

## CITY OF PORT WENTWORTH

912-999-2084

### BUILDING AND DEVELOPMENT PERMIT APPLICATION CHECK LIST FOR STAND ALONE ELECTRICAL, HVAC, 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**)
- ❖ Scope of work to be done
- ❖ 2 copies of any construction plans or drawings that you may have
- ❖ 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)
- ❖ Other documents and/or information may be required depending on the nature of the project
- ❖ **FEES PAID**
- ❖ **FEES**
  - **Electrical-- \$75.00**
  - **Plumbing-- \$65.00**
  - **HVAC-- \$45.00 (less than \$100,000.00 estimated value of construction)**
    - **\$600.00 (more than \$100,000.00 estimated value of construction)**

**\*\*\*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](http://WWW.CITYOFPORTWENTWORTH.COM) OR BY FILLING OUT AN INSPECTION REQUEST AT CITY HALL**

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