

## 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 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)
- ❖ 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\*\*\***