applicable).
15. Final site approval **PRIOR** to requesting a final inspection for Certificate of Occupancy.
16. 100% Fire Code Specialist Inspection.
17. Final inspection of all systems and issuance of the Certificate of Occupancy--\$75 fee.

**Inspections must be scheduled 24 hours in advance—call 770-207-4674 to schedule.**

**Note: Third party inspections are not a substitute for the City of Monroe Building Inspector. Any work done without a permit will be charged extra as describe in the City of Monroe fee schedule.**

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## **BUILDING CODES**

Per the Department of Community Affairs and the City of Monroe Code of Ordinances, the City of Monroe complies with the most recently adopted versions of the following building codes:

International Building Code  
International Gas Code  
International Mechanical Code  
International Plumbing Code  
National Electrical Code  
International Fire Prevention Code  
International Energy Conservation Code  
Ga Accessibility 120-3-20  
International Swimming Pool and Spa Code

**For information and questions regarding the Life Safety Code (NFPA 101) or the Georgia Accessibility Code please contact the State Fire Marshal's Office.**

### **Current Permissive Codes as Adopted by DCA:**

International Property Maintenance Code  
International Existing Building Code

Please see the website for the Department of Community Affairs for the most recent building code editions and applicable Georgia Amendments. ([dca.ga.gov](http://dca.ga.gov)) The City of Monroe enforces all of the above mandatory codes with local amendments.

\*Note: We enforce Flood Plain Management & Flood Damage Prevention. Please see our Ordinance at [Municode.com](http://Municode.com) Chapter 42, Article VI, Section 42-210 thru 42-216.



# CODE DEPARTMENT COMMERCIAL/NON-RESIDENTIAL BUILDING PERMIT APPLICATION

Phone: 770-207-4674 Email: [permits@monroega.gov](mailto:permits@monroega.gov)

**OFFICE PERMITTING HOURS: 8:00 a.m. – 4:00 p.m.**

**Project Name:** \_\_\_\_\_

**Project Address:** \_\_\_\_\_

**24 Hour Contact – Name:** \_\_\_\_\_

**Phone – Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**General Contractor Name:** \_\_\_\_\_

**Contractor Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Phone – Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

CONSTRUCTION TYPE: New  Addition  Shell  Interior Buildout

***SIDEWALKS are required along street frontage of all developments, commercial, or residential.***

Total Square footage: \_\_\_\_\_ Number of Floors: \_\_\_\_\_ 1<sup>st</sup>: \_\_\_\_\_ 2<sup>nd</sup>: \_\_\_\_\_

Building Height: \_\_\_\_\_ Building Width: \_\_\_\_\_ Building Length: \_\_\_\_\_

Elevators  Number of Elevators: \_\_\_\_\_ Sprinkler System

Wood Frame  Steel Frame  Decking: With  Without  Mezzanine

Valuation: \$ \_\_\_\_\_

**APPLICANT, PLEASE READ AND SIGN THE FOLLOWING:**

As the contractor, builder or authorized agent, I hereby apply for a permit to erect/alter and use the structure as described herein and/or shown on accompanying plans and specifications. If a plot plan is required said structure is to be located as shown on the plot plan. If the permit is granted, I shall construct it according to the laws of City of Monroe. I also understand that the structure authorized by the permit shall not be occupied or used until all inspections have been made and the Certificate of Occupancy/Completion has been approved by the Code Department. Applicant must hold a valid business license for the type of construction to be permitted.

I hereby certify that the above information is true and correct and **I understand that before any inspections are made that erosion control measures shall be installed and properly maintained daily.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date



## **AFFIDAVIT**

Compliance with the Georgia State Energy Code  
International Energy Conservation Code (2015 Edition) with 2023 Georgia Supplements and  
Amendments for Commercial Buildings

City of Monroe—Code Department

Notice: This form shall be completed, signed and submitted to the Building Permit Section at the time a building permit is obtained from the City of Monroe, Georgia.

Building Permit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot: \_\_\_\_\_

Job Site Address \_\_\_\_\_

Contractor/Builder Name & Company: \_\_\_\_\_

The 2015 International Energy Conservation Code, published by the International Code Council, when used in conjunction with the Georgia State Supplements and Amendments, shall constitute the official Georgia State Energy Code for Buildings. This Code establishes the minimum regulations for energy-efficient design, erection, construction, and/or alteration of both 1 & 2 family dwellings and commercial buildings. For high-rise and non-residential structures, the International Energy Code with Georgia State Supplements and Amendments adopts by reference American Society of heating, Refrigeration and Air Conditioning Engineers (ANSI/ASHRAE/IESNA) Standard 90-1-2007. The designer/builder shall comply with the minimum standards of this Georgia State Energy Code, which are applicable. Compliance with this Energy Code by designers and Builders is mandatory. All items shall be completely filled out "See attached" is not acceptable, approved Energy Code Compliance Tables and Forms shall be listed by title.

I do certify that the above permitted commercial structure shall be built in accordance with the minimum Energy Conservation requirements of the state of Georgia Energy Code for Commercial Buildings using the following method:

\_\_\_\_\_ ANSI/ASHRAE/IESNA) Standard 90.1

\_\_\_\_\_ A complete COMCheck attached to this form

\_\_\_\_\_ International Energy Conservation Code Chapter 5

Percent openings (windows & doors) \_\_\_\_\_, Window U-factor \_\_\_\_\_, Window SHGC (4) \_\_\_\_\_

Number of stories \_\_\_\_\_, Heating Efficiency % \_\_\_\_\_, Cooling Efficiency SEER/EER \_\_\_\_\_

List R-Value for Ceiling/Roof R-\_\_\_\_\_, Wall Cavity R-\_\_\_\_\_, Wall Continuous R-\_\_\_\_\_

Mass wall above grade R-\_\_\_\_\_, Floor over unconditioned space R-\_\_\_\_\_, Slab-on-grade Y/N

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date