

CITY OF MILLEDGEVILLE  
INSPECTION SERVICES DEPARTMENT



POLICIES, PROCEDURES, AND COMMONLY ASKED QUESTIONS  
478-414-4020 or 478-414-4021

***When do I need a permit?***

If you intend to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure or to install, alter, repair or replace any part of the electrical, gas, plumbing or HVAC systems, a permit is required. Other specific items would include but not be limited to manufactured homes, decks, storage buildings, pole barns, etc.

***What codes are currently being enforced in the City of Milledgeville?***

The International Building, Fuel Gas, Energy, Mechanical, Plumbing, Residential and Fire Codes, 2006 edition along with Georgia amendments, as well as the National Electrical Code 2008 edition, with Georgia amendments.

***What do I need to bring with me when I come for a residential permit?***

- 1) Prior to issuance of a building permit, the owner shall have received a development permit if required.
- 2) Zoning verification shall be obtained.
  - a) For a single-family detached or two-family dwelling, a plat of the lot showing the outline of the principal building and minimum building setback lines for the lot.
  - b) Street address number as assigned by Baldwin County.
- 3) The application for the building permit shall include:
  - a) The completed form furnished by the department
  - b) Two sets of the building plans for principal structure prepared in conformance with the City of Milledgeville Land Development Code and the applicable building codes. Plans shall be prepared by or under the supervision of, or reviewed and approved by, an architect registered in Georgia, who shall sign and seal each sheet in the original set of drawings.
  - c) Baldwin County Health Department Approval if an on-site sewage disposal system has been allowed by the Governing Body.
  - d) Payment of the building permit application and review fee
  - e) Water meter receipt issued by the appropriate local department.
- 4) Plumbing, electrical and mechanical permits shall be issued separately. Such permits must be issued prior to commencement of work by each affected trade.
- 5) General contractors and licensed sub-contractors on the job **MUST** be the permit holder and sign the permit application. Each contractor and licensed sub-contractors will need to bring a copy of their state license and a copy of their City of Milledgeville business license.

***What do I need to bring with me when I come for a commercial permit?***

- 1) Prior to issuance of a building permit, the owner shall have received a land development permit.
- 2) Zoning verification shall be obtained.
  - a) A plat of the lot showing the outline of the principal building, any accessory buildings and minimum building setback lines for the lot. Conformance to the City of Milledgeville Land Development Code is required as a prerequisite to issuance of a building permit.
  - b) Street address number as assigned by Baldwin County.
- 3) After the Civil Review process is complete you are ready to apply for the Plan Review and Building Permit
  - a) Four complete sets of Architectural, Structural, Electrical, Plumbing and HVAC plans stamped and signed by the appropriate engineers will be turned in to the Building Department.
  - b) The plans are then reviewed for code compliance by the building department and fire department.
  - c) If Health Department approval is necessary a complete set of plans must be furnished to the Baldwin County Health Department (478-445-4274)
  - c) When all conditions have been met, the building permit can be issued.
- 4) Plumbing, electrical and mechanical permits shall be issued separately. Such permits must be issued prior to commencement of work by each affected trade.
- 5) General contractors and licensed sub-contractors on the job MUST be the permit holders and sign the permit application. Each contractor and licensed sub-contractors will need to bring a copy of their current state license and a copy of their City of Milledgeville business license and proof of liability insurance.

***When do I need an inspection?***

An inspection is required at various stages of the construction process. The first inspection would probably be a temporary power pole followed by a footer inspection, before any concrete is poured; a termite treatment letter is required. If there is a slab involved, any plumbing and/or electric installed under that slab would also need inspecting before concrete is poured. Next is the damp proofing of the foundation walls before backfilling, which requires a letter from the water proofing company or homeowner. The next inspection would be the rough-in inspection, which includes the framing, plumbing, electrical, HVAC, and gas systems before any drywall or insulation is installed. This inspection also includes fireplaces. Between the rough-inspection and the final, an Energy Conservation and Insulation Affidavit needs to be turned in to the Building Inspections Department. Lastly comes the final inspection where framing, plumbing, electrical, HVAC, driveway and culvert pipe, house number, landscaping and soil erosion measures are to be completed.

***What do I do when I'm ready for an inspection?***

Call the inspection request line at 478-414-4020 or 414-4021 for the building department, the fire department inspections line at 478-414-4029, and health department inspection line at 478-445-4274. When you call you will need the permit number, address of the property to be inspected, contact number and type of inspection needed.

***Department contacts:***

Planning & Development:

Inspections and plan review: 478-414-4020 or 414-4021

Zoning review: 478-414-4019 or 414-4021

Engineer review: 478-414-4422 or 414-4021

Fire review: 478-414-4029      Water & Sewer review: 478-414-4052