



215 N Broad Street
PO Box 725
Monroe, GA 30655

CODE DEPARTMENT

(770)207-4674
(770)207-4556 Fax
(770)207-4674 Insp. Req.

INFORMATION AND BUILDING PERMIT APPLICATION FOR COMMERCIAL/NON-RESIDENTIAL CONSTRUCTION

Includes:

- *Guidelines for Obtaining a Building Permit
- * Permit & Inspection Procedures
- * Enforced Building, Fire, and Georgia Accessibility Codes
- * Permit Application
- * Georgia State Energy Code Affidavit
- * Development Permit & Preliminary Subdivision Plat Application (if applicable)
- * Storm Water Management Agreement

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



215 N Broad Street · PO Box 725, Monroe, GA 30655
Phone: 770-207-4674 · Fax: 770-207-4556

Building Permit Process Information for Commercial/Non Residential Construction

Information Needed:

Site Plans submitted (3) copies with Development Permit Application

Site Plans reviewed _____ Approved ___ Not Approved _____

Plans Approved - NOI to be submitted - \$40/acre to City of Monroe
with copy of NOI and Check for \$40/acre to State _____.

Land Disturbance permit issued _____.

Not Approved – Plans to be resubmitted with changes _____

Once process is complete:

Building Plans to be Submitted (3) copies with building permit
application and General Contractors licenses _____.

Plans approved – Storm Water Maintenance Agreement completed and
returned.

Building Permit issued _____.

Inspections Procedure:

1. You must have pre-construction conference with Code Department 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 and interior gas line.
8. Rough Framing
9. Permanent Power Inspection
10. Final Inspection for Certificate of Occupancy

CITY OF MONROE CODE DEPARTMENT

215 N BROAD STREET
MONROE, GA. 30655
(770) 207-4674 FAX (770) 207-4556

PERMIT AND INSPECTION PROCEDURES FOR COMMERCIAL/ INDUSTRIAL/NON-RESIDENTIAL PROJECTS

SITE PLAN REVIEW PROCESS:

1. Submit a completed "Development Permit Application", A pplication fee will be determined with building permit fee, Three (3) Sets of site construction plans and two (2) storm water management reports.
2. Our staff will review the site plans and storm water management report. If acreage is more than 1 acre it will be forwarded to NRCS for review and approval.
3. A land disturbance permit will be issued upon approval of the site plans.
This will allow you to begin site preparation while your building plans are being reviewed.

***For more information or questions regarding the site plans,
Please call Pat Kelley @ 770-207-4674***

BUILDING PLAN REVIEW PROCESS:

Prior to the preparation of a subdivision/commercial building plat, non residential, the developer must confer with the Code Enforcement Office, the Fire Department, the Public Works Department and the City of Monroe Combined Utilities Department. This is so the developer will know all regulations in order to properly accomplish the proposed project.

1. *Submit a completed "Application for Commercial Building Permit" (attached) and two (2) complete sets of building plans including architectural, structural, mechanical, electrical and plumbing drawings (with all appropriate calculations), one copy of soil reports with foundation recommendations and soil compactions, book of specifications (if required), and a site plan.*
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. If applicable, you will need to send plans to the State Fire Marshal's office for review.
**Upon State Fire Marshall approval submit State approved plans as noted in 1. above. **
4. *Allow a minimum of 30 working days for Building Plan review.*
5. Building Plan review fees and Building Permit will be charged according to ICC Building valuation data, as Amended.
6. All structures are required to have engineered footing or foundation plans as anticipated/ actual loads dictate.
7. An "approved for construction" set of building plans will be returned to you to be kept on site.

BUILDING PERMIT REQUIREMENTS:

1. Approved land disturbance permit and site plan.
2. Approved set of building plans.
3. Receipt for sewer tap fees, water tap fees and electrical meter and/or verification of taps.
4. GaDOT approval (if applicable, call 770-532-5563 for information).
5. Telephone, Cell phone, and/ or fax numbers of the 24-hour contact person.
6. Building Permit fee: Calculated using current ICC Building valuation data and fee set on City of Monroe fee schedule.

