



**BUILDING PERMIT CHECKLIST**  
**NEW COMMERCIAL**  
(OFFICE, RETAIL, WAREHOUSE, RESTAURANT, ETC..)

**Permit Application**

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

- ( ) Development/Architectural plans approved (Development Permit issued for site)
- ( ) Permit application
- ( ) Erosion Control affidavit
- ( ) Plans
  - Two sets with Architect/Engineer stamp, Fire Marshal approval
  - Restaurant/Hotel/Motel—Fire Marshal approval, Health Department approval
  - Gwinnett County Department of Public Utilities approval.  
*Gwinnett Fire Marshal(678)518.4980; Gwinnett Environmental Health (770)963.5132; Public Utilities (770)822.8000*
- ( ) Energy Code compliance certificates (Comcheck) for envelope, mechanical and electrical
- ( ) Sub-Contractor Permit applications (electrical, mechanical & plumbing)
- ( ) Temporary/Permanent Power affidavit (fee \$40.00)

Building 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:

- ( ) Landscaping inspection complete, final inspections from the Fire Marshal, Health Department (if applicable), and Gwinnett Public Utilities for sanitary sewer
- ( ) Business License application on file (unless white box or shell permit)
- ( ) 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)