



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)

- | | | |
|--|---|--|
| ☐ Commercial Addition & Remodel | ☐ Commercial Remodel | ☐ Industrial Addition & Remodel |
| ☐ Commercial Addition | ☐ Commercial Mixed Occupancy | ☐ Industrial Addition |
| ☐ Commercial Aircraft Hanger | ☐ Commercial Stand Alone | ☐ Industrial Attached |
| ☐ Commercial Attached | ☐ Commercial Swimming Pool | ☐ Industrial Build out |
| ☐ Commercial Permit Renewal | ☐ Industrial Permit Renewal | ☐ Industrial Remodel |
| ☐ Commercial Build out | ☐ Industrial Stand Alone | ☐ Sprinkler System |
| ☐ Transmission Tower (New) | ☐ Transmission Tower (Upgrade) | ☐ Other (Explain) |

Explanation: _____

Occupancy Classification and Group: (Check all that apply)

- | | | | | | |
|--|--|------------------------------|------------------------------|------------------------------|------------------------------|
| ☐ Assembly | ☐ A-1 | ☐ A-2 | ☐ A-3 | ☐ A-4 | ☐ A-5 |
| ☐ Business | ☐ B | | | | |
| ☐ Mercantile | ☐ M | | | | |
| ☐ Educational | ☐ E | | | | |
| ☐ Factory – Industrial | ☐ F-1 | ☐ F-2 | | | |
| ☐ Residential | ☐ R-1 | ☐ R-2 | ☐ R-3 | ☐ R-4 | |
| ☐ High Hazard | ☐ H-1 | ☐ H-2 | ☐ H-3 | ☐ H-4 | ☐ H-5 |
| ☐ Institutional | ☐ I-1 | ☐ I-2 | ☐ I-3 | ☐ I-4 | |
| ☐ Storage | ☐ S-1 | ☐ S-2 | | | |
| ☐ Utility & Miscellaneous | ☐ U | | | | |
| ☐ Single Family Dwelling | ☐ 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 ☐ Dual Fuel ☐ Solar ☐ Geo - thermal

Power Company :

- | | |
|--|--|
| ☐ Georgia Power | ☐ Walton EMC |
| ☐ Central Georgia EMC | ☐ Snapping Shoals EMC |
| ☐ Rayle EMC | ☐ Tri County EMC |

Water Supply:

- | | |
|---|---|
| ☐ Private Well | ☐ City of Bostwick |
| ☐ Private Water System | ☐ City of Rutledge |
| ☐ Morgan County | ☐ Town of Buckhead |
| ☐ City of Madison | |

Sewage (if applicable):

- | | |
|--|---|
| ☐ Private Septic | ☐ City of Madison |
| ☐ Private Sewage System | ☐ 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