INSPECTION PROCEDURES:

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 and interior gas line.
8. 50% Fire Code Specialist inspection.
9. Rough framing.
10. 80% Fire Code Specialist inspection PRIOR to ceiling cover inspection(s).
- II. Temporary electrical power inspection.
12. Final inspection approval from the GaDOT (if applicable).
13. Engineer's Certificate for the 'As-built Storm water Management Facility' (if applicable).
14. Final site approval PRIOR to requesting a final inspection for Certificate of Occupancy.
15. 100% Fire Code Specialist Inspection (Certificate of Completion issued).
16. Final inspection of all systems and issuance of the Certificate of Occupancy.

For more information or questions please call Pat Kelley (Code Enforcement Officer) at 770-207-4674.



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CODE DEPARTMENT

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To: All General and Sub-Contractors

From: City of Monroe Code Department

Re: Procedures and Codes

For inspections, call 770-207-4674. All inspection requests must be called in by 24 hours in advanced for appointment.

When calling in for an inspection you must have your permit number available and correct address of project.

Anyone purchasing a permit must be in the office by 4:00 p.m. Monday-Friday.

Listed below are the State Codes that are enforced.

GA State Minimum International Building Code	2012 Edition
GA State Minimum International Gas Code	2012 Edition
GA State Minimum International Mechanical Code	2012 Edition
GA State Minimum International Plumbing Code	2012 Edition
GA State Minimum National Electrical Code	2011 Edition
GA State Minimum International Fire Prevention Code	2012 Edition
GA State Minimum International Energy Conservation Code	2009 Edition*
GA Accessibility 120-3-20	2010 ADA Federal
NFPA 101 Life Safety Code GA 120-3-20A	2000 Edition*

*With Amendments

The City of Monroe enforces all of the above mandatory codes with local amendments.

Current Mandatory Codes as Adopted by DCA:

- International Building Code, 2012 Edition, with Georgia Amendments

[\(2014\)](#)

- International Residential Code, 2012 Edition, with Georgia Amendments

[\(2014\)](#) [\(2014 Prescriptive Deck Details\)](#)

- International Fire Code, 2012 Edition, with Georgia Amendments

[\(2014\)](#)

- International Plumbing Code, 2012 Edition, with Georgia Amendments

[\(2014\)](#)

- International Mechanical Code, 2012 Edition, with Georgia Amendments

[\(2014\)](#)

- International Fuel Gas Code, 2012 Edition, with Georgia Amendments

[\(2014\)](#)

- National Electrical Code, 2011 Edition

(No Georgia Amendments)

- International Energy Conservation Code, 2009 Edition, with Georgia Supplements and Amendments

[\(2011\)](#) [\(2012\)](#)

CITY OF MONROE CODE OFFICE
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APPLICATION FOR COMMERCIAL/NON-RESIDENTIAL BUILDING PERMIT
(Please Print Legible)

Project Name: _____

Project Address: _____

24 Hour Contact Name: _____ Phone # _____

City: _____ State: _____ Zip Code: _____

General Contractor: _____

City: _____ State: _____ Zip Code: _____

Phone # _____ Cell # _____ Fax#: _____

Property Owner: _____ Phone#: _____ Fax#: _____

Address: _____ City: _____ State: _____ Zip: _____

Check One: New Construction _____ Addition _____ Shell _____ Interior Finish _____

Total Square Footage: _____ Number of Floors: _____

1st _____ 2nd _____ Building Height: _____ Building Width: _____ Building Length: _____

of Elevators _____ Sprinkle System _____

Wood Frame: _____ Steel Frame: _____ Decking: With _____ Without _____ Mezzanine: _____

Value of Project: _____

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 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 (2009 Edition) with 2011
Georgia State 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: _____

The 2009 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 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 Conservation 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 completed COMCheck² attached to this form.
- International Energy Conservation Code Chapter 5

Percent openings² (window & 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; Walls below grade NR

Any Comments:

Signature (Original) _____ Printed Name: _____

Company Name: _____ Address: _____ City: _____ Zip: _____

Date: _____ City Code Official: _____

Note 1: All semi-heated spaces shall have prior approval by the local jurisdiction before submitting for a permit.

