The Monroe County Community Development Department

38 West Main Street, Forsyth, Ga 31029

The following packet must be filled out entirely to be submitted for review.
48-hour permit turn-around process; resubmittal due to corrections resets this time.
10-day review period for Commercial Plans.

Contacts:
Kelsey Fortner—kfortner@monroecoga.org
Community Development Manager

Ariyl Fuentes—afuentes@monroecoga.org
Assistant Manager

Alice Anderson—aanderson@monroecoga.org
Building Permit Coordinator

Once you have completed the packet—be sure to email information to all three emails.

This will ensure your packet is received in a timely manner.

Jeremy Head—jeremyhead@caa.inc
Chief Building Inspector

Kyle Golberg—kylegolberg@caa.inc
Plans Examiner/Building Inspector

Dan Gordan- dangordon@caa.inc
Deputy Building Official
770-856-7814

Tyler Adams- tyleradams@caa.inc
Building Inspector
404-290-9314

Monroe County Building Department: 478-994-7618
Monroe County Zoning: 478-994-7040

Obtaining a building permit will result in a tax assessor inspection.
Building Inspections are required; must schedule.
Zoning Compliance will result in a zoning inspection, no scheduling.

Must Haves Before Application is Turned in For Review.

1. **Septic Permit**
   106 Martin Luther King Jr.
   Forsyth Ga, 31029
   478-993-3081
2. **Driveway Permit**
   515 Montpelier Rd
   Forsyth, Ga 31029
3. **The Application filled out completely**
   If a line does not pertain to you write N/A
4. **All Building Plans**
   Preferred PDF Form

It takes 48 hours for Residential for approval for permit from CAA.

It takes 10 days for Commercial for approval for permit from CAA.

If the review should be returned to us denied, once you resubmit the plans the time starts over.

Inspections are next day call in.

Times for inspections cannot be scheduled.

Inspectors cannot call before arrival.

Please, plan accordingly if you should need to be there for the inspection.

REQUIREMENT PAGES

Requirements for plan review

Foundation Plans Include:

- Location of the slab (site plans will work)
- Placement of rebar
- Footing sizes
- Load bearing walls
- Monolithic slab detail (is all in one footings and slab in one concrete pour)
- Crawlspace detail (if applicable)

Elevation Plans include:

- Side view
- Front view
- Rear view
- Window location
- Door location
- Material used on the exterior

Floor Plans Include:

- Dimensions of all the rooms and the home
- Window sizes
- Door sizes
- Electrical layout
- Plumbing layout
- Hvac layout

****These items can be hand drawn but must be legible and drawn with a ruler. ****

Requirements for Steel building/prefabricated plan review:

Foundation Plans Include:

- Engineered pre-approved stamped plans *Company providing the structure can provide these. *
- Location of the slab (site plans will work)
- Placement of rebar
- Footing sizes
- Anchorage details *Company providing the structure can provide these. *

Elevation Plans include:

- Side view
- Front view
- Rear view
- Window location
- Door location
- Material used on the exterior

Floor Plans Include:

- Dimensions

****Stick built buildings "conventional construction" plans must include interior load bearing walls if applicable. Stick built buildings "conventional construction" can be hand drawn but must be legible and drawn with a ruler. ****

Requirements for a New Manufactured Home:

All the following items may be included in manufactured home plans from the dealer. Consult the dealer.

Foundation Plans Include:

- Foundation sizes or;
- Footing sizes
- Manufactured installation details

Elevation Plans include:

- Side view
- Front view
- Rear view
- Window location
- Door location

Floor Plans Include:

- Dimensions of all the rooms and the home
- Window sizes
- Door sizes
- Electrical layout
- Plumbing layout
- Hvac layout

Requirements for used Manufactured Home:

Foundation Plans Include:

- Foundation sizes or;
- Footing sizes

Elevation Plans include:

- Side view
- Front view
- Rear view

Floor Plans Include:

- Dimensions of all the rooms and the home

Pictures required for used manufactured home:

