



MADISON PLANNING & DEVELOPMENT

Building Office – Permits & Inspections

132 N. Main Street, City Hall, High Street Entrance

Madison, Ga 30650 706-342-1251 x226 fax 706-342-3454

As of June 1, 2015, Madison will be responsible for all new permits and associated inspections for construction and land disturbance within the city limits. You will likely recognize the permit forms and fees, as we have opted to mirror the prior system for a few months to reduce changeover complications. We appreciate your patience during this transition.

City of Madison

Documents Required for Obtaining a Commercial/Industrial Building Permit

_____ **Copy of City of Madison Pre-Permit Authorization Sheet:** This applies to all properties located within the City Limits of Madison. You may contact the City of Madison at 132 North Main Street, Madison, Georgia 30650 or at (706) 342-1251 for more information.

_____ **Fire Marshal:** Please directly submit fire alarm plans, sprinkler plans and suppression hood details to the City of Madison’s Fire Marshal Gene Porter. You may contact Gene Porter at 160 North Main Street, Madison, Georgia 30650 or at (706) 342-1256 for more information.

_____ **Permit Application:** This form is available at the Morgan County Planning and Development Office or it can be downloaded from the Morgan County Website at www.morganga.org. Only complete applications will be accepted.

_____ **One (1) Recorded Plat of the subject property:** (Maximum Size 11”x17”). Recorded copies of plats may be obtained at the Morgan County Superior Court located at 384 Hancock Street, Madison, Georgia 30650, or for questions you may contact them at (706) 342-3605.

_____ **One (1) Location Sheet:** Location Sheets may be obtained at the Morgan County Tax Assessor’s Office located at 150 East Washington Street, Suite 130, Madison, Georgia 30650, or for questions you may contact them at (706) 342-0551.

_____ **Building Plans:**

-All structural steel building plans must be stamped by a licensed professional and must have a footing plan designed by a licensed professional.

- **Commercial Building Permits Inside the City of Madison Require:**

Four (4) full sets of plans, two (2) reduced sets of plans (11” x 17”) and PDF version of plans. Two large sets of plans are returned to the owner with any comments and must be on site for all inspections. Plans need to be submitted to Morgan County Planning and Development.

- **Commercial Plans** must be drawn to a scale that is legible. Plans for all group A, E and I occupancies, buildings and structures three stories or more in height, buildings and structures 5,000 square feet or more in area, or if deemed necessary by the Building Official are required to be drawn by a licensed professional with affixed seal and signature.

• **Commercial Plans** must at minimum include the following (If applicable):

Detail Sheets	Electrical Plan	Fire Protection Plans
Site Plan	Plumbing Plan	Life Safety Plan
Floor Plan	Mechanical Plan	Landscaping Plan
Building Elevation Plan	Door and Finish Details	Structural Plan
Foundation Plan	Grading Plan	Sprinkler Plan
Fire Alarm Plan Sign Plans	Furniture Layout Plan	Erosion, Sediment and Pollution Control Plan

• **Commercial Plan review may take a few weeks to complete. Applicant will be notified when permit is approved or denied. Construction shall not begin until the building permit is issued.**



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Commercial/Industrial Permit Application

(ALL APPLICATIONS HAVE TO BE FILLED OUT COMPLETELY IN ORDER TO BE PROCESSED)

Property Owners Information

Property Owner's Name:		Cell phone#:
Address:		Home phone#:
City:	State:	Zip Code:
Email Address:		

Property Location

Project Name:		Jurisdiction:
Property Address:		
City:	State:	Zip Code:
Nearest Intersection or Address:		
Name of Subdivision (if applicable):	Lot#:	

All Contractors Must Provide a copy of State Contractor's and Business License

Contractors Information

Contractor's Name:		Cell phone #:
Contractor's Address:		Office #: Fax #:
City:	State:	Zip Code:
Email Address:		
State Certification #:	Expiration date:	
Occupational Tax #:	Issuing County:	
Project Managers Name:	Telephone #:	

Type of Building Permit Requested: (Check all that apply)

- | | | |
|--|---|--|
| <input type="checkbox"/> Commercial Addition & Remodel | <input type="checkbox"/> Commercial Remodel | <input type="checkbox"/> Industrial Addition & Remodel |
| <input type="checkbox"/> Commercial Addition | <input type="checkbox"/> Commercial Mixed Occupancy | <input type="checkbox"/> Industrial Addition |
| <input type="checkbox"/> Commercial Aircraft Hanger | <input type="checkbox"/> Commercial Stand Alone | <input type="checkbox"/> Industrial Attached |
| <input type="checkbox"/> Commercial Attached | <input type="checkbox"/> Commercial Swimming Pool | <input type="checkbox"/> Industrial Build out |
| <input type="checkbox"/> Commercial Permit Renewal | <input type="checkbox"/> Industrial Permit Renewal | <input type="checkbox"/> Industrial Remodel |
| <input type="checkbox"/> Commercial Build out | <input type="checkbox"/> Industrial Stand Alone | <input type="checkbox"/> Sprinkler System |
| <input type="checkbox"/> Transmission Tower (New) | <input type="checkbox"/> Transmission Tower (Upgrade) | <input type="checkbox"/> Other (Explain) |

Explanation: _____

Occupancy Classification and Group: (Check all that apply)