Note 2: The permit applicant is responsible for take-off and data used in COMCheck, the Building Department does not verify take-off data.

CITY OF MONROE

DEVELOPMENT PERMIT AND PRELIMINARY SUBDIVISION PLAT APPLICATION

Application fees: Preliminary Subdivision Plats - \$20 per lot Non-residential Projects – 50% of BP
NPDES fees: \$40/disturbed acre to EPD and \$40/disturbed acre to City of Monroe
Shall be paid prior to issuance of permit.

Three copies of the site development plans including erosion, sediment & pollution control plan and **two copies** of the stormwater management study or **two copies** of the preliminary subdivision plat. Also required on all developments... **Two copies** of the hydraulic calculations with water line design must accompany all applications.

THIS FORM MUST BE COMPLETELY FILLED OUT.

Project Name _____

Project Location _____

Proposed Use _____ Map/Parcel _____

Acreage _____ #S/D Lots _____ # Multifamily Units _____ # Bldgs _____

Water(provider) _____ Sewer(provider) _____

Property Owner _____ Phone# _____

Address _____ City _____ State _____ Zip _____

Developer _____ Phone# _____

Address _____ City _____ State _____ Zip _____

Designer _____ Phone# _____

Address _____ City _____ State _____ Zip _____

Site Contractor _____ Phone# _____

Address _____ City _____ State _____ Zip _____

The applicant shall be responsible from the date of the permit, or from the time of the beginning of the first work, whichever shall be the earlier, for all injury or damage of any kind resulting from this work, whether for basic services or additional services, to persons or property. The applicant shall exonerate, indemnify and save harmless the City from and against all claims or actions, and all expenses incidental to the defense (including death) to persons or property caused or sustained in connection with the performance of this permit or by conditions created thereby or arising out of or anyway connected with the work performed under the permit or for any and all claims for damages under the laws of the United States or of Georgia arising out of or in any way connected with the acquisition of and construction under the permit and shall assume and pay for, without cost to the City, the defense of any and all claims, litigation, and actions, suffered through any act or omission of the applicant or any subcontractor or anyone directly or indirectly employed under the supervision of any of them.

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

SIGNATURE OF APPLICANT: _____ DATE: _____

COMMERCIAL PERMIT FEE CALCULATION SHEET
Building permit fee charged according to ICC Building Valuation Data

Use Group: _____ Type of Const: _____ # of floors: _____ Total Sq Ft: _____

PERMIT FEE: TYPE OF CONST AMOUNT \$ _____ X SQ FT _____ =

VALUATION \$ _____ -(20% FOR SHELL ONLY) \$ _____ = \$ _____

-TOTAL VALUATION FEE See table below

Total permit fee \$ _____.

ALSO INCLUDE GARBAGE CONTAINER FEE OF \$425.00 FOR NEW COMMERCIAL

Plan Review Fee is 50% of total building permit fee

Total Fees Due:

Building Permit Fee \$ _____ +Plan Review Fee \$ _____

+ Garbage Container Fee \$425.00 = \$ _____ **Total Permit Cost**

TOTAL VALUATION FEE SCHEDULE:

(\$0 TO \$3000) = Building Permit Fee of \$25.00,

(\$3001 TO \$50,000) = \$25.00 For First \$3000 + \$5.00/1000,

(\$50,001 TO \$100,000) = \$260.00 For First \$50,000 + \$4.00/1000,

(\$100,001 TO \$500,000) = \$460 For First \$100,000 + \$3.00/1000, or

(\$500,001 AND UP) = \$1660 For First \$500,000 + \$2.00 /1000



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SEC 42-178(D) CITY OF MONROE CODE OF ORDINANCES

Stormwater management inspection and maintenance agreements. Prior to the issuance of any permit for a land development activity requiring a stormwater management facility or practice hereunder and for which the city requires ongoing maintenance, the applicant or owner of the site must, unless an on-site stormwater management facility or practice is dedicated to and accepted by the city, execute an inspection and maintenance agreement, and/or a conservation easement, if applicable, that shall be binding on all subsequent owners of the site.

