



## BUILDING PERMIT CHECKLIST Commercial Renovation/Addition

### Permit Application

The following must be included to apply for a building permit in The City of Suwanee:

- Permit application
- Plans
  - Two sets with Architect/Engineer stamp & Fire Marshal approval
  - Restaurant/Hotel/Motel—Fire Marshal approval, Health Department approval  
*Gwinnett Fire Marshal (678)518.4980; Gwinnett Health Department (770)963.5132;*
- Sub-Contractor Permit applications (electrical, mechanical & plumbing)
- Temporary/Permanent Power affidavit (fee \$40.00)
- Energy Code compliance certificates (Comcheck) for envelope, electrical and mechanical

Permit fee is due after review of the above documents.

### Inspections

Inspection Line (678)546.2123 (Inspections requested before 4:30 p.m. will be scheduled for the following day)

### Certificate of Occupancy

Requirements for Certificate of Occupancy:

- Final inspections from Fire Marshal and Health Department (if applicable),
- Business License application on file
- A digital copy of stamped plans (set stamped by City of Suwanee)

### Building Codes

Suwanee operates under the following codes:

- International Building Code, 2012\*
- International Energy Conservation Code, 2009\*
- International Fuel Gas Code, 2012\*
- International Mechanical Code, 2012\*
- International Plumbing Code, 2012\*
- International Residential Code, 2012\*
- International Property Maintenance Code, 2012\*
- National Electrical Code, 2014

\*With Georgia and Suwanee amendments

### Contact

For additional information contact:

Susan Carpenter, Building Official • 770-904-2798 • [scarpenter@suwanee.com](mailto:scarpenter@suwanee.com)

Annette Phelps, Administrative Secretary • 770-945-8996 • [aphelps@suwanee.com](mailto:aphelps@suwanee.com)