- | | | | | | |
|--|--|------------------------------|------------------------------|------------------------------|------------------------------|
| <input type="checkbox"/> Assembly | <input type="checkbox"/> A-1 | <input type="checkbox"/> A-2 | <input type="checkbox"/> A-3 | <input type="checkbox"/> A-4 | <input type="checkbox"/> A-5 |
| <input type="checkbox"/> Business | <input type="checkbox"/> B | | | | |
| <input type="checkbox"/> Mercantile | <input type="checkbox"/> M | | | | |
| <input type="checkbox"/> Educational | <input type="checkbox"/> E | | | | |
| <input type="checkbox"/> Factory – Industrial | <input type="checkbox"/> F-1 | <input type="checkbox"/> F-2 | | | |
| <input type="checkbox"/> Residential | <input type="checkbox"/> R-1 | <input type="checkbox"/> R-2 | <input type="checkbox"/> R-3 | <input type="checkbox"/> R-4 | |
| <input type="checkbox"/> High Hazard | <input type="checkbox"/> H-1 | <input type="checkbox"/> H-2 | <input type="checkbox"/> H-3 | <input type="checkbox"/> H-4 | <input type="checkbox"/> H-5 |
| <input type="checkbox"/> Institutional | <input type="checkbox"/> I-1 | <input type="checkbox"/> I-2 | <input type="checkbox"/> I-3 | <input type="checkbox"/> I-4 | |
| <input type="checkbox"/> Storage | <input type="checkbox"/> S-1 | <input type="checkbox"/> S-2 | | | |
| <input type="checkbox"/> Utility & Miscellaneous | <input type="checkbox"/> U | | | | |
| <input type="checkbox"/> Single Family Dwelling | <input type="checkbox"/> Two Family Dwelling | | | | |

Building Information: (Please fill in all pertinent information)

Total cost of construction: \$ _____ (cost should be estimated to Fair Market Value)

Structure will have: Electrical HVAC Plumbing

Total number of buildings: _____

Total number of units per buildings: _____

Total number of units: _____

Building Dimensions (Foot print): _____

Number of Stories: _____

Total Square Footage of Building:

Heated/Finished: _____ Sqft. Unheated/Unfinished: _____ Sqft.

Total Square Footage of Floor:

1st Floor Heated/Unheated: _____ / _____ 2nd Floor Heated/Unheated: _____ / _____

3rd Floor Heated/Unheated : _____ / _____ Basement Heated/Unheated: _____ / _____

Grease trap required? Yes No Grease trap size: _____

Is building protected by: Sprinkler System Yes No Alarm System Yes No

Type of Heating System (if applicable):

- Electric Heat Pump Gas Duel Fuel Solar Geo - thermal

Power Company :

- | | |
|--|--|
| <input type="checkbox"/> Georgia Power | <input type="checkbox"/> Walton EMC |
| <input type="checkbox"/> Central Georgia EMC | <input type="checkbox"/> Snapping Shoals EMC |
| <input type="checkbox"/> Rayle EMC | <input type="checkbox"/> Tri County EMC |

Water Supply:

- | | |
|---|---|
| <input type="checkbox"/> Private Well | <input type="checkbox"/> City of Bostwick |
| <input type="checkbox"/> Private Water System | <input type="checkbox"/> City of Rutledge |
| <input type="checkbox"/> Morgan County | <input type="checkbox"/> Town of Buckhead |
| <input type="checkbox"/> City of Madison | |

Sewage (if applicable):

- | | |
|--|---|
| <input type="checkbox"/> Private Septic | <input type="checkbox"/> City of Madison |
| <input type="checkbox"/> Private Sewage System | <input type="checkbox"/> City of Rutledge |

Foundation:

- Basement Basement/Crawlspace Basement/Slab Crawlspace Crawlspace/Slab Monolithic Slab

Foundation Material:

- Dirt Wood Poured Concrete Gravel/Stone Block Brick

Structure Material:

- Wood Steel Concrete Block Brick Poles Combination

Exterior Materials/Covering: (Please check all that apply):

- Aluminum Siding Brick Stone Block Concrete Hardi-Plank/Hardboard Siding Vinyl
 Fiber Cement Siding Wood/Plywood Siding Metal Stucco/Masonry Veneer Particleboard Siding Other

Explain Other: _____

Roof Construction:

- Steel Truss Structural Steel Wood Truss Dimensional Lumber Engineered Lumber Heavy Timber
 Steel Joist Combination

Roof Covering:

- Asphalt/Fiberglass Shingles Concrete Tile Mineral-Surfaced Roll Roofing Wood Shingles/Shake
 Metal Roof Panel Metal Roof Panel Shingle Single-ply Membrane Roof Slate Terracotta Tiles
 Built up Roof Covering Other

Explain Other: _____

Fireplace:

- Insert Masonry Pre-fabricated Wood Stove

Garage:

- Attached Carport Detached No Garage

Environmental:

Is the building within 200 feet of State Waters? Yes No

Are there wetlands on the property? Yes No

Total acreage of the property: _____

Total acreage disturbed: _____

Is there flood plain on the property? Yes No

If yes, give finished floor elevation: _____

Is the property in Conservation Use Program? Yes No

All information is true and accurate to the best of my knowledge.

Applicant

Date