



MURRAY COUNTY GEORGIA LAND DEVELOPMENT APPLICATION

APPLICANT: _____ PHONE: () _____

PROPERTY OWNER: _____ PHONE: () _____

(if other than applicant)

MAILING ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

LOCATION OR DIRECTIONS TO PROPERTY: _____

TYPE OF BUILDING: FRAME MFG. HOME COMMERCIAL OTHER: _____

(please circle)

DESCRIPTION OF WORK: _____

LIST ANY OTHER DEWELLINGS ON PROPERTY: _____

I HEREBY CERTIFY THAT I HAVE EXAMINED AND UNDERSTAND ALL THE INFORMATION ON THIS APPLICATION AND THAT THE ABOVE STATEMENTS AND INFORMATION SUPPLIED BY ME ARE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING WORK TO BE PERFORMED SHALL BE COMPLIED WITH, WHETHER SPECIFIED HEREIN OR NOT, AND THAT AFTER THIS FORM HAS BEEN PROCESSED THE APPLICATION FEE IS NON-REFUNDABLE.

SIGNATURE OF APPLICANT _____ DATE _____

SIGNATURE OF OWNER (If other than applicant) _____ DATE _____

Tax Map Code:: _____ FOR OFFICAL USE ONLY Zone District: _____

Are Any County Taxes or Fees Due? YES NO Is Plat or Deed Required? YES NO Driveway Permit? YES NO

FEMA Flood hazard Area? YES NO MS4 District? YES NO Septic Letter? YES NO

Is the project disturbing 1.0 Acres or more? Yes No Is project be within 200 Ft of State Waters? Yes No

Is project part of a Common Development? Yes No Is project area within 25' of warm water or 50' of trout stream? Yes No

If the answer to any of the above is YES, then any or all of the documents listed below may be required. (circle any required)

a. Notice Of Intent (NOI) Primary Secondary b. E&SPC Plans & Local LDA Permit

d. Stream Bank Buffer Variance required from EPD e. State Waters Determination

Attachments: Property Record ___ Pre-Bill ___ Decal# ___ Bill of sale/Title ___ Aerial Photo ___ Zoning Map ___ Flood Map ___

Comments: _____

LAND DEVELOPMENT OFFICER/ BUILDING OFFICIAL/DESIGNEE: _____ Date: _____



Commercial / Industrial Building Permit Application

PR Number _____

Tenant or Project Name: _____ Suite: _____

Street Address: _____ City: _____

Directions to Job/Site: _____

**Contractor Information: Complete State Licensing Authorized Permit Agent Form
submitted at time of permit.**

Forsyth County Business License/Registration Number: _____

Full Contractor Business Name: _____

Street Address: _____ City: _____ Zip Code: _____

Business Phone Number: _____ Business Email Address: _____

Building Owner Information

Full Name: _____

Street Address: _____ City: _____ Zip Code: _____

Business Email Address: _____ Business Phone Number: _____

Zoning and Existing Building Information

Zoning District: _____

Utility Company: GA Power NGEMC Other:

Method of Sewage Disposal

City County Private Grease Trap Septic Health Permit: _____

Type of Water

County Meter #: _____ City Private Well



Plan Design Requirements for Non-Residential Buildings:

The following is a list of minimum specifications to be included in the plans to be submitted for review prior to the issuance of a building permit. Some structures may require additional information depending on its design and type of occupancy.

For structures that also are subject to the State Fire Marshal inspections, the plans must be submitted and approved by the State Fire Marshal office prior to being submitted to the Murray County Building Inspection Department.

When submitting to this department, provide two (2) sets of plans, one hard copy and one in PDF form, including a plan submittal cover page. Please allow at least two weeks for plan review. The plan review is only general and is not a detailed review. It is the responsibility of the plan designer to provide and determine the specifications as required by the state mandatory codes. Upon approval of the plans, hard copy set will be returned to the applicant when the building permit is issued, the PDF copy will be retained by the Building Inspection Office.

