

215 N Broad Street
Monroe, GA 30655



(770)207-4674
(770)207-4556 FAX

CODE DEPARTMENT

**Information and Building Permit Application
for Subdivision Approval and Construction**
(includes minor subdivision information)

Includes:

- Subdivision Requirements List
- Approval of Subdivision (private streets)
- Guidelines for subdivision plat approval and dedication of streets.
- Indemnification Form
- Stormwater Management Agreement
- Guidelines for obtaining building permits
- Permit Application
- How to Request an Inspection
- Energy Code Affidavit
- Georgia Residential Energy Code Compliance Certificate (to be completed)



Subdivision Requirements List

LAND DISTURBANCE FEE _____

TO BE COMPLETED BEFORE DEDICATION:

MAINTENANCE BOND _____

PERFORMANCE BOND _____

INDEMNIFICATION _____

STREET LIGHTS _____

SIGNS _____

NRCS _____

KECK & WOOD _____

PLAN REVIEW FEE _____

DEV. PERMIT FEE _____

UTILITIES DEPT. APPROVAL _____

DEDICATION OF STREETS _____

TO BE COMPLETED AFTER DEDICATION:

DEVELOPMENT COST:

Length of Streets	Acres of R/W	Clear & Grade	Total Base & Asphalt	Sidewalk	Curb & Gutter	Total Dev. Cost

RECORDED PLAT _____

FOR INTEROFFICE FILE ONLY *revised 2/27/14*



APPROVAL OF SUBDIVISION (Private Streets)
Subdivision Completion List

Subdivision Name: _____

**TO BE COMPLETED & DELIVERED TO CODE OFFICE TWO WEEKS PRIOR
TO THE FIRST TUESDAY OF THE MONTH OF APPROVAL:**

MAINTENANCE BOND (detention ponds) 18 mos. _____

UTILITIES DEPT. APPROVAL _____

AS BUILT POND PLANS _____
Certified By Engineer of Record

DETENTION POND MAINTENANCE AGREEMENT _____

Revised 2/27/14

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: _____

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

SUBDIVISION REVIEW PROCEDURE

1. Pre-Application Conference:

- a. This conference should consist of the City Code Enforcement Officer, Fire Department, Public Works Department and The City of Monroe Utilities Department. The purpose of this conference is to provide the subdivider with the necessary regulations in order to properly accomplish the proposed project.

2. Preliminary Plat:

- a. An application for Preliminary Plat approval shall be submitted to the Code Office along with two (2) copies of the Preliminary Plat.
- b. The Preliminary Plat shall be sealed by a Professional Engineer or Landscape Architect currently registered in the State of Georgia in accordance with the provisions of Georgia law.
- c. Said applications for approval shall be submitted at least thirty (30) days prior to the next scheduled Planning Commission meeting in order to be placed on their agenda for consideration. **See the Code Department for the meeting schedule.**
- d. The Planning Commission shall review and consider the Preliminary Plat for recommendation to the City Council.
- e. The Mayor and Council shall review and consider the Preliminary Plat for approval. The subdivider may not proceed further with the plat approval and site development process until approval is received from the Mayor and Council.
- f. Once the Preliminary Plat is approved the subdivider may proceed with Site Development Plans.
- g. Copies of the approved Preliminary Plat shall be provided in digital and two (2) copies.

3. Site Development Plans (construction plans):

- a. An application for Site Development Plan approval shall be submitted to the Code Office along with three (3) copies or sets and a digital copy of the Site Development Plans.
- b. As required the application shall include a Site Plan, Soil Erosion and Sedimentation Control Plan, and other construction plans as appropriate to the project. All drawings and other engineering data shall be prepared and sealed by a Professional Engineer or Landscape Architect currently registered in the State of Georgia, in accordance with the provisions of Georgia law.
- c. When the Code Office has determined that the Site Plan and other Development Plans are in compliance and have the approval of all other affected City Departments a Development Permit shall be issued. Approved

copies of the approved Site Development Plan shall be transmitted to the applicant and copies retained by the Code Office for its records.

- d. The developer shall be responsible for compliance with all codes, regulations, and zoning requirements and for the satisfaction of all of the noted and written comments of the affected City Departments and/or agencies.

4. Final Plat:

- a. An application for Final Plat approval shall be submitted to the Code Office along with three (3) copies of the Final Plat drawing, as well as any other data or information required.
- b. The application for approval shall be submitted at least thirty (30) days prior to the next scheduled City Council meeting in order to be placed on the agenda for consideration.
- c. Upon approval of the Final Plat by the Mayor and City Council, the Code Office shall authorize the recording of the Final Plat with the Clerk of Superior Court of Walton County.
- d. A recorded copy and a digital copy of the approved Final Plat shall be provided to the City Code Department for permanent record.

