



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 Residential Construction

Includes:

- Guidelines for Obtaining a Building Permit
- Permit Application
- Inspection Requirements
- How to Request an Inspection
- Energy Code Affidavit
- Georgia Residential Energy Code Compliance Certificate (to be completed)

*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.

**CITY OF MONROE CODE DEPARTMENT
215 N BROAD STREET MONROE GA 30655
PHONE (770)207-4674 FAX (770)207-4556**

**BUILDING PERMIT FEES ARE BASED ON THE INTERNATIONAL CODE COUNCIL
BUILDING VALUATION DATA-SQUARE FOOT CONSTRUCTION COSTS MATRIX**

**TO OBTAIN A BUILDING PERMIT THE FOLLOWING ITEMS MUST BE COMPLETED
AND BROUGHT INTO THE OFFICE:**

1. Recorded Warranty deed and recorded plat to property. (must be legible)
2. Complete Civil plans or building site plans (3 copies + digital)
3. Complete building plans (3 copies +digital)
4. Completed building permit application with copy of business license and General Contractors license of Contractor.(all sub contractors will need to purchase their permits)
5. Receipt for sewer tap fees, water tap fees and electrical meter and/or verification of taps.
6. Recorded Storm Water Agreement in the deed records of the Superior Court of Walton County (if applicable)
7. Completed Energy Code worksheet affidavit and Code Compliance Certificate.

**BUILDING PERMIT APPLICATION
RESIDENTIAL
THE CITY OF MONROE CODE OFFICE
215 NORTH BROAD STREET, MONROE, GEORGIA 30655
(770) 207-4674 FAX (770) 207-4556**

Date _____ Project Name & Lot #: _____

Property Owner _____ Telephone _____

Current Address _____

General Contractor _____

Address _____ City _____ State _____ Zip _____

Phone # _____ Cell # _____ Fax#: _____

Construction Address _____

CLASS OF WORK: _____ New _____ Addition _____ Alteration _____ Repair

Square Footage

Height

Layout

1st Floor: _____

of Stories _____

Bedrooms _____

2nd Floor: _____

(R-2 Zoning Dist. Allows 2 stories max)

Bathrooms _____

Bonus Rm: _____ htd: _____ Unhtd: _____

Building Height: _____

Other Rooms _____

Unheated Basement: _____

of Elevators: _____

Parking Spaces _____

Heated Basement: _____

Fireplaces _____

Garage: _____

Total Heated Sq. Ft. _____

Basement/height: _____ Block _____ Poured _____ Slab: _____ Crawl Space _____

Fireplace: _____ Prefab _____ Masonry _____ Roof Truss _____ Floor Truss _____ Stick Frame _____

Electric Co. _____ Gas Co. _____ Water Co. _____

Please include a copy of your Business License and Contractors License. Permit is void if work does not begin within 6 months of issuance. If project is not finished within one year of issuance, please contact the Code Office to renew permit.

All of the above information is true and correct.

_____/_____/_____
Signature of Applicant Print Name Date

INSPECTION PROCEDURES & REGULATIONS FOR
RESIDENTIAL CONSTRUCTION

OFFICE HOURS FOR PERMITTING: 8:00am to 4:00pm MONDAY THRU FRIDAY
CONTACT PHONE NUMBER FOR SCHEDULING INSPECTIONS: (770)207-4674. All inspections
MUST be scheduled 24 hours in advance.

BEFORE THE FIRST INSPECTION WILL BE DONE:

••• Permit card must be posted at drive, off the right of way •••

BUILDING LINES MUST BE MARKED. THE PERMIT HOLDER IS RESPONSIBLE FOR MAKING SURE THE
PROPERTY LINES AND BUILDING SETBACK LINES ARE CLEARLY MARKED BEFORE THE FIRST
INSPECTION WILL BE DONE. SILT FENCE AND EXIT PAD MUST ALSO BE IN PLACE.

A MINIMUM OF \$20.00 FEE IS CHARGED FOR REINSPECTIONS.

City of Monroe does allow third party inspections on concrete work for residential permits. See list
enclosed.

Federal, State, and City Soil Erosion Sedimentation Law will be strictly enforced. By law an undisturbed
natural vegetative buffer shall be maintained for 50 feet, measured horizontally, on both banks (as
applicable) of the stream as measured from the top of the stream bank. An additional setback shall be
maintained for 25 feet, measured horizontally, beyond the undisturbed natural vegetative buffer, in which
all impervious cover shall be prohibited.

Grading, filling and earthmoving shall be minimized within the setback.

Drainage Easements recorded on plats cannot be altered without the permission of the City. EROSION

CONTROL- all silt fence to ensure proper erosion control must be installed.

REQUIRED INSPECTIONS:

1. DRIVE WAY CULVERT SIZING AND DESIGN (if applicable).

This must be sized by the Public Works.

