



## BUILDING PERMIT CHECKLIST

### Commercial Interior Finish

(Office, Warehouse, Restaurant, etc.)

*The following steps should be taken to make application for a building permit in the City of Suwanee:*

- Development Plans Approved (Commercial Addition).
- Building Permit Application (include District, Land Lot, Parcel and Zoning)\*  
\* *Please note any known Zoning Conditions or Variances which affect this site.*
- Include name of Tenant on Building Permit Application
- Copy of Contractor's State License (**REQUIRED BEFORE PERMIT ISSUED**)
- CABO Energy Affidavit
- Plans
  - 2 sets w/Architectural Engineer Stamp & Fire Marshal Approval
  - Restaurant/Hotel/Motel – Fire Marshal Approval, Environmental Health Approval & Gwinnett County Department of Public Utilities Approval  
(Gwinnett Fire Marshal 678-518-6100; Gwinnett Environmental Health 770-963-5132; Public Utilities 678-376-6800)
  - Parking Requirements Met

**These documents are not required at the time the job is permitted, but will be necessary in the process:**

- Sub-Contractor Affidavits (Electrical, Heating & Plumbing). Needed **prior** to framing inspection.
- Temporary/Permanent Power (Permit Required, Fee \$40.00)

#### **Inspections**

- Inspections Line 770-945-8996 extension 606.

#### **Final Inspection for Certificate of Occupancy**

- Need final inspection from Fire Marshal, Health Department (if applicable), Gwinnett Public Utilities for sanitary sewer, landscaping complete. **Business License Application MUST be on file before Certificate of Occupancy will be issued to tenant or contractor.**

#### **BUILDING CODES**

➤ ICC Standard Building Codes	2006
➤ ICC Standard Mechanical Codes	2006
➤ ICC Standard Plumbing Codes	2006
➤ ICC Standard Gas Codes	2006
➤ ICC Standard Fire Prevention Codes	2006
➤ NEC Electric Codes	2005

For additional information contact:

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