The State of Georgia requires certain buildings to have the seal of an architect on the plans. Structures exempt from the seal of an architect are:

1. One and two family residences and domestic outbuildings regardless of cost;
2. Any building classified as agricultural occupancy upon any farm for the use of any farmer; any state owned farmer's market;
3. Any building which is a single story building, not exceeding more than 5, 000 square feet in area, except new or existing assembly occupancies, correctional or detention facilities, hotels, dormitories or lodging facilities, multi-family housing or apartment complexes and care facilities;
4. Pre-engineered buildings that are one story in height, except new or existing assembly occupancies, educational occupancies, health care occupancies, correction or detention facilities, hotels, or apartment complexes, care facilities and facilities classified as "high hazard"; provided, however, that the services of a duly registered architect shall be required for the design of any business or mercantile occupancies that exceed 5, 000 square feet in areas that are incidental to the operation in such building; and
5. Non-load bearing interior construction in existing or planned office structures which were designed by a registered architect, where drawings and specifications are prepared by a Georgia registered interior designer who also submits to the responsible building official a notarized and signed statement on letterhead from a person in a position of authority within the interior design firm certifying that the plans and specifications as submitted are in full compliance with the current building codes and regulations in effect.

The architect must have a current registration to practice in this state and be competent in the subject matter of the documents by virtue of education or experience or both.

The information provided does not provide the state law in its entirety. Please refer to Article 1 of Chapter 4 Title 43 of the Official Code of Georgia Annotated for the complete law.



The following information is required to be provided on the plans whether prepared by an architect or by someone else as allowed by Georgia Law. The plans must consist of the following:

1. **Cover Sheet**
 - a. Location of proposed site.
 - b. Parcel Id #
 - c. Name of Job
 - d. Owner name, address and phone number
 - e. Square Footage
 - f. Valuation of Job
 - g. Contact Person and Phone #
 - h. General Contractor's name and Phone #
2. **Site Plan**
 - a. Distance of structure from property lines or assumed property lines.
 - b. Parking, including handicapped parking and signage.
 - c. Ramps and their design for handicapped accessibility.
 - d. Exterior stairs, guards and handrails when required, including materials to be used.
3. **Building Plan**
 - a. Dimensions of exterior perimeter of structure.
 - b. Dimensions of all rooms, corridors, doors, windows, direction of door swing.
 - c. Footing detail.
 - d. Details of handicapped bathrooms showing dedicated space for water closet and lavatory and location and mounting heights of grab bars, lavatories, water closets, mirrors, etc.
 - e. Type of door hardware.
 - f. Fire rated wall assemblies and details of the wall, including the tested assembly listing number; provide the same for any fire rated floor/ceiling assembly.
 - g. Type and size of framing materials. If it will be a pre-engineered metal building, also provide the engineered plans.
 - h. Stairs, guards and handrail details.
 - i. Exit signs, and when required by code, fire extinguishers.
 - j. When sprinklers will be installed, provide sprinkler plans.
 - k. For apartment complexes of 20 or more units, indicate which units and their details that will comply with the Georgia Handicapped Accessibility Code.
 - l. For structures that require the plans to be prepared by a licensed architect, provide a list of the "Special Inspections" as required by Chapter 17 of the IBC.
4. **Electrical Plan**
 - a. Electrical service, panel-boards, number of phases, location.
 - b. Size of service conductors and sub-panel feeders.
 - c. Grounding method.
 - d. Wiring method (i.e. non-metallic sheathed cable, rigid conduit, mc cable, etc).
 - e. When required by building code, location of emergency lighting, alarms, strobe lights, horn, etc.



5. **Plumbing Plan**

- a. Location and type of backflow preventers.
- b. Location and size of water heater and whether gas or electric.
- c. Location and type of thermal expansion device.
- d. Floor drains and whether deep seal traps or trap primers.
- e. Type of piping materials when installed in areas, such as above suspended ceilings, when used as return air plenum.
- f. material of gas lines for gas fired appliances / equipment when gas lines are installed by the plumbing contractor.
- g. When gas appliances / equipment are installed in concealed spaces, show method to be used for obtaining combustion air.
- h. For restaurants, show location and size of grease trap; also show indirect drains for food prep sink.

