

CITY OF PORT WENTWORTH

912-999-2084

BUILDING AND DEVELOPMENT PERMIT APPLICATION CHECK LIST

For New Single Family Homes, New Multi-Family Homes, Alterations, Additions, New Commercial Buildings, etc.

- ❖ Building and Development Permit Application COMPLETED and SIGNED (**ALL LINES ON APPLICATION MUST BE COMPLETED, INCLUDING PHYSICAL ADDRESS AND CORRECT PROPERTY OWNER INFORMATION**)
- ❖ Payment of Non-refundable Administrative Fee at time of submittal (see current "business user fee schedule")
- ❖ Site plan for the parcel
- ❖ 2 full size 24 x 36 bound paper copies and a digital pdf of the building construction plans signed and sealed by a Georgia Design Professional
- ❖ Information including the proof of liability insurance, current Georgia Business License and Georgia State professional license issued by the Georgia Secretary of State, for any of the following contractors REQUIRED FOR YOUR PROJECT:
 - **General Contractor**
 - **Plumbing Contractor**
 - **Mechanical Contractor**
 - **Electrical Contractor**

You can look up Georgia State professional license information at <http://verify.sos.ga.gov/verification/>

- ❖ REScheck Compliance Certificate
- ❖ IECC Energy Efficiency Certificate
- ❖ 3.5.4 Exhibit 2 Equivalent Residential Unit (ERU) Calculations
- ❖ Water Connection Information Form
- ❖ Applicant's valid driver's license
- ❖ Pre-Elevation Certificate (IF Located in a Flood Zone)
- ❖ 2 paper copies and digital PDF of the prefab truss packet, signed and sealed by a Georgia registered Design Professional. (IF Applicable to the project)
- ❖ Other documents and/or information may be required, by the Building Official, depending on the nature of the project

*****IF ANY OF THE ABOVE INFORMATION IS MISSING OR INCOMPLETE THE APPLICATION WILL NOT BE ACCEPTED OR RETURNED TO THE APPLICANT. *****

*****IF THE BUILDING HAS A FIRE SPRINKLER OR ALARM: ALL FIRE SPRINKLER OR FIRE ALARM APPLICATIONS MUST BE SUBMITTED ON A SEPERATE APPLICATION, COINSIDING ALONG WITH THE BUILDING PERMIT APPLICATION.*****

v. 07.15.24