



215 N Broad Street

PO Box 725

Monroe, GA 30655

(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 their 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.

<u>Square Footage</u>	<u>Height</u>	<u>Layout</u>
1 st Floor: _____	# of Stories _____	# Bedrooms _____
2 nd 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**



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



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

**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:

**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 1/2 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:

- Heating and cooling sized per ACCA Manual J and Duct Design per ACCA Manual D with R-8 Ducts in attics (required).
- 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.
- Air Barriers installed on all vertical sides of Insulation (except behind tubs/showers and fire place chase).
- Air Barrier at eaves to prevent "wind washing".
- Building envelope and Duct tightness testing is required. sec: 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
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Compliance Pathway (check one)	Building Envelope (when multiple values per component, list value covering largest area)	
<input type="checkbox"/> Prescriptive: R401-404	Ceiling/Roof R-value	Above-grade mass wall R-value
<input type="checkbox"/> UA Trade-off: R402.1.5	Sloped/vaulted ceiling R-value	Cantilevered floors R-value
<input type="checkbox"/> RESCheck: Keyed to 2015 IECC	Exterior wall R-value	Window/Glass Door SHGC
<input type="checkbox"/> Simulated Performance: R405	Kneewall (cavity and/or continuous) R-value	Window/Glass Door U-factor
<input type="checkbox"/> Energy Rating Index (ERI): R406 ERI Score	Foundation (cavity and/or continuous) R-value	Skylight SHGC
	Floors over unconditioned R-value	Skylight U-factor

Mechanical Summary

HVAC Company Name	Contact (email/phone)	Date
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Heating System Type	Efficiency (AFUE, HSPF, COP or other)	Cooling System Type	Efficiency (SEER, EER or other)	Water Heating Type	Efficiency (EF or other)
<input type="checkbox"/> Gas		<input type="checkbox"/> Air conditioner		<input type="checkbox"/> Gas	
<input type="checkbox"/> Heat pump		<input type="checkbox"/> Heat pump		<input type="checkbox"/> Electric	
<input type="checkbox"/> Other		<input type="checkbox"/> Other:		<input type="checkbox"/> Other:	

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

Required Mechanical Ventilation

Type (check one)	Design Rate (check one)	
<input type="checkbox"/> Exhaust	<input type="checkbox"/> Continuous	Design Ventilation Rate (CFM)
<input type="checkbox"/> Supply	<input type="checkbox"/> Intermittent	
<input type="checkbox"/> Balanced	If intermittent, list runtime in min. per hour	

Duct and Envelope Tightness Testing Summary

DET Verifier	Contact (email/phone)	DET Verifier ID
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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 ft²)	(Total Duct Leakage = 100 x Fan Flow / Area Served)	
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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)			



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)



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 curblane 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)