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)
Elevation Certificates are required by the time the lowest floor elevation is being established.

*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.

Revised 10/26/17

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.

THE CITY OF Monroe Since 1821

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 cased 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: _____

PRELIMINARY PLAT SPECIFICATIONS FOR SUBDIVISION

Preliminary Plat Specifications Subdivision.

The Preliminary Plat shall contain the following:

a) Name of the subdivision, unit number, Land District, Land Lot number, and total acreage of tract.

b) Name, address, and telephone number of owner or agent.

c) Name, address and telephone number of individual responsible for Subdivision design and surveys.

d) Date, graphic scale, and north point.

e) Location sketch of tract showing major surrounding features.

f) Proposed use of the subdivision

g) Minimum building setback lines along streets, with dimensions.

h) Location of existing property lines, major easements, rights of way, water courses, drainage areas and ditches, distinctive natural features, and existing buildings.

i) The location, names, and width of all existing or proposed streets within or directly adjacent to the subject property.

j) Lots numbered in numerical order and blocks lettered alphabetically.

k) Total number of lots proposed in tabular form

l) The approximate location of all proposed or existing lots and the site of the smallest lot.

m) The location of flood plain areas.

n) Statement of proposed water and/or sewer supply or collection method.

o) Zoning of subject property and adjacent property.

p) Names of adjacent property owners.

q) Topography with contours no greater than two (2) feet.

r) Location of all known existing or previously existing landfills.

s) Location of all known existing groundwater recharge areas.

t) Location of all known existing wetlands.

u) Location of all known flood hazard areas.

v) Location of all known Protected River Corridors.

w) Location of all known Water Supply Watershed areas.

x) Location of all mail receptacles and type of delivery.(approval by local US postal service needed)

y) AUTHORIZATION STATEMENT (text follows):

I hereby submit this Sketch Plat as authorized agent/owner of all property shown thereon, and certify that all contiguous property under my ownership or control is included within the boundaries of this Preliminary Plat, as required by the Development Regulations.

_____ _____

Signature of Authorized Agent/Owner Date

z) CERTIFICATE OF APPROVAL BY THE CODE ENFORCEMENT OFFICE (text follows):

This Preliminary Plat has been reviewed and approved for general compliance with the Zoning Ordinance and Development Regulations of the City of Monroe.

_____ _____

Code Enforcement Officer Date

aa) CERTIFICATE OF APPROVAL BY PLANNING COMMISSION (text follows):

The Preliminary Plat shown hereon has been found to comply with the Zoning Ordinance and the Development Regulations of the City of Monroe and is hereby given Preliminary Approval by the City of Monroe Planning Commission. This Preliminary Approval does not constitute approval of a Final Plat. This Certificate of Approval shall expire and be null and void one (1) year from the date of this Certificate of Approval.

Dated this _____ day of _____, 20___

By:_____, Chairman

By: _____, Secretary

bb) CERTIFICATE OF APPROVAL BY THE CITY OF MONROE COMBINED UTILITES. (text follows):

The lots shown hereon and plans for water and sewage collection and disposal have been reviewed and approved by the City of Monroe Water & Gas Department, and are approved for development.

Dated this ____ day of _____, 20__

By: _____

Title: _____

cc) CERTIFICATE OF APPROVAL BY THE CITY OF MONROE COMBINED UTILITIES. (text follows):

The lots shown hereon and plans for electrical has been reviewed and approved by the City Of Monroe Electric & Telecommunications Department, and are approved for development.

Dated this____ day of _____, 20___

By: _____

Title: _____

dd) CERTIFICATE OF APPROVAL BY MAYOR AND COUNCIL (text follows):

The Preliminary Plat shown hereon has been found to comply with the Zoning Ordinance and the Development Regulations of the City of Monroe and is hereby given Preliminary Approval by the City of Monroe Mayor and Council. This Preliminary Approval does not constitute approval of a Final Plat. This Certificate of Approval shall expire and be null and void one (1) year from the date of this Certificate of Approval.