6. **HVAC Plan**

- a. Location and size of furnace, heat pump and air handler equipment, including hanging units in warehouse / storage areas.
- b. Size and material of gas lines for gas fired appliances / equipment when gas lines are installed by the HVAC contractor.
- c. Fire damper locations for ducts when penetrating fire rated separations.
- d. For electric furnaces, ampacity requirement.
- e. Specify if space above a suspended ceiling will be used for the return air plenum.
- f. For commercial kitchens, provide details for the ventilation hood and provisions for make-up air.
- g. When gas appliances / equipment are located in concealed spaces, show method to be used for obtaining combustion air.
- h. When required by code, show location of smoke detectors in the hvac system.



**plan submittal and pick up may be done Monday thru Friday from 8:30 a.m. till 4:30 p.m. at the Murray County Building Inspection Office – 121 North Fourth Avenue Chatsworth, Ga 30705 (if you have questions please contact Joey Arnold at 706-517-1400 or email to jarnold@murraycountyga.gov)*

***Site plan – 1 set; Structural / Architectural – 1 set; if your plans are required to be approved by the State Fire Marshal's office, you must submit to them first and submit the state approved drawings to us for review.*

****After the drawings are approved an electronic copy is required – you may either provide a disk with pdf drawings, a drop box link of the drawings or you may email them in pdf format to jarnold@murraycountyga.gov – A FINAL C/O WILL NOT BE GIVEN UNTIL THIS IS RECEIVED*

PLAN REVIEW SUBMITTAL APPLICATION

Contact Person (for pickup of plans and/or comments): _____

Phone #: _____ Email: _____

PROJECT NAME: _____

LOCATION ADDRESS: _____

PARCEL ID #: _____ INCORPORATE NON INCORPORATED (circle one)

PROPERTY OWNER: _____ PHONE #: _____

MAILING ADDRESS: _____

ENGINEER: _____ STATE LIC #: _____

PHONE #: _____ EMAIL: _____

MAILING ADDRESS: _____

ARCHITECT: _____ STATE LIC #: _____

PHONE #: _____ EMAIL: _____

MAILING ADDRESS: _____

FIRE ALARM CONTRACTOR: _____ LIC #: _____

PHONE #: _____ EMAIL: _____

MAILING ADDRESS: _____

FIRE SPRINKLER CONTRACTOR: _____ LIC #: _____

PHONE #: _____ EMAIL: _____

MAILING ADDRESS: _____



TYPE OF OCCUPANCY: (Mark all that apply for mixed use) NFPA 101

Education _____ Rooming House _____ Storage _____ Mercantile _____ Apartment Bldg _____
Industrial _____ Business _____ Hotel/Dormitory _____ Day Care _____ Health Care _____
Boarding House _____ Tent _____ Ambulatory Healthcare _____ Dentention/Corrections _____
Residential Board & Care _____ Special Structure (Specify) _____
Place of Assembly _____ *if Assembly specify approximate occupant load _____

**for Restaurants with occupant load < 50 use mercantile: Class A > 1000 Class B 301-1000 Class C 50-300

Is this a change of occupancy from previous usage? _____ Yes or _____ No

TYPE OF WORK PROPOSED: (Mark all that apply)

New Building (total square ft.) _____ Square ft. per Floor _____
Addition (sq. ft. of addition) _____ Total Bldg Sq. Ft. _____
Renovation (sq. ft. of reno) _____ Total Bldg. Sq. Ft. _____
Other: (open pit burn, vent hood, above ground fuel tanks of 600 gallons or less, etc.)

