

**Gwinnett County  
Department of Planning & Development**

**CODE COMPLIANCE INSPECTION APPLICATION FORM**

**Case # CIR2008 – 0 0 0 \_ \_**

A code compliance inspection of an existing building or structure including mechanical, electrical, plumbing, gas, and energy conservation systems may be necessary to determine the extent