

CITY OF PORT WENTWORTH

912-966-7427

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**)
- ❖ Site plan for the parcel
- ❖ 2 copies of the building construction plans signed and sealed by a Georgia registered Architect or Design Professional
- ❖ General Contractor's information including their current Georgia State professional license issued by the Georgia Secretary of State. You can look up this information at <http://verify.sos.ga.gov/verification/>
- ❖ Electrical Contractor's information including their current Georgia State professional license issued by the Georgia Secretary of State. You can look up this information at <http://verify.sos.ga.gov/verification/> (IF AN ELECTRICAL CONTRACTOR IS REQUIRED FOR YOUR PROJECT)
- ❖ Plumbing Contractor's information including their current Georgia State professional license issued by the Georgia Secretary of State. You can look up this information at <http://verify.sos.ga.gov/verification/> (IF A PLUMBING CONTRACTOR IS REQUIRED FOR YOUR PROJECT)
- ❖ Mechanical Contractor's information including their current Georgia State professional license issued by the Georgia Secretary of State. You can look up this information at <http://verify.sos.ga.gov/verification/> (IF A MECHANICAL CONTRACTOR IS REQUIRED FOR YOUR PROJECT)
- ❖ REScheck Compliance Certificate
- ❖ IECC Energy Efficiency Certificate
- ❖ Other documents and/or information may be required depending on the nature of the project

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

*****ALL INSPECTION REQUEST MUST BE MADE IN WRITING. YOU CAN REQUEST ON-LINE AT WWW.CITYOFPORTWENTWORTH.COM OR BY FILLING OUT AN INSPECTION REQUEST AT CITY HALL OR FAXING A COPY TO 912-966-3699.*****

*****INSPECTION REQUEST MUST BE TURNED IN BY 3:00 P.M. ON THE BUSINESS DAY PRECEDING THE REQUESTED DATE*****