PLAN AND PLAT SPECIFICATIONS

1. **Sketch Plat** is optional for initial meeting with Code /Planning Department
2. **Preliminary Plat Specifications:**
 - a. The preliminary plat shall include all of the contiguous property under one (1) ownership.
 - b. The preliminary plat shall be clearly and legibly drawn at a scale of not less than one hundred (100) feet to one (1) inch. Sheet size shall not exceed forty-eight (48) inches by thirty-six (36) inches. The Code Enforcement Officer may approve other scales as deemed appropriate.
 - c. The preliminary plat shall be based on a certified boundary survey delineating the entirety of the property contained within the Preliminary Plat, and tied to a point of reference (tie point) with the same degree of accuracy as the boundary survey itself. The survey shall have an accuracy of and less than one (1) in ten thousand (10,000), and shall meet all requirements of Georgia Law regarding the recording of maps and plats. Each Preliminary Plat shall be drawn on, accompanied by, or referenced to a boundary survey.
3. **Site Development Plans (Construction Plans)**
 - a. The Site Development Plans shall generally conform to the Preliminary Plat and may constitute only that portion of the approved Preliminary Plat which the subdivider proposes to construct at one time as a single unit, provided that such portion conforms to the requirements of the Development Regulations.
4. **Final Plat Specifications**
 - a. The Final Plat shall be scaled at 100' to 1" or larger. The sheet size shall be no more than 15" x 17" with a digital copy.
 - b. The Final Plat shall be based on a certified boundary survey.
 - c. The Final Plat shall substantially conform to the Preliminary Plat.

5. Minor Subdivision Plat Specifications

The Final Plat for a Minor Subdivision shall include the following information:

1. Scale and Sheet Size: 1" = 100' scale and 15" x 17" sheet size with digital copy.
2. Certified Boundary Survey: The Final Plat shall be based on a certified boundary survey. The survey shall have an accuracy of no less than 1 in 10,000 and shall meet all requirements of Georgia Law regarding the recording of maps and plats.
3. Copies of the recorded final plat shall be provided in digital and 1 copy.



DEDICATION OF STREETS
Subdivision Completion List

Subdivision Name: _____

TO BE COMPLETED & DELIVERED TO CODE OFFICE TWO WEEKS PRIOR TO THE FIRST TUESDAY OF THE MONTH OF DEDICATION:

MAINTENANCE BOND(streets)18 mos. _____

MAINTENANCE BOND(detention ponds) 18 mos. _____

PERFORMANCE BOND (24 mos.) _____

INDEMNIFICATION (10 yrs.) _____

STREET LIGHTS (1 yr) per Utility Regulations _____

SIGNS _____

UTILITIES DEPT. APPROVAL _____

AS BUILT POND PLANS _____

Certified By Engineer of Record

DETENTION POND MAINTENANCE AGREEMENT _____

STATE OF GEORGIA

COUNTY OF WALTON

1.

The undersigned Developer agrees and sets forth below:

The City of Monroe, a Georgia Municipal Corporation (the "City") has approved the Developer's plan for the improvements of certain real estate located within the City of Monroe and known as _____.

2.

As a condition of the City approving the improvements and pursuant to Article 11.1.1(c) of the City's development regulations, the City requests and the Developer agrees that the _____, its personal representatives, members, officers, agents, assigns, transferees, successors in interest or title, and or any transferees, shall indemnify and hold harmless the City to the fullest extent permitted by law from and against any and all claims, actions, causes of action, damages, losses, costs and expenses, including but not limited to all costs of defense and attorneys fees, arising out of or resulting from errors or omissions in design or construction of the improvements for a period of ten (10) years from the date of completion of the improvements. This indemnification and hold harmless agreement is for the purpose of protecting the City from any claim, cost or expenses arising out of or related to the development/improvement. If liability is subsequently assigned or transferred to a successor in title or other person, a copy of such legal instrument shall be filed with the Clerk of the Superior Court of Walton County, Georgia.

Witness my hand and seal this _____ day of _____, 20__.

Developer

By: _____

Print Name: _____

By: _____

Print Name: _____

Accepted and approved as to form
This _____ day of _____, _____

Subscribed and Sworn before me
on this the ___ day of _____, 20__.

Patrick Kelley
Code Enforcement Officer
City of Monroe

Notary Public
My Commission Expires _____



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

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)



SUBDIVISION REQUIREMENT LIST
PRIOR TO PERMITTING

TO BE COMPLETED & DELIVERED TO CODE OFFICE PRIOR TO THE DEVELOPMENT OF A SUBDIVISION:

LAND DISTURBANCE FEE AND COPY OF N.O.I. _____

PLAN REVIEW FEE (\$20 PER LOT) _____

WATER QUALITY PLAN _____

STORM WATER MGMT PLAN _____

DEV. PERMIT FEE (\$20 PER LOT) _____

PLANS FOR CODE OFFICE THREE (3) SETS

PLANS DELIVERED TO UTILITIES DEPT (Tommy McClellan) THREE (3) SETS

PUBLIC STREETS _____

PRIVATE STREETS _____

**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

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

**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 permanent 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: _____
 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 (ft2)	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.