

CITY OF PORT WENTWORTH

BUILDING AND DEVELOPMENT PERMIT APPLICATION CHECK LIST

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

APPLICATION REQUIREMENTS

- **Completed & Signed Building and Development Permit Application**
 - All sections of the application must be completed.
 - Provide the correct physical project address and property owner information.
- Detailed Scope of Work
- **Construction Plans (PDF Format)**
 - Submit a digital PDF copy of construction plans.
 - Plans must be signed and sealed by a Georgia-licensed Design Professional when required by the project scope.
- Site plan for the parcel
- Scope of Work
- REScheck or COMcheck Compliance Certificate (as applicable) IECC Energy Efficiency Certificate
- 3.5.4 Exhibit 2 Equivalent Residential Unit (ERU) Calculations
- Water Connection Information Form
- Permitting Project Information Master Sheet (New Commercial or Multi-family)
- Applicant's valid driver's license
- Pre-Elevation Certificate (IF Located in a Flood Zone)
- Digital PDF of the Engineered truss packet, signed and sealed by a Georgia registered Design Professional. (IF Applicable to the project)

CONTRACTOR DOCUMENTATION

- Proof of Current Liability Insurance
- Current Georgia Occupational Tax Certificate (Business License)
- Current Georgia State Professional Trade License issued by the Georgia Secretary of State, when applicable:
 - General Contractor
 - Plumbing Contractor
 - Mechanical Contractor
 - Electrical Contractor
- Other documents and/or information may be required, by the Building Official, Fire Marshal or other reviewing department, based on the scope of the project.

IMPORTANT NOTICE

- Permit applications **must be complete** and include all required forms, plans, supporting documentation, and applicable fees at the time of submission.
- **Incomplete applications will not be accepted for processing or plan review** until all required information has been received.
- Projects requiring **fire sprinkler** and/or **fire alarm** systems must have separate permit applications submitted concurrently with the building permit application.