



BUILDING PERMIT CHECKLIST RENOVATION / ADDITION

(Includes accessory structure, deck, porch, re-roof, etc.)

PERMIT APPLICATION

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

- **Contractor information** - including business license, state contractor's license, and driver's license
- **Sub-Contractor Affidavit forms** (electrical, mechanical, and plumbing)
- **Georgia Authorized Agent form** (if the contractor is not obtaining a 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 a contractor)
- **Environmental Health approval** is needed if a bedroom, bathroom or kitchen addition on a septic system or swimming pool on a septic system
- [Apply Online](#)

The permit fee is due after a review of the above documents.

INSPECTIONS

Inspections may be requested [ONLINE](#)

Inspections requested before 3:00 p.m. will be scheduled for 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
- Temporary to Permanent Power
- Gas pressure
- Energy/Insulation/Air Sealing
- Final-Upon approval of final inspection, a Certificate of Completion will be issued.
- Re-Roof: Final



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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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