2. PLUMBING IN SLAB INSPECTION - (If applicable)

-Test on drain lines required can be water test (minimum water test 4" water above highest fitting) or air (5
lb. Test for 15 minutes)

-Inspection required before cover up

-Site inspected for erosion control (silt fence and gravel exit pad in place)

3. SLAB/FOOTING INPECTION -DO NOT POUR CONCRETE BEFORE INSPECTION!

- 2 runs of #4 rebar continuous bent around corners, lapped 12 inches and tied unless otherwise specified by engineer
- Pressure treated or rebar grade stakes required
- Mud sill or anchor bolts required on all exterior walls of slab, foundation or basement houses and attached garages
- Site inspected for erosion control

3a- BASEMENT WALLS- WALLS GREATER THAN 8' IN HEIGHT MUST BE ENGINEERED AND INSPECTED BEFORE POURING. An approved 3'd party engineer can make this inspection or the city inspector can inspect if the engineered drawings are on file.

- Wall height is measured from finished slab floor to the bottom of floor joist above
- Knee walls on top of poured/block walls are considered in wall height

4. ROUGH INSPECTIONS-

{A} Rough Inspections:

- (1) Complete rough plumbing installed with required test on water supply and drain lines. All interior sprinkler systems must be installed in accordance with NFPA 13D. (If applicable) Site inspected for erosion control.
- (2) Complete HVAC rough installed. All ducts, vents, furnaces etc. must be in place. Required test on gas lines (if applicable). Site inspected for erosion control.
- (3) Complete electrical rough wiring installed. Switch taps and all electrical grounds connected in boxes. Panel board(s) in place. MLO feeder Panel board(s) must have the grounds and neutrals connected. Site inspected for erosion control.
- (4) In conjunction with the "ELECTRICAL ROUGH IN" inspection A SEPARATE REQUEST may be made for a "TEMPORARY POWER CONNECTION" inspection.

*****4(A)-1, 2, &3 must be completed and pass their rough inspections before requesting a "rough framing" inspection. They can be installed and inspected in any order after the dwelling has been "dried in".**

(B) ROUGH FRAMING INSPECTIONS-

- Documentation for engineered products may be required. Call inspection department for details.
- A minimum #15 pound felt paper required under shingles or manufacturer's instructions
- Windows and doors must be installed (should be in before any mechanical rough installations).
- Do no insulate.
- All firestops, draftstops in place.
- Energy code sealing can be done but is not required for inspection.
- Do not stock building with sheetrock
- Site inspected for erosion control.

*Notes for reference: *The garage area shall be separated from the residence and its attic area by means of minimum 1/2 inch gypsum board applied to the garage side. Garages beneath habitable rooms shall be separated from all habitable rooms above by not less than 5/8-inch Type X Gypsum board or equivalent. Where the separation is a floor-ceiling assembly, the structure supporting the separation shall also be protected by not less than 1/2 inch gypsum board or equivalent. Garages

Located less than 3 feet from a dwelling unit on the same lot shall be protected with not less than ½ inch gypsum board applied to the interior side of exterior walls that are within this area. Other openings between garage and residence shall be equipped with solid wood doors not less than 1 3/8 inch thick or 20-minute fire rated doors. No glass panels unless fire code approved. *A room/garage that has an opening from outside to inside that is 6' clear finished width and wider requires garage separation inside. *Pull down stairs or permanent stairs are required if installing equipment in attic.

5. PERMANENT POWER & GAS INSPECTION:

- Electrical installation must be 95% complete
- All general construction must be completed.
- Outside decks must be completed.
- Plumbing fixtures do not need to be installed
- HVAC does not need to be completed
- Floor coverings do not need to be installed or finished
- If all items are approved, this office will give approval to the power & gas companies.
- Site inspected for erosion control.

6. FINAL DRIVEWAY SPECTION:

-Required prior to issuance of a Certificate of Occupancy of all single-family residential sites that are not a part of a curb and gutter subdivision development.

7. FINAL-CERTIFICATE OF OCCUPANCY INSPECTION:

- All re-inspection fees must be paid at the office before scheduling inspection
- Electrical power and gas (if applicable) must be on and working correctly
- All natural and disturbed areas must be stabilized
- Final inspection of premises
- Copy of the Energy Code Compliance Certificate to the Building Permit office and a permanent certificate posted at the electrical distribution panel.
- Certificate of Occupancy will be issued upon completion of all the above and the Specific Regulations for residential Units.

AFFIDAVIT
Compliance with the *Georgia State Energy Code*
International Energy Conservation Code (2009 Edition) with 2011
Georgia State Supplements and Amendments for Residential Dwellings

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 structure shall be built in accordance with the minimum Energy Conservation requirements of the State of Georgia Energy Code for Buildings for 1 & 2 Family Dwelling Buildings using the following method:

Please select one of the compliance methods as follows:

- GA Table 402.1.1 Insulation and Fenestration Requirements by Component (City of Monroe is Climate Zone 3).
- RESCheck See: Georgia Amendment Table 402.1.4 for minimum R-values and maximum U-factors/SHGC allowed in RESCheck.
- IECC Section 405 Simulated Performance Alternative using: REMRate, Energy Gauge or other locally approved software program.

