



## City of Woodbine

Cherish Yesterday, Embrace Today, Prepare for Tomorrow  
310 Bedell Avenue/P. O. Box 26  
Woodbine, Georgia 31569  
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### **Residential Plan Review Requirements** **Minimum requirements for Residential Construction Drawings** **for New Structures, Alterations, and Additions**

Version 2011-06-09

#### **Where to Submit Your Plans and Obtain Your Permit**

- The City Of Woodbine City Hall Is open 8 a.m. to 5 p.m., Monday through Friday. We are located at 310 Bedell Avenue Woodbine, GA 31569, Phone 912-576-3211.

#### **What to Bring**

- For the construction of a new home the applicant must submit a Completed permit application. **(This form can be obtained online at the cities web site: [www.woodbinegeorgia.net](http://www.woodbinegeorgia.net) or at our office at 310 Bedell Avenue.)**
- A lot inspection report is required for **all new residential construction**. This form must be completed by a licensed surveyor. This form will show the proposed location of the new structure and verifies that it falls within the required setbacks for the lot. A blank Form can be provided upon request.
- **Plans: Two (2) identical sets of plans ( see next page for more information).**
- **Contractor Licenses, City of Woodbine Business Licenses, Homeowner Affidavits, Permit Agent Form.**

The homeowner may obtain the permits and perform the work or the homeowner may hire a licensed contractor to obtain the permits and perform the work.

- If the homeowner will be performing the work themselves, a completed **Homeowner affidavit form** will be required.
- If a licensed contractor will be performing the work, Current copies of their Georgia State Contractor's license and City of Woodbine Business License are required.

- If a licensed contractor is going to have a representative pick-up the permit on his behalf then a permit agent form will need to be completely filled out notarized and supplied to this office at the time of the application for the building permit.
- If the homeowner is hiring a contractor and obtaining the permits on behalf of the contractor, the homeowner may present copies of the contractor's state and city license and obtain the permits provided that the contractor has filed a permit agent form listing the homeowner as his agent.

### **Code Compliance**

- All construction shall comply with the following codes International Residential Building Code (IRC 2006 edition with Ga. Amendments), International plumbing Code (IPC 2006 with Ga. Amendments), and International Mechanical Code (IMC 2006 with Ga. Amendments), International Energy Conservation Code (IECC 2009 with Ga. Amendments) and the 2008 National Electrical Code (NEC 2008).
- Code books are available for purchase at various booksellers, from the international code council by calling 888-699-0541 or through the web site at [www.iccsafe.org](http://www.iccsafe.org).
- Georgia amendments are available online at the Georgia department of Community affairs at [www.dca.state.ga.us](http://www.dca.state.ga.us) under the construction codes tab.

### **Applicant must provide Two (2) identical sets of Plans.**

- Minimum size drawing is 11" x 17"
- Professional designed plans shall have name and occupational seal stamped on the plans.

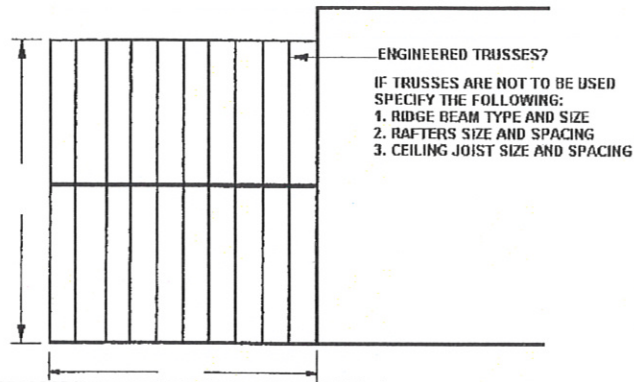
### **Preparing your own plans for Residential Additions and Accessory structures**

- Hand drawn plans are acceptable provided they are *legible*.
- Pencil Drawings will not be accepted.( if original is in pencil, please make two photocopies.)
- Please use a straightedge .( i.e. ruler)
- Do not use Red Ink.
- No "white out" or "taped on" details.
- Label all components ( footings, post,beams,joist,headers,rafters,trusses,etc.).
- Provide all dimensions in feet and inches.
- Provide all lumber sizes and spacing.
- Provide lumber species and grade number (example: SYP #2 = southern yellow pine grade #2.)
- Please read the **Residential Construction Specification** packet prior to applying for a permit.

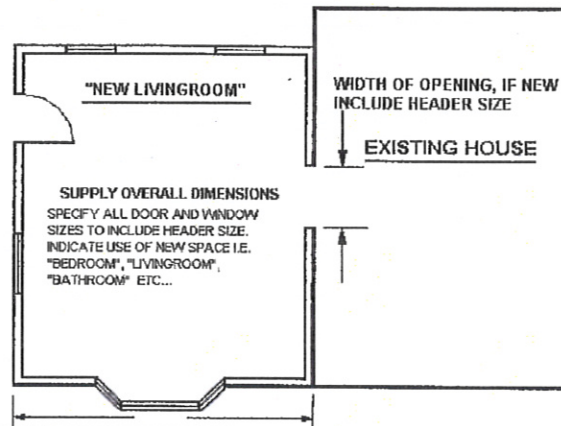
**Checklist for plan preparation:**

- ( ) Elevations: Front, Back, and Sides.
- ( ) Identify **new** construction and **existing** construction.
- ( ) Foundation Plan.
- ( ) Footing size and Depth.
- ( ) Overall dimensions.
- ( ) Floor Plan: Identify each area's use.
- ( ) Floor Framing plan.
- ( ) Floor joist size and spacing.
- ( ) If I- Joist system : Identify Manufacturer and Series.
- ( ) Roof Framing Plan or Identify as Pre-Engineered Trusses.
- ( ) Section view of wall from Foundation to Roof.

## ROOF FRAMING PLAN



## FLOOR PLAN



## ATTACHED ADDITION SECTIONAL DETAIL

