



**The City of Snellville**  
Planning & Development Department  
2342 Oak Road  
Snellville, GA 30078  
[www.snellville.org](http://www.snellville.org)

(770) 985-3513  
(770) 985-3514  
FAX (770) 985-3551

---

## **UTILITY SAFETY INSPECTION REQUEST**

### **\$25.00 INSPECTION FEE**

CUSTOMER NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_ SHOPPING CENTER: \_\_\_\_\_

INSPECTION ADDRESS: \_\_\_\_\_ SUITE: \_\_\_\_\_

UTILITY & MECHANICAL DEVICES TO INSPECT (check one):  ELECTRIC (ONLY)  GAS (ONLY)  
 ELECTRIC & GAS (BOTH)

SPECIAL ACCESS INSTRUCTIONS \_\_\_\_\_

---

**ACCESS REQUIREMENTS:** Access to both the exterior and interior of the premises is required by the Building Inspector. If the premises is locked, please make the necessary arrangements to have someone available to unlock the premises for access by the Building Inspector (inspections usually performed during the hours of 8:00 am to 5:00 pm, Mon., Wed., and Fri.)

**UTILITY APPROVAL:** Upon receiving confirmation of successful passage of the Utility Safety Inspection, a Utility Approval will be faxed to the appropriate utility(s). Please re-contact your utility provider to complete your request for service.

**CERTIFICATE OF OCCUPANCY:** Once utilities have been restored, please contact the Gwinnett County Fire Marshal's office (678-518-6100) to request at Certificate of Occupancy Inspection. Upon receipt of the Certificate of Occupancy, please bring the original to the City of Snellville, Planning and Development Department when applying for a Business License.

**INTERIOR REMODEL:** If you will be remodeling or making any improvements to the premises exterior and/or interior that may require a Building Permit or separate Electrical Permit, Plumbing Permit, HVAC Permit, please discuss these proposed improvements with the Snellville Planning Department BEFORE submission of the Utility Safety Inspection Request.

**NATIONAL CODE REQUIREMENTS:** The purpose of this inspection is to check for violations, damage and vandalism so that the power (and/or gas) may be restored. Passage of the Safety Inspection DOES NOT confer that the systems meet the current National Electrical Code and/or International Mechanical Code and/or International Fuel Gas Code requirements.

---

CUSTOMER NAME (Printed)

SIGNATURE

DATE

INSPECTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ WEMC APPROVAL #: \_\_\_\_\_ AGL APPROVAL #: \_\_\_\_\_ DATE FAXED: \_\_\_\_\_