

**BUILDING PERMIT CHECKLIST**  
**Residential Addition/Renovation**

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

- ( ) Building Permit Application\* (Please note any known zoning conditions or variances which affect this site)
- ( ) Erosion Control Affidavit (not necessary for interior work)
- ( ) Plans—1 Set
  - Residential Addition—sketch of proposed addition including square footage, location and setback information
- ( ) Sub-Contractor Affidavits (Electrical, Heating & Plumbing)  
Residential applicants may option to provide Homeowner Responsibility for Mechanicals Form
- ( ) Bedroom Addition (**Environmental Health approval needed if on septic system**)
- ( ) Addition to structure (need plat showing house location & addition on lot)
- ( ) Inspections
  - **Inspections Line 678-546-2123**
- ( ) Required Inspections for Decks, Additions & Basement Finish
  - Footings/Slabs
  - Framing Rough (includes all trades) (Sub-Contractor Affidavits or Homeowner Responsibility for Mechanicals form must be on file prior to inspection)
  - Final—Upon completion of final inspection, a Letter of Completion will be issued.

**Suwanee operates under the following codes:**

<b>International Residential Code</b>	<b>2006*</b>
<b>International Mechanical Code</b>	<b>2006*</b>
<b>International Plumbing Code</b>	<b>2006*</b>
<b>International Fuel Gas Code</b>	<b>2006*</b>
<b>International Fire Code</b>	<b>2006*</b>
<b>National Electrical Code</b>	<b>2011*</b>
<b>International Energy Conservation Code</b>	<b>2009*</b>

**\*with Georgia Amendments**

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

**Susan Carpenter, Building Inspector**

**Annette Phelps, Administrative Secretary**