1) The four (4) outside walls
2) HUD plate (metal plate with serial number-usually outside bottom left on manufactured homes frame)
3) Inside electrical panel
4) Inside plumbing (under sinks, behind toilets)
5) Pictures of each room

FILL OUT COMPLETELY OR APPLICATION WILL BE REJECTED

Date Submitted: _____ **Permit No: _____ (Office Use Only)**

Address of Structure: _____
Parcel Number: _____
Subdivision: _____
(if applicable)
Total Sq. Footage: _____
Estimated Cost: $ _____
Residential Build ☐ Commercial Build ☐

Description of the job:

Type of build:

_____**Single Family Dwelling**	_____**Manufactured home**	_____**Multi Family**
_____**Commercial**	_____**Pole Barn**	_____**Enclosed Shed**
_____**Garage Attached or Detached**	_____**Pool**	_____**Tiny House**
_____**Barndominium**	_____**Carport**	_____**Addition**
_____**Accessory Dwelling Unit**	_____**Renovation**	_____**Finish Basement**
_____**Porch/deck**	_____**Sign**	_____**Fence (over 6')**
_____**Interior Alteration**		

Lot Size (acre(s) _____
Stories _____ **Heated SQ. Footage:** _____
Garage SQ. Footage: _____
Other Un-heated SQ Footage: _____

The review period for plans Residential 48 hours/ Commercial 10 Days. Should the plans be denied, and/or more information is needed, the time start over.

Once you have your FINAL inspection. Certificate of Occupancy (C.O.) is issued 48 hours from day FOLLOWING A PASSED FINAL. Example: Final passed on January 1st. C.O. is requested on January 2nd before 10 am. 48 hours would be 10am January 4th.

Please sign for acknowledgement: X_____ **Date:** _____

FILL OUT COMPLETELY or APPLICATION WILL BE REJECTED

Property Owner

Name: _____
Address: _____
Phone: _____
Email: _____

Contractor

Contractor Name: _____
Business Name: _____
Email: _____
Address: _____
Phone: _____
License: _____

Obtaining a building permit will result in a tax assessor inspection.
Building Inspections are required; must schedule.
Zoning Compliance will result in a zoning inspection, no scheduling.

Septic Permit Number _____
Driveway Permit _____
Number of dwellings on lot _____

All efforts should be made to prevent silt and/or mud from being transferred to neighboring properties and the road. Gravel must be placed on the entrance to the construction site of homes to help mud from leaving the site.

Please note that the checklist below is meant to be used as a guide; all that <u>apply</u> must be submitted.

___Copy of business license
___Copy of state license
___Two sets of paper construction plans OR one digital {signed and sealed pursuant to O.C.G.A 43-4-14(b)(3)}
___Site plan
___Scope of work (see requirements page)
___Typical wall sections
___Figure 7 Deck Framing Detail
___Authorized Permit Agent / homeowner affidavit
___Erosion, Sedimentation, Pollution Control Plans (ESPCP) {disturbing 1 acre or more OR as a tertiary permittee}
___Septic approval permit
___Well approval permit
___Verification of Ownership {if recent purchase}
___Asbestos abatement notice [demolition only]

This permit issued for an initial term of 180 days {6 months} but shall be considered abandoned if work is not commenced within the first 60 days after permit issuance; the permit may be extended for up to an additional 180 days {6 months} after a request in writing is received accepted by the Community Development Manager. Trade permits are required for electrical, plumbing, and mechanical work unless otherwise noted by the Community Development Manager.

I hereby certify that I have read and examined this application and the information provided herein is true and correct. No changes shall be made from that which is stated in this application, or in attached plans and specifications. The granting of a permit shall not be construed as a permit for or an approval of any violation of the Building Code or any other state or local law regulating construction or the performance of construction. I further certify that all construction will comply with all adopted codes, ordinances, and that there may be a fee associated with obtaining county permits.

Signature of Permittee or Authorized Agent:
_____

Date: _____

The Authorized Permit Agent form must 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.
[Office staff will give form]

If the homeowner is building the home and not using a licensed contractor then an Affidavit for Owner Permit must be completed.
[Office staff will give form]