



RESIDENTIAL PLAN SUBMITTAL APPLICATION

200 1st Street N.E., Moultrie, GA 31768

P: 229-668-7223 F: 229-668-7650

www.moultriega.com

Please type or print application.

Permit #: _____ Date: _____ Parcel ID: _____ Zoning: _____ Historic District _____

New Home: _____ Addition: _____ Renovation: _____ Accessory Structure (Type): _____

Lot: _____ Subdivision: _____

Property Owner: _____

Property Owner's Current Mailing Address: _____

Property Owner's Phone: _____ Email: _____

Property Address: _____

City: _____ State: _____ Zip: _____

Total Finished Sq. Ft. (Heated): _____ # of Rooms: _____ # of Baths: _____

Attic Sq. Ft.: _____ (Usable Space Only): _____ Finished or Unfinished? _____

Covered Sq. Ft.: _____ / _____ / _____ Un-Covered Sq. Ft.: _____ / _____ / _____
Porch Patio Deck Porch Patio Deck

Accessory Sq. Ft.: _____ Garage Sq. Ft.: _____ Carport Sq. Ft.: _____

Interior Remodel/Renovations Only: (upgrade/remodel of existing space)

Total Sq. Ft. of existing areas to be renovated: Heated/Finished _____ Unheated _____

Check if the building/project will have any of the following new work performed:

Heating/Air: YES NO

Electrical: YES NO

Plumbing: YES NO

Only one electrical meter is allowed per single-family lot.

Briefly describe the work being done:

Project Cost: _____ IRC Construction Type: _____ Occupancy Type for IRC: _____

Contractor/Company: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ State License #: _____ Exp: _____

Erosion Control Certification #: _____ Exp: _____

Business License Number: _____ Exp: _____

- **All accessory structures must meet Zoning Setbacks.**
- If electrical, plumbing, or heating is part of the scope of work, a sub-contractor form is required. (Not a stand-alone request)
- Permit Techs DO NOT read plans nor determine square footage.
- **All forms must be notarized** prior to being processed by the Permit Tech unless they WITNESS your signature and you present a photo ID.
- **Residential Building Permits:** Send your completed form to plansupload@moultriega.com

Signature of Applicant: _____ Printed Name: _____

ID Verified

Proof of Ownership Verified

_____ Tech's Initials

RESIDENTIAL PLAN SUBMITTAL REQUIREMENTS

To include but not limited to:

NEW CONSTRUCTION / ADDITIONS / EXTENSIVE RENOVATIONS

This checklist must be completed and submitted with each permit application. Please check every item as either “Y” for items that are included with the application, “N” for items that are not included with the application or “NA” for items that are not applicable to this application. Items without an “N” checkbox are minimum requirements initially due with the application if applicable.

Y N NA

Signed Application

Home Owner’s Affidavit (Only required if the work is to be done by the owner on their primary residence without a licensed contractor)

Contact Phone Numbers

Site Address

Site plan with the required construction drawings, if applicable. (Not required for interior renovations only)

Construction Drawings Plans

Scope of Work

**Plans In .pdf Format, Thumb Drive or Digital submitted to
plansupload@moultriega.com**

If something is checked in error and/or the item is not included, this will cease review until you retrieve your plans and make necessary changes and/or additions. Please help us expedite your project plans by providing complete information.

Any exterior changes (including but not limited to replacing windows) to structures within the historic district require a Certificate of Appropriateness and permit before work may begin.

A permit must be issued before work may begin. This includes, but is not limited to: building, electrical, plumbing, HVAC.

NO FREEHAND DRAWINGS WILL BE ACCEPTED.

DRAWINGS ARE NEEDED FOR

NEW CONSTRUCTION, ADDITIONS AND ACCESSORY BUILDING(S).

**FOR RESIDENTIAL PROJECT PLAN SUBMITTAL REQUIREMENTS AND
CURRENT CODES AS ADOPTED BY THE STATE WITH GEORGIA AMENDMENTS**

Visit the City of Moultrie's website

**Submit digital construction documents along with your application to the following email
address: plansupload@moultriega.com**

**CITY OF MOULTRIE
UTILITY SERVICES REQUEST**

This page is required to be completed with your plan submittal

Supply an answer for each section of this form.

If this form is not complete, your plans will be rejected

ELECTRIC	YES	NO	City of Moultrie	EMC	Georgia Power
NEW			OVERHEAD		
PHASE	EXISTING			UNDERGROUND	
VOLTAGE					
AMPERAGE/KVA					

UTILITIES COMMENTS:

GAS	YES	NO	
NEW			
	EXISTING		

UTILITIES COMMENTS:

WATER	YES	NO	
NEW			
	EXISTING		

UTILITIES COMMENTS:

SEWER	YES	NO	
NEW			
	EXISTING		

UTILITIES COMMENTS:

Requested By: _____