Description of work being performed:

FIRE PROTECTION INFORMATION (currently in place):

Sprinkler System – Full _____ Partial _____ Wet _____ Dry _____ Other _____ None _____
Standpipe System – Full _____ Partial _____
Fire Alarm System – Local _____ Municipality Connected _____ Box # _____ High Rise _____
Box # _____

FIRE PROTECTION INFORMATION (proposed):

Sprinkler System – Full _____ Partial _____ Wet _____ Dry _____ Other _____ None _____
Standpipe System – Full _____ Partial _____
Fire Alarm System – Local _____ Municipality Connected _____ Box # _____ High Rise _____
Box # _____

Estimated cost of construction: _____ (with MEP's)

Estimated cost of construction: _____ (without MEP's)

**this is used to calculate permit fees – parking and landscaping should NOT be included in this figure*



PLEASE MARK ACCORDING TO THE PLANS YOU ARE SUBMITTING:

**mark ALL that apply*

- Site Only: yes _____ no _____ n/a _____
- Steel Building Only: yes _____ no _____ n/a _____
- Shell Only: yes _____ no _____ n/a _____
- Architectural: yes _____ no _____ n/a _____
- Electrical: yes _____ no _____ n/a _____
- Plumbing: yes _____ no _____ n/a _____
- HVAC: yes _____ no _____ n/a _____

I hereby certify that I have the authority to make the foregoing application, that the application is correct and that the owner of this building and the undersigned agree to comply with applicable fire codes of the State of Georgia and the applicable building codes of the State of Georgia and the Murray County Building Ordinances.

Signature of Applicant

Printed Name of Applicant

Date Submitted



1. TO BE PROVIDED ON COVER SHEET OF ALL PLANS:
 - a. A statement in bold print reading: "Approved plans must be on the job site at all times."
 - b. A 4 ¾ Inch By 3 ¾ Inch, Bordered Box, Labeled "Fire Marshal Stamp Only" Placed At The Right Side Border.
 - c. Submittal Date
 - d. Project Name
 - e. Project Location (Street Address if Available)
 - f. Engineer/Architect's Name, Address and Contact Information (Phone Number, E-mail Address)
 - g. Property Owner's Name, Address & Contact Information
 - h. Engineer/Architect's Signed and Dated Stamp
 - i. Description of Project
 - j. Applicable Codes In A Dedicated Box
2. ITEMS SPECIFIC TO BUILDING PLAN COVER SHEET IN ADDITION TO ITEMS MENTIONED ABOVE:
 - a. Occupancy Classification
 - b. Building Area
 - c. Construction Type
 - d. Occupancy Load With Calculations
 - e. Fire Protection
3. ITEMS TO BE INCLUDED ON SITE PLAN:
 - a. Road Names
 - b. Fire Department Access Roads
 - c. Scale
 - d. Building Footprint
 - e. Distance To Closest Buildings
 - f. Fire Hydrant Water Line Showing Line Size
 - g. Two (2) Closest Fire Hydrants And Distance To Project
 - h. Fire Sprinkler Vault, FDC, and PIV Locations
 - i. Fire Sprinkler Water Main Showing Line Size
 - j. Drawing Legend and Abbreviation Description
 - k. Compass North



4. ITEMS TO BE INCLUDED IN BUILDING PLANS:

a. Life Safety Data Sheet To Include:

- i. Floor Plan To Scale
- ii. Emergency Lighting
- iii. Exiting/Egress
- iv. Fire Extinguisher Locations With Height AFF
- v. Lock Box Location With Height AFF
- vi. Grease Hood Location With Location of Manual Pull
- vii. Fire Wall Location
- viii. Fire Sprinkler Riser Location
- ix. Fire Annunciator Panel Location
- x. Fire Alarm Device Locations
- xi. Drawing Legend and Abbreviation Description
- xii. Compass North

b. Life Safety Data Detail Sheet:

- i. Fire Wall Detail With U.L. Listing Number
- ii. Grease Hood And Duct Detail
- iii. Emergency Generator Detail
- iv. ADA detail

Failure to provide the required items/pages will result in a rejection of the plans and necessitate correction and re-submittal resulting in additional fees.

