

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

BUILDING PERMIT CHECKLIST New Residential

The following information must be taken to apply for a building permit in The City of Suwanee:

- () Building Permit Application (include District, Land Lot, Parcel and Zoning)*
**Please note any known Zoning Conditions or Variance which affect this site.*
- () Erosion Control Affidavit
- () Water Meter Application (copy—Gwinnett County Public Utilities)
- () Sewer/Septic Application (copy-Gwinnett County Public Utilities or Environmental Health)
- () Plans
 - 1 set including Architectural Rendering, floor plan, square footage & setback information.
- () Sub-Contractor Affidavits (electrical, heating & plumbing).
- () Temporary/Permanent Power (Affidavit required, fee \$40.00)
- () Energy Code Compliance Certificate

Fees:

Permit fee is due after review of above documents. All fees should be paid by cash or check only (payable to City of Suwanee)

Inspections:

Required Inspections (Inspection Line 678-546-2123):

- T-Pole
- Wall Steel (basement, retaining wall)
- Footings/Slab
- Plumbing Slab
- Framing & Roughs (Sub-Contractor Affidavits or Homeowner Responsibility for Mechanicals form must be on file on **prior** to inspection)
- Temporary to Permanent Power
- Energy/Insulation
- Final—Upon completion of Final Inspection, a Certificate of Occupancy will be issued and power and gas releases will be forwarded to the appropriate utility company.

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