The inspection and maintenance agreement, if applicable, must be approved by the city prior to plan approval, and recorded in the deed records upon final plat approval.

The inspection and maintenance agreement shall identify by name or official title the person(s) responsible for carrying out the inspection and maintenance. Responsibility for the operation and maintenance of the stormwater management facility or practice, unless assumed by a governmental agency, shall remain with the property owner and shall pass to any successor owner. If portions of the land are sold or otherwise transferred, legally binding arrangements shall be made to pass the inspection and maintenance responsibility to the appropriate successors in title. These arrangements shall designate for each portion of the site, the person to be permanently responsible for its inspection and maintenance.

As part of the inspection and maintenance agreement, a schedule shall be developed for when and how often routine inspection and maintenance will occur to ensure proper function of the stormwater management facility or practice. The agreement shall also include plans for annual inspections to ensure proper performance of the facility between scheduled maintenance and shall also include remedies for the default thereof.

In addition to enforcing the terms of the inspection and maintenance agreement, the city may also enforce all of the provisions for ongoing inspection and maintenance in [section 42-181](#) of this chapter.

The city, in lieu of an inspection and maintenance agreement, may accept dedication of any existing or future stormwater management facility for maintenance, provided such facility meets all the requirements of this chapter and includes adequate and perpetual access and sufficient area, by easement or otherwise, for inspection and regular maintenance.

MAINTENANCE AGREEMENT



STATE OF GEORGIA

WHEREAS, the Property Owner _____
Recognizes that the wet or extended detention facility or facilities (hereinafter referred to as “the facility” or “facilities”) must be maintained for the development called, _____
_____, located in Land Lot(s) _____, District(s) _____, of the City of Monroe, Georgia; and,

WHEREAS, the Property Owner is the owner of real property more particularly described on the attached Exhibit A (hereinafter referred to as “the Property”), and,

WHEREAS, the City of Monroe (hereinafter referred to as “the City”) and the Property Owner, or its administrators, executors, successors, heirs, or assigns, agree that the health, safety and welfare of the citizens of the City require that the facilities be constructed and maintained on the property, and,

WHEREAS, the Development Regulations require that facility or facilities as shown on the approved development plans and specifications be constructed and maintained by the Property Owner, its administrators, executors, successors, heirs, or assigns.

NOW, THEREFORE, in consideration of the foregoing premises, the mutual covenants contained herein, and the following terms and conditions, the parties hereto agree as follows:

SECTION 1.

The facility or facilities shall be constructed by the Property Owner in accordance with the plans and specifications for the development.

SECTION 2.

The Property Owner, its administrators, executors, successors, heirs or assigns shall maintain the facility or facilities in good working condition acceptable to the City and in accordance with the schedule of long term maintenance activities agreed hereto and attached as Exhibit B.

SECTION 3.

The Property Owner, its administrators, executors, successors, heirs or assigns hereby grants permission to the City, its authorized agents and employees, to enter upon the property and to inspect the facilities whenever the City deems necessary. Whenever possible, the City shall provide notice prior to entry. The Property Owner shall execute an access easement in favor of the City of Monroe to allow

MAINTENANCE AGREEMENT

the City to inspect, observe, maintain, and repair the facility as deemed necessary. A fully executed original easement is attached to this Agreement as Exhibit C and by reference made a part hereof.

SECTION 4.

