



## BUILDING PERMIT CHECKLIST

### New Commercial

(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 (Development Permit Issued for Site)
- Architectural Review by City Planner
- Building Permit Application (include District, Land Lot, Parcel and Zoning)\*
  - *Please note any known Zoning Conditions or Variances which affect this site.*
- Copy of Contractor's State License (**REQUIRED BEFORE PERMIT ISSUED**)
- CABO Energy Affidavit
- Type of Building
- Plans
  - 2 sets w/Architectural Engineer Stamp & Fire Marshall 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
  - Architectural 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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