

**CITY OF PORT WENTWORTH**

**912-999-2084**

**BUILDING AND DEVELOPMENT PERMIT APPLICATION CHECK LIST FOR STAND ALONE ELECTRICAL, MECHANICAL, AND PLUMBING PERMITS**

- ❖ Building and Development Permit Application COMPLETED and SIGNED (**ALL LINES ON APPLICATION MUST BE COMPLETED, INCLUDING PHYSICAL ADDRESS AND CORRECT PROPERTY OWNER INFORMATION**)
- ❖ Detailed Scope of Work
- ❖ 3 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, if required by your project
- ❖ Each Contractor MUST provide a photocopy of the following:
  - Proof of **Liability Insurance**,
  - Current **Georgia Occupational Tax Certificate** (Business License)
  - **Georgia State Professional Trade 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**
- ❖ Other documents, fee's and/or information may be required depending on the nature of the project
  
- ❖ **ALL FEES MUST BE PAID AT THE TIME OF SUBMITTAL:**

TRADE	ADMINISTRATIVE FEE	TRADE PERMIT FEE	TOTAL FEES DUE
ELECTRICAL	\$84.56	\$112.75	\$197.31
PLUMBING	\$84.56	\$112.75	\$197.31
MECHANICAL	\$84.56	\$112.75	\$197.31

**\*\*\*IF ANY OF THE ABOVE INFORMATION IS MISSING OR INCOMPLETE THE APPLICATION WILL BE RETURNED TO THE APPLICANT. \*\*\***