



Building Permit Checklist New Residential Construction

330 Town Center Ave • Suwanee, GA 30024
(770)945.8996 • www.suwanee.com

Permit Application

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

- () Completed Permit Application (include district, land lot, and parcel)
- () Contractor information, including business license, state contractor's license and driver's license
- () Sub-Contractor Permit applications and associated documents (electrical, mechanical, and plumbing)
- () Georgia Authorized Agent form (if contractor is not obtaining permit)
- () Erosion Control affidavit
- () Water Meter application (copy—Gwinnett County Public Utilities)
- () Sewer/Septic application (copy-Gwinnett County Public Utilities or Environmental Health)
- () Plans-One set including architectural rendering, floor plan, square footage & setback information
- () Temporary/Permanent Power affidavit (fee \$40.00)
- () Homeowner Responsibility form (if owner/occupant acting as contractor)

Permit fee is due after review of above documents.

Inspections

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

Required Inspections

- Temporary Power Pole
- Wall Steel (basement, retaining wall)
- Footings/Slab
- Concrete encased grounding electrode
- Plumbing slab
- Framing & Roughs-all trades
- Temporary to Permanent Power
- Gas pressure
- Energy/Insulation/Air Sealing (3rd party duct blast/blower door test approval)
- Final-Upon approval of final inspection, a Certificate of Occupancy will be issued

Building Codes

The following codes have been adopted by the City of Suwanee:

- 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:

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Annette Phelps, Administrative Secretary • 770-945-8996 • aphelps@suwanee.com