Dated this _____day of_____, 20____

By: _____, Mayor

By: _____, City Clerk

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 _____

Revised 3/12/14

REQUIRED FINAL PLAT INFORMATION

The Final Plat shall contain the following information:

a) Name of the subdivision, unit number, Land District, and Land Lot number.

b) Name, address, and telephone number of owner of record and the subdivider (if not the owner).

c) Name, address and telephone number of each professional firm associated with the portion of the subdivision within the Final Plat (engineer, surveyor, landscape architect, etc.)

d) Date of plat drawing, graphic scape, north point, notation as to the reference of bearings to magnetic true north or grid north, and indication whether bearings shown are calculated from angles turned.

e) Location sketch of tract showing major surrounding features.

f) Boundary lines of the tract, to be indicated by a heavy line, giving distances to the nearest one-hundredth foot and bearings to the nearest second. Bearing and distance to designated tie point shall be shown. The Plat shall have a closure precision of 1 foot in no less than 10,000 feet.

g) Municipal or City jurisdiction lines approximately tied to the lines of the subdivision by distance and angles when such lines traverse or adjoin the subdivision. Land Lot lines traversing or adjoining the subdivision shall also be indicated.

h) Locations, widths, and names of all streets and alleys within and immediately adjoining the plat, the location and widths of all internal public crosswalks, and all other public rights of way.

i) Street centerlines, showing angles of deflection and standard curve data including radii, length of arcs and tangents between curves, points of curvance (P.C.), and Point of Tangency (P.T.).

j) Lot lines with dimensions to the nearest one-tenth (1/10) of a foot and bearings to the nearest second, and radii of rounded corners as necessary to delimit each lot.

k) Minimum building setback lines along streets with dimensions.

l) Lots in numerical order and blocks lettered alphabetically.

m) Location and size of all drainage pipe, location and extent of detention ponds, the location and size of all public water mains and fire hydrants, and the location, dimensions, and purpose of any easements, including construction or slope easements if required.

n) Location of any areas to be reserved, donated, or dedicated to public use with notes stating their purpose and limitations. Location of any areas to be reserved by private deed covenant for common use of all property owners, or dedicated to a homeowner's association.

o) A statement of private covenants, if any, brief enough to be put directly on the plat; otherwise, if covenants are separately recorded, a statement as follows: This plat is subject to the covenants set forth in the separate document(s) attached hereto dated_____ which hereby become a part of this plat and which were recorded and signed by the owner.

p) Accurate location, material, and the description of monuments and markers in place prior to approval of the Final Plat.

q) Extent of the 100-year floodplain and the origin of the 100-year data shall be indicated.

r) Street address numbers for each lot.

s) Location of Cluster Box of Mail Receptacles.

t) The following drainage notice:
NOTE: The City of Monroe assumes no responsibility for overflow or erosion of natural or artificial drains beyond the extent of the street right of way, or for the extension of culverts beyond the point shown on the approved and recorded subdivision plat.

OWNERS CERTIFICATE AND DECLARATION (text follows):

STATE OF GEORGIA
THE CITY OF MONROE

The owner of the land shown on this plat and whose name is subscribed hereto in person or through a duly authorized agent acknowledges that this plat was made from an actual survey and dedicates to the use of the public forever all streets, drains, easements and other public facilities and appurtenances thereon shown for the purposes therein expressed.

Dated this _____ day of _____, 19/20____

By: _____, Owner

t) SURVEYOR'S CERTIFICATION (text follows):

It is hereby certified that this plat is true and correct as to the property lines and all improvement shown thereon and was prepared from an actual survey of the property made by me or under my supervision; that all monuments shown here on actually exist; and their location, size, type, and material are correctly shown. The field data upon which this plat is based has a closure precision of one foot in feet and an angular error or _____ per angle point, adjusted using rule. This plat has been calculated for closure and is found to be accurate within one foot in feet, and

contains total of _____ acres. The equipment used to obtain the linear and angular measurements herein was _____.

By: _____

Date: _____

Registered Georgia Land Surveyor

Reg. No: _____ Date of Expiration _____

u) CERTIFICATE OF APPROVAL BY THE Code Enforcement Office

The Code Enforcement Officer certifies that this plat complies with the Zoning Ordinance and Development Regulations of the City of Monroe and has been approved by all other affected City Departments, as appropriate. This plat is approved, subject to the provisions and requirements of the Performance and Maintenance Surety Agreement executed for this project between the owner and the City of Monroe.

