



BUILDING PERMIT CHECKLIST NEW COMMERCIAL

(Office, Retail, Warehouse, Restaurant, etc.)

PERMIT APPLICATION

The following information must be included to apply for a building permit:

- **Development/Architectural plans approved** – Development Permit issued for the site
- **Erosion Control affidavit**
- **Plans**
 1. Digital with Architect/Engineer stamp - Gwinnett Fire Marshal approval
 2. Restaurant/Hotel/Motel - Fire Marshal approval, Health Department approval
 3. Gwinnett County Department of Public Utilities approval.
 - (i) Gwinnett Fire Marshal (678)518.4980
 - (ii) Gwinnett Environmental Health (770)339-4260
 - (iii) Public Utilities (678)376-6700
- **Sub-Contractor Affidavit Forms** and associated documents (electrical, mechanical, and plumbing)
- **Temporary/Permanent Power affidavit** (fee \$40.00)
- [Apply Online](#)

Building Permit fees are added at the end – click on additional fees if apply.

Commercial Building Permit: Plan Review Fee, Permanent Power Release, Certificate of Occupancy

INSPECTIONS

Inspections may be requested [ONLINE](#)

Inspections requested before 3:00 p.m. will be scheduled for the following day.

Required Inspections

- Plumbing under/in slab
- Electrical under/in slab
- Gas under/in slab
- Slab foundation prep
- Framing
- Firewalls (fire-rated assemblies)
- Water lines (pressure test)
- Gas line (pressure test)
- Steel structural (3rd party)
- Rough plumbing
- Rough electric
- Rough plumbing
- Wall close
- Ceiling close
- Finals (all trades)



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CERTIFICATE OF OCCUPANCY

Requirements for Certificate of Occupancy:

- Landscaping inspection complete
- Final inspections from the Fire Marshal / Health Department (if applicable),
- Gwinnett Public Utilities for sanitary sewer
- Business License application on file (unless the white box or shell permit)
- A digital copy of stamped plans (set stamped by the City of Suwanee)

BUILDING CODES

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

- International Building Code, 2018*
- International Energy Conservation Code, 2015*
- International Fuel Gas Code, 2018*
- International Mechanical Code, 2018*
- International Plumbing Code, 2018*
- International Residential Code, 2018*
- International Property Maintenance Code, 2018*
- National Electrical Code, 2020

*With Georgia and Suwanee amendments

CONTACT

For additional information contact:

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