The following are additional requirements of the 2009 Energy Code as amended by the State of GA:

- X Heating and cooling sized per ACCA Manual J and Duct Design per ACCA Manual D with R-8 Ducts in attics (required).
- X A pennant certificate per GA Supplement to IECC 401.3 shall be readily accessible and shall be posted on or near the electrical distribution panel or air handler- See Georgia State Supplements and Amendments Appendix D.
- X Air Barriers installed on all vertical sides of Insulation (except behind tubs/showers and fire place chase).
- X Air Barrier at eaves to prevent "wind washing".
- X Building envelope and Duct tightness testing is required. see: 402.4.2.1 Ga Amendment

Indicate with an "X" the following applicable items:

- Pull down/disappearing stairs in conditioned space weather-stripped and U-0.20 (R-5) see: GA Amendment 402.2.3.
- Scuttle Hole in conditioned space to attic R-19 See GA Amendment 402.2.3 Weather-stripped access doors.
- Unvented/sealed crawl space complies with GA Supplements and Amendments 402.2.0 Crawl Space Walls.

List R-value for: Flat CLG R-_____; sloped CLG/RFG R-_____; Wall Cavity R-_____; Sheathing R-_____; Mass Wall Basement(min R-5)_____

Attic Knee Wall(min R-18)R-_____; Floor over unconditioned space R-_____; Is basement conditioned ___Y___N; slab-on-grade ___Y___N

Window U-factor_____; Window SHGC_____; Number of stories_____; Heating Efficiency %_____; Cooling efficiency SEER_____

Any Comments _____

Signature (original) _____ Printed Name: _____

Company Name: _____ Address: _____ City _____ Zip _____

Date: _____ Code Department Official Signature _____

Georgia Residential Energy Code Compliance Certificate*

Builder/design Professional: _____

Phone: _____

Envelope Summary:

- List the R-Value for the following components:

Flat ceiling/roof: _____	Sloped/vault ceiling: _____
Exterior wall: _____	Above grade mass wall: _____
Attic kneewall: _____	Attic kneewall sheathing: _____
Basement stud wall: _____	Basement Continuous: _____
Crawlspace stud wall: _____	Crawlspace Continuous: _____
Cantilevered Floor: _____	Floors over unconditioned space: _____
	Other insulation: _____

- Fenestration Components:

Window U-factor: _____	Window SHGC: _____
Skylight U-factor: _____	Skylight SHGC: _____
Glazed Door U-factor: _____	Opaque Door U-factor: _____
	(<50% glazed)

- Building Envelope Tightness (BET):

BET test conducted by: _____ Phone _____
 Fan Flow at 50 Pascals = _____ CFM₅₀ Total Conditioned Volume = _____ ft³
 ACH₅₀ = CFM₅₀ x 60 / Volume = _____ ACH₅₀ (must be less than 7 ACH₅₀)

Mechanical Summary:

Water Heater Energy Factor: _____ Ef Fuel type: Gas Electric Other

Number of Heating and Cooling systems: _____

Heating System Type (choose one):

Gas: _____ AFUE Air-Source Heat Pump: _____ HSPF
 Other: _____ Efficiency: _____

Cooling System Type (Standard DX, Heat Pump, Geothermal, etc.): _____

Cooling System Efficiency: _____ SEER EER Other

Heating/Cooling Load Calculations Performed by: _____ Phone: _____

Total Heating Load (Based on ACCA Man. J or other approved methodology): _____ Btu/h

Total Cooling Load (Based on ACCA Man. J or other approved methodology): _____ Btu/h

Cooling Sensible Load: _____ Btu/h Cooling Latent Load: _____ Btu/h

Total Air Handler CFM (based on design calculations): _____ CFM

Duct Tightness Test Conducted by: _____ Phone: _____

CFM₂₅ per 100 ft² of conditioned floor area = CFM₂₅ x 100 / Conditioned floor area served

If all ducts are not located within conditioned space, builder must verify that either the post construction duct leakage to outdoors (PCO) is ≤ 8 cfm/100 ft², the post construction total duct leakage (PCT) is ≤ 12 cfm/100 ft², or the rough-in test (RIT) with air handler installed is ≤ 6 cfm/100 ft². State which method was used to conduct the duct tightness test: duct blower (DB), modified blower door subtraction method (MBDS), or automated multipoint blower door (AMBD).

System	Method (DB, MBDS, AMBD)	Test (PCO, PCT, RIT)	CFM25	Area Served (ft ²)	Test Result
1					
2					
3					

*Note: This permanent certificate shall be posted on or in the electrical distribution panel. Certificate shall be completed by the builder or registered design professional. Where there is more than one value for each component, certificate shall list the value covering the largest area.