In the event the Property Owner, its administrators, executors, successors, heirs or assigns fails to maintain the facility or facilities as shown on the approved plans and specifications in good working order acceptable to the City and in accordance with the maintenance schedule incorporated in this Agreement, the City, with due notice, may enter the property and take whatever steps it deems necessary to return the facility or facilities to good working order. This provision shall not be construed to allow the City to erect any structure of a permanent nature on the property. It is expressly understood and agreed that the City is under no obligation to maintain or repair the facility or facilities and in no event shall this Agreement be construed to impose any such obligation on the City.

SECTION 5.

In the event the City, pursuant to the Agreement, performs work of any nature, or expends any funds in the performance of said work for labor, use of equipment, supplies materials, and the like, the Property Owner shall reimburse the City, or shall forfeit any required bond upon demand within thirty (30) days of receipt thereof for all the costs incurred by the City hereunder. If not paid within the prescribed time period, the City shall secure a lien against the real property in the amount of such costs. The actions described in this section are in addition to and not in lieu of any and all legal remedies available to the City as a result of the Property Owner's failure to maintain the facility or facilities.

SECTION 6.

It is the intent of this agreement to insure the proper maintenance of the facility or facilities by the Property Owner; provided, however, that this Agreement shall not be deemed to create or effect any additional liability of any party for damage alleged to result from or caused by storm water runoff.

SECTION 7.

Sediment accumulation resulting from the normal operation of the facility or facilities will be provided for. The Property Owner will make accommodation for the removal and disposal of all accumulated sediments. Disposal will be provided onsite in a reserved area(s) or will be removed from the site. Reserved area(s) shall be sufficient to accommodate for a minimum of two dredging cycles.

MAINTENANCE AGREEMENT

SECTION 8.

The Property Owner shall provide the City with a bond or a letter of credit providing for the maintenance of the facility or facilities pursuant to the City's Development Regulations concerning Maintenance Agreements.

SECTION 9.

The Property Owner shall use the standard BMP Operation and Maintenance Inspection Report attached to this agreement as Exhibit D and by this reference made a part hereof for the purpose of a minimal annual inspection of the facility or facilities by a qualified inspector.

SECTION 10.

The Property Owner, its administrators, executors, successors, heirs and assigns hereby indemnifies and holds harmless the City and its authorized agents and employees for any and all damages, accidents, casualties, occurrences or claims which might arise or be asserted against the City from the construction, presence, existence or maintenance of the facility or facilities by the Property Owner or the City. In the event a claim is asserted against the City, its authorized agents or employees, the City shall promptly notify the Property Owner and the claims against the City its authorized agents or employees shall be allowed, the Property Owner shall pay for all costs and expenses in connection herewith.

SECTION 11.

This Agreement shall be recorded among the deed records of the Clerk of Superior Court of Walton County and shall constitute a covenant running with the land and shall be binding on the Property Owner, its administrators, executors, heirs, assigns and any other successors in interest.

SECTION 12.

This Agreement may be enforced by proceedings at law or in equity by or against the parties hereto and their respective successors in interest.

SECTION 13.

Invalidation of any one of the provisions of this Agreement shall in no way effect any other provisions and all other provision shall remain in full force and effect.

MAINTENANCE AGREEMENT

SO AGREED this _____ day of _____, 20____.

Property Owner Corporation _____
Property Owner Partnership _____
Property Owner Limited Liability Corporation _____
Property Owner Individual or Jointly by Several Individuals _____

By: _____
Signature of Owner

Printed or Typed Name

Attest: _____
Signature of Witness

Printed or Typed Name

By: _____
Signature of Owner

Printed or Typed Name

Attest: _____
Signature of Witness

Printed or Typed Name

By: _____
Signature of Owner

Printed or Typed Name

Attest: _____
Signature of Witness

Printed or Typed Name

Notary Public (seal)

CITY OF MONROE, GEORGIA

By: _____
Code Enforcement Officer

Attachments: Exhibit A (Plat and Legal Description)
Exhibit B (Maintenance and Inspection Schedule)
Exhibit C (Access Easement)
Exhibit D (Standard BMP Operation and Maintenance Inspection Report)

October 4, 2013