



CODE DEPARTMENT RESIDENTIAL BUILDING PERMIT APPLICATION

Phone: 770-207-4674 Email: permits@monroega.gov

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

Date: _____ Project Name & Lot #: _____

Construction Address: _____

Property Owner: _____ Current Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

General Contractor Name: _____ 24 Hour Contact: _____

Contractor Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

NOTE: A SITE PLAN IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION. ALL PROPERTY LINES MUST CLEARLY BE IDENTIFIED ON SITE PRIOR TO THE FIRST INSPECTION.

Square Footage

Total: _____

1st: _____

2nd: _____

Garage: _____

of Parking Spaces: _____

Basement: Heated _____

Unheated _____

Bonus Room: Heated _____

Unheated _____

Porches/Decks/Patios: Covered _____

Uncovered _____

Total Heated Sq. Ft. _____

Total Unheated Sq. Ft. _____

Valuation: \$ _____

Basement Type: Block Poured

Basement Height: _____

Foundation Type: Slab Crawl Space

Fireplace: Pre-Fab Masonry

Roof Truss

Floor Truss

Stick Frame

Electric Co.: _____

Gas Co.: _____

Water Co.: _____

NOTE: All lots must have street frontage sidewalks installed prior to initial CO's in newly developed subdivisions.

APPLICANT, PLEASE READ AND SIGN THE FOLLOWING:

As the contractor, builder or authorized agent, I hereby apply for a permit to erect/alter and use the structure as described herein and/or shown on accompanying plans and specifications. If a plot plan is required said structure is to be located as shown on the plot plan. If the permit is granted, I shall construct it according to the laws of City of Monroe. I also understand that the structure authorized by the permit shall not be occupied or used until all inspections have been made and the Certificate of Occupancy/Completion has been approved by the Code Department. Applicant must hold a valid business license and contractor's license for the type of construction to be permitted, if applicable. 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.

I hereby certify that the above information is true and correct and I understand that before any inspections are made that erosion control measures shall be installed and properly maintained daily.

Signature of Applicant

Print Name

Date

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770-207-4674 • permits@monroega.gov