

CITY OF PORT WENTWORTH

BUILDING AND DEVELOPMENT PERMIT APPLICATION CHECK LIST

*For Stand Alone **ELECTRICAL**, **MECHANICAL**, And **PLUMBING** Permits*

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.

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**

ADDITIONAL REQUIREMENTS

Additional documents, fees, or supporting information may be required depending on the scope and complexity of the project.

DIGITAL SUBMITTALS ACCEPTED

All required documents, forms, plans, and supporting information may be submitted digitally in PDF format in accordance with City permit submission procedures.

PERMIT FEES

All applicable fees are due at the time of submittal: **Administrative Fee + Trade Fee**
(Please refer to the current Business User Fee Schedule for applicable fees.)

IMPORTANT NOTICE

Incomplete applications will be returned to the applicant for correction. Permit review will begin once all required information and documentation have been provided.