

City of Suwanee  
330 Town Center Avenue  
Suwanee, GA 30024  
770-945-8996 (phone)  
770-945-2792 (fax)

## BUILDING PERMIT CHECKLIST

### New Commercial

(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)
  - ( ) Architectural review by City Planner
  - ( ) Building Permit Application (*\*Please note any known Zoning Conditions or Variances which affect this site.*)
  - ( ) Erosion Control Affidavit
  - ( ) Type of Building
  - ( ) Plans
    - 2 sets w/Architectural/Engineer Stamp & Fire Marshal approval and Environmental Health (if applicable)
    - Restaurant/Hotel/Motel—Fire Marshal 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 (payable to City of Suwanee)

#### These documents are not required at 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 (fee \$40.00)
- ( ) Energy Code Compliance Certificate

#### Inspections:

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

#### Requirements for Certificate of Occupancy:

- Final inspection from the 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 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.

#### Suwanee operates under the following codes:

- International Building Code, 2006\*
- International Energy Conservation Code, 2009\*
- International Fuel Gas Code, 2006\*
- International Mechanical Code, 2006\*
- International Plumbing Code, 2006\*
- International Residential Code, 2006\*
- International Property Maintenance Code, 2009\*\*
- National Electrical Code, 2011\*

\*With Georgia amendments

\*\*With Georgia and Suwanee amendments

#### For additional information contact 770-945-8996

Susan Carpenter, Building Inspector  
Annette Phelps, Administrative Secretary