By: _____

Date: _____

Code Enforcement Officer: _____

v) CERTIFICATE OF APPROVAL BY MAYOR AND COUNCIL (text follows):

The City of Monroe Mayor and City Council hereby accept on behalf of the City of Monroe the dedication of all public streets, rights of way, easements and other public facilities and appurtenances shown thereon. This plat is approved subject to the provisions and requirements of the Performance and Maintenance Surety Agreement executed for this project between the owner and the City of Monroe.

Dated this _____ day of _____, 19/20 ___

By: _____, Mayor
The City of Monroe Mayor and City Council

Attest: _____
City Clerk, City of Monroe

7.4.5 Warranty Deed Required for Other Dedications:

If any lands are shown on the Final Plat for dedication to the City of Monroe other than street rights of way or easements, a Warranty Deed transferring title to said land in fee simple shall be submitted with the Final Plat application.

7.4.6 Deed of Transfer Required for Dedications to Property Owner's Association:

If any lands are shown on the Final Plat for dedication to a Property Owners Association, a copy of the deed of transfer for such dedication and a copy of the instrument of incorporation of the Property Owners Association shall be submitted with the Final Plat application.

DEVELOPER'S CERTIFICATION

STATE OF GEORGIA,

COUNTY OF WALTON,

CITY OF MONROE:

The undersigned being the owner, developer, or contractor of _____, being located on _____, Monroe, Georgia, hereby certifies to the Monroe Code Office that the undersigned has installed the following:

One or more Streets of approximately _____ feet in length at a cost of $_____ including earthwork, base & paving, storm sewer, and, Approximately _____ linear ft of sidewalk at a cost of $_____ and, Approximately _____ linear ft of Curb & Gutter at a cost of $ _____ and, Approximately _____ acres of right of way at a cost of $_____ and, for a total development cost of $ _____.

Unless otherwise stated in this certification, the above costs are the fair market value of such lines.

The undersigned further certifies that the above items are wholly installed within the right-of-way dedicated to the City of Monroe, Georgia or covered by a performance bond.

The undersigned is aware that the information furnished in this certification will be provided by the City of Monroe Code Office to its agents and employees for accounting and other related purposes.

_____ _____

Signature **Notary**

_____ _____

Print Name **Expiration Date**

_____ **(SEAL)**

Address

_____

Date

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

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.

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: _____ Attest: _____
Signature of Owner Signature of Witness

_____ _____
Printed or Typed Name Printed or Typed Name

By: _____ Attest: _____
Signature of Owner Signature of Witness

_____ _____
Printed or Typed Name Printed or Typed Name

By: _____ Attest: _____
Signature of Owner Signature of Witness

_____ _____
Printed or Typed Name Printed or Typed Name

_____ (seal)
Notary Public

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 DEVEOPMENT 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 _____

Revised 2/27/14

215 N Broad Street
PO Box 725
Monroe, GA 30655

THE CITY OF Monroe Since 1821

(770)207-4674

CODE DEPARTMENT

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
Residential Underground Service Policy for Electric & Telecommunications
New Residential Construction Check List
Elevation certificates are required by the time the lowest floor elevation is being established.

*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

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

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

PROCESS FOR RESIDENTIAL PERMITS:

1. Completed building permit application with a copy of business license and general contractors license. The GC will be required to get each sub-contractor's permit applications completed and signed by the sub-contractor and an affidavit for there approval for the GC to pull and sign for their permits. We will need a copy of each sub's business license and state contractors license.
2. Completed Energy Code worksheet affidavit. (included in packet)
3. Receipt of sewer tap fees; water tap fees and electrical meter and/or verification of taps. Gas should be included in this if applicable.

BUILDING PERMIT APPLICATION
RESIDENTIAL
THE CITY OF MONROE CODE OFFICE
215 NORTH BROAD STREET, MONROE, GEORGIA 30655
Phone: (770) 207-4674 EMAIL: dadkinson@monroega.gov

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

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

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: _____		
Accessory Bldg: _____ htd: ___ Unhtd: ___		
Total Heated Sq. Ft. _____	Valuation _____	

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**

Revised 9/14/16

ELECTRICAL PERMIT APPLICATION

215 North Broad Street/P.O. Box 725 Monroe, Georgia 30655
PHONE: (770) 207-4674 email: dadkinson@monroega.gov

OFFICE PERMITTING HOURS: 8:00 a.m. -4:00 p.m.

