

CITY OF PORT WENTWORTH

912-999-2084

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 and Occupational Tax Certificate (Business License). You can look up Georgia State Professional license 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 and Occupational Tax Certificate (Business License). You can look up Georgia State Professional license 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 and Occupational Tax Certificate (Business License). You can look up Georgia State Professional license 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 and Occupational Tax Certificate (Business License). You can look up Georgia State Professional license information at <http://verify.sos.ga.gov/verification/> (IF A MECHANICAL CONTRACTOR IS REQUIRED FOR YOUR PROJECT)
- ❖ REScheck Compliance Certificate
- ❖ IECC Energy Efficiency Certificate
- ❖ 2 copies of the Truss Packet (must be sealed)
- ❖ Other documents and/or information may be required depending on the nature of the project
- ❖ **\$50.00 non-refundable administration fee (the remainder of the fees will be calculated once the application is received)**

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