



CHECKLIST – RESIDENTIAL RENOVATION/ADDITION (INCLUDES ACCESSORY STRUCTURE, DECK, PORCH, RE-ROOF, ETC.)

330 Town Center Avenue Suwanee, GA 30024
(770)945-8996 (770)945-2792 (Fax)
www.suwanee.com

Permit

Application

The following should be included for an application 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 (not necessary for interior work)
- () Plans-One set including architectural rendering, floor plan, square footage & setback information
- () Homeowner Responsibility form (if owner/occupant acting as contractor)
- () Environmental Health approval needed if bedroom, bathroom or kitchen addition on septic system or swimming pool on septic system

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 the following day)

Required Inspections:

- Wall Steel (basement, retaining wall)
- Footings/Slab
- Concrete encased grounding electrode prior to slab pour
- Plumbing slab
- Framing & Roughs-all trades
- Re-roof—Midphase (prior to installation of shingles)
- Temporary to Permanent Power
- Gas pressure
- Energy/Insulation/Air Sealing
- Final-Up on approval of final inspection, a Certificate of Completion will be issued.
- Re-Roof: Mid-Phase and Final Inspection

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:

Susan Carpenter, Building Official 770-904-2798 scarpenter@suwanee.com

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