Construction Address: _____

Contractors Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone # _____ Cell # _____

Email Address: _____

Permit type: (Commercial _____ or Residential _____)

# of Alarm System _____
# of Protected Conductors _____ Phase 1 = 1, Phase 2 = 2, Phase 3 = 3
#of Circuits per panel _____
# of Telephone Systems _____
# of Cable/Internet Systems _____
# of New Entrance Panel _____
# of Meter Base _____

Electrical Value of Job _____

Sec. 18-5 - *Fire districts* described, established.
The city is hereby divided into two *fire* districts as follows:
(1) Fire District I. Fire *district* I shall include all of that territory embraced within the following boundaries:
a. North - Highland Avenue.
b. East - Midland Avenue.
c. South - Washington Street.
d. West - Wayne Street.
(2) Fire District II. Fire *district* II shall consist of all that portion of the city not specifically included in *fire district* I.

Sec. 18-68 - Protective tubing.
All commercial, industrial, and residential buildings in *fire district* I shall have wiring enclosed in a raceway, electrical metallic tubing, ridge metal conduit, rigid nonmetallic conduit, or intermediate metal conduit.

_____ _____ _____
Signature of Applicant **Print Name** **Date**

Revised 090519

MECHANICAL & GAS PERMIT APPLICATION

215 North Broad Street/P.O. Box 725
Monroe, Georgia 30655
PHONE: (770) 207-4674 email: dadkinson@monroega.gov

OFFICE PERMIT HOURS 8:00 a.m. until 4:00 p.m.

Construction Address: _____ Lot#_____

Contractors Name: _____

Contractors Current Address: _____

City: _____ State: _____ Zip: _____

Phone # _____ Cell # _____

Email address: _____

Permit type: (Commercial ___ or Residential ____)

Boiler 1 hp to 10 hp _____
Boiler > 10 hp _____
Each A/C System _____
Each Air intake system _____
Each Comb. Heat-A/C System _____
Each exhaust system _____
Each Grease Hood _____
Each Heating System _____
Each incinerator _____
Each Refrigerator System <5hp _____
Each Refrigerator System >5hp _____
Each Thru Wall Heat Pump _____
Each Wood or Gas Burning Htr _____
# of Outlets for Gas _____

Mechanical Value of Job _____

_____ _____ _____

Signature of Applicant **Print Name** **Date**

Revised 010318

CITY OF MONROE CODE OFFICE
PLUMBING PERMIT APPLICATION

215 North Broad Street/P.O. Box 725
Monroe, Georgia 30655
PHONE: (770) 207-4674 email: dadkinson@monroega.gov

OFFICE HOURS: 8:00 a.m. – 5:00 p.m.
PERMITS ISSUED: 8:00 a.m. until 4:00 p.m.

Construction Address: _____

Contractors Name: _____

Complete Current Address: _____

City: _____ State: _____ Zip: _____

Phone # _____ Cell # _____ Fax# _____

Email address: _____

Permit type: (Commercial ___ or Residential ____)

# of Backflow Devices _____
# of Sewer Systems _____
# of Interceptors or Separators _____
# of Irrigation Systems _____
# of Other Water Connections _____
# of Medical Gas Systems _____
# of Storm Water Systems _____
# of traps/fixtures _____
# of Water Heaters _____

Plumbing Value of Job _____

_____ _____ _____
Signature of Applicant **Print Name** **Date**

Revised 9-05-19

STATE LICENSING BOARD FOR RESIDENTIAL AND GENERAL CONTRACTORS
237 Coliseum Drive, Macon, GA 31217
478-207-2440
www.sos.ga.gov/plb

Authorized Permit Agent Form (ONE FORM PER PERMIT)

This form may be used by a qualifying agent to designate an individual to obtain a permit on his/her behalf for a project for the qualifying company. The contractor should submit an original Authorized Permit Agent Form for each project for which he/she has designated an individual to pull permits. This designated individual shall further be identified as the authorized permit agent. This notarized form with an **ORIGINAL SIGNATURE** (no copies or faxes accepted), a copy of the contractor's license, a copy of the contractor's company license, and a copy of the driver's license of the authorized permit agent is to be given to the permit office in the city or county in which the project is located. **DO NOT SEND A COPY OF THIS FORM TO THE BOARD OFFICE UNLESS REQUESTED.**

License verification by permitting office should be completed by visiting http://verify.sos.ga.gov/verification

Name of Qualifying Agent:	
Contractor License # (Attach a copy of license.)	
Name of Licensed Company:	
Company License # (Attach a copy of license.)	
Name of Authorized Permit Agent: (Attach a copy of driver's license.)	

PROJECT (an original form is required for each project):

Company listed on contract:	
Property Owner's Name:	
Street Address:	
Apartment or Suite #	
City, State, Zip:	

I hereby designate the above listed Authorized Permit Agent to apply for and obtain the permit(s) for the project listed above. The undersigned, being licensed as a qualifying agent, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents are true and correct.

_____
Original Signature of Qualifying Agent (no copies or faxes accepted)

State of _____ County of _____ NOTARY SEAL

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

_____DAY OF_____, 20 _____

_____
NOTARY PUBLIC My Commission Expires:

Revised 03-16 (all older forms are void)

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 a day 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 INSPECTION** -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. NAIL PATTERN

4" on the edge and 6" in the field – Nail Pattern must meet these criteria for approval.

4. ROUGH INSPECTIONS-

(A) Partial Wall Framing Inspection

To be done after all walls are erected with sheathing installed and properly nailed, ceiling joist and rafters installed, BEFORE roof decking is in place.

(B) 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(**B**)-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". **We prefer to do all roughs at the same time.**

(C) 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 fire stops, draft stops 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. INSULATION INSPECTION

Requirements per prescriptive details of the Georgia Energy Code.

6. ENERGY WRAP INSPECTION

Requirements per prescriptive details of the Georgia Energy Code.

7. 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.

8. GAS PRESSURE TEST if applicable.

9. FINAL DRIVEWAY INSPECTION:

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

10. 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.

Revised 1-8-19

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_____

APPENDIX RD

MANDATORY COMPLIANCE CERTIFICATE

Georgia Residential Energy Code Compliance Certificate

This certificate shall be posted on or near the electrical distribution panel or air handler

Permit # _____

House Address or Community/Lot# _____

Building Summary

Builder Company Name	Signature	Contact (email/phone)	Date

Compliance Pathway (check one)	Building Envelope (when multiple values per component, list value covering largest area)	
☐ Prescriptive: R401-404	Ceiling/Roof R-value	Above-grade mass wall R-value
☐ UA Trade-off: R402.1.5	Sloped/vaulted ceiling R-value	Cantilevered floors R-value
☐ REScheck: Keyed to 2015 IECC	Exterior wall R-value	Window/Glass Door SHGC
☐ Simulated Performance: R405	Kneewall (cavity and/or continuous) R-value	Window/Glass Door U-factor
☐ Energy Rating Index (ERI): R406	Foundation (cavity and/or continuous) R-value	Skylight SHGC
ERI Score	Floors over unconditioned R-value	Skylight U-factor

Mechanical Summary

HVAC Company Name	Contact (email/phone)	Date

Heating System Type — Efficiency (AFUE, HSPF, COP or other)	Cooling System Type — Efficiency (SEER, EER or other)	Water Heating Type — Efficiency (EF or other)
☐ Gas	☐ Air conditioner	☐ Gas
☐ Heat pump	☐ Heat pump	☐ Electric
☐ Other	☐ Other:	☐ Other:

☐ Yes ☐ No | Manual J, S, D or equivalent complete?

Required Mechanical Ventilation

Type (check one)	Design Rate (check one)	
☐ Exhaust ☐ Supply ☐ Balanced	☐ Continuous ☐ Intermittent	Design Ventilation Rate (CFM)
	If intermittent, list runtime in min. per hour	

Duct and Envelope Tightness Testing Summary

DET Verifier	Contact (email/phone)	DET Verifier ID

Envelope Tightness Testing (< 5 ACH50) **(Envelope Tightness = Blower Door Fan Flow x 60 / Thermal Envelope Volume)**

Blower Door Fan Flow (CFM50)	Thermal Envelope Volume (ft^3)	Envelope Tightness (ACH50)

If multifamily unit and conducting sampling, this unit is not required to be tested. Mark N/A.

Duct Tightness Testing (< 6 CFM25/100 ft^2) **(Total Duct Leakage = 100 x Fan Flow / Area Served)**

Number of Heating and Cooling Systems

Duct Tightness Leakage Test Results	System 1	System 2	System 3
If air handler and ductwork located entirely within in conditioned space			
Location			
Fan Flow (CFM25)			
Area Served (ft^2)			
Total Duct Leakage (CFM25/100 ft^2)			
Rough In Total (RIT) or Post Construction Total (PCT)			

Since 1821
THE CITY OF
Monroe

Residential Underground Service Policy for Electric and Telecommunications

1. All underground electric services must be in conduit. The conduit shall be UL listed electrical grade schedule 40 PVC with pull string. Water pipe is not acceptable. Conduit size shall be 4 inch for services up to 225 amps. For all other services a field engineer will specify the size and number of conduits.

2. The customer/contractor is required to furnish and install the service conduit. Final grade shall be established prior to the installation. The installed/final depth shall in no case be less than 24 inches to the top of the conduit.

3. Following receipt of application for new service, engineering staff shall meet with the customer/contractor on site to establish the route of the conduit and meter placement. Under no circumstances shall the customer install service conduit until engineering staff has approved conduit route.

4. Services under 125 feet shall have a maximum of 270 degrees of conduit bend and all 90 degree bends must have a 36 inch radius.

5. Services exceeding 125 feet must be installed in a straight line to the service point or have a service pedestal (supplied by Monroe). Engineering staff shall determine the location and quantity of service pedestals.

COMMONLY OVERLOOKED CODE CHANGES ON RESIDENTIAL CONSTRUCTION

NEW RESIDENTIAL CONSTRUCTION CHECK LIST.

1. Drip edge on shingle roofs (Chapter 9 Sec R905.2.8.5 IRC)
2. Anchor bolts and washers in plates at garage doors. (Chapter 4 Sec R403.1.6 IRC)
3. Water hammer arrestors installed where required. (Chapter 29 Sec P2903.5 IRC)
4. A nail pattern inspection is required before the house wrap, is installed. (4" Edges and 6" centers typically covers, this inspection)
5. A permit box is required at each construction site.
6. If fiber enhanced concrete is used in the slabs, load tickets need to be provided to the inspection department.
7. All permits need to be obtained by subcontractors, before the rough inspection is requested.
8. Weep screeds need to be installed on exterior finishes, when applicable. (Chapter 7 Sec R703.6.2.1 IRC)
9. Habitable areas over 70 sq ft require a means of egress. Basements containing sleeping rooms require emergency egress and rescue openings in each sleeping room. (Chapter 3 Sec R310.1 IRC)
10. All garage receptacles including the ceiling mounted receptacles are required to be GFCI protected. (2014 NFPA 70)
11. Electric car charger circuits must be dedicated. (2014 NFPA 70)
12. Hold down straps at garage openings. (Chapter 6 Sec 602 IRC)

ATLANTA DISTRICT
OPERATIONS PROGRAMS SUPPORT
NORTH METRO, GA 30026-9322

UNITED STATES POSTAL SERVICE

DELIVERY ACKNOWLEDGEMENT/AGREEMENT-DIRECTED MODE

In April of 2012 the USPS revised regulations to clarify options for delivery and to provide the USPS greater autonomy in determining how deliveries are added to the Postal Service network. While curbline and sidewalk delivery remain viable and approved modes of delivery, the USPS will determine how and when to approve these modes of delivery consistent with existing Postal Operations Manual (POM) regulations regarding in-growth and both establishment and extension of delivery.

This document outlines the commitments made by the USPS towards builders/developers for the establishment of delivery at the sites and locations listed below. This document acknowledges that the USPS and its representatives have met with and discussed establishment of delivery with the builders' representative or construction site manager as currently described in the POM.

At a minimum, the USPS will work with builders and developers to determine what the best mode of delivery is for the area prior to establishing or extending delivery service. This will include review of site plans and consideration of lot size and locations of housing relative to existing delivery infrastructure and to customer travel. The USPS recognizes the interest builders have in controlling site plans, and just as with other public services, the USPS will work to meet the requests and requirements of the builders and local planning administrators. However, as a national agency, the USPS reserves the right to establish delivery in the most consistent and cost effective means viable to meet our federal mandate of providing a free form of service that best meets the need to establish and maintain a safe, reliable and efficient national Postal Service.

Delivery will begin in newly developed areas only upon approval from a responsible USPS representative and only to locations and equipment approved by the USPS. Street delivery may be withheld until such time as an approved site location (s) are agreed upon and the required delivery equipment is put in place.

Provided to: _____

Development: _____

Representative Signature: _____

_____

USPS representative/title Date (signed)