

BUILDING PERMIT CHECKLIST
Commercial Interior Finish
(Office, Warehouse, Restaurant, etc.)

The following steps should be taken to apply for a building permit in The City of Suwanee

- () Development Plans Approved (Development Permit Issue for Site)
- () Building Permit Application (**Please note any know Zoning Conditions or Variances which affect this site.*)
- () Include name of Tenant on Building Permit Application
- () International Energy Affidavit
- () Plans
 - 2 sets w/Architectural/Engineer stamp & Fire Marshall approval.
 - Restaurant/Hotel/Motel—Fire Marshall approval, Environmental Health approval & Gwinnett County Department of Public Utilities approval.
(Gwinnett Fire Marshall 678-518-6100; Gwinnett Environmental Health 770-963-5132; Public Utilities 770-822-8000)
 - Parking Requirements met
 - Building Permit fee is due after review of the above documents. Fees should be paid by cash or check only.

These documents are not required a the time the job is permitted, but will be necessary before Certificate of Occupancy will be issued.

- () Sub-Contractor Affidavits (electrical, HVAC & plumbing). Needed prior to framing rough.
- () Temporary/Permanent Power (affidavit required, fee \$40.00)
- () Energy Code Compliance Certificate

Inspections

- **Inspection Line 678-546-2123**

Requirements for Certificate of Occupancy

- Final inspection from Fire Marshall, 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 or Certificate of Occupancy will be issued to permit holder.
- A digital copy of **stamped plans MUST** be submitted before Certificate of Occupancy will be issued.

BUILDING CODES

International Residential Code	2006*
International Mechanical Code	2006*
International Plumbing Code	2006*
International Fuel Gas Code	2006*
International Fire Code	2006*
National Electrical Code	2011*
International Energy Conservation Code	2009*
*with Georgia Amendments	

For additional information contact 770-945-8996
Susan Carpenter, Building Inspector
Annette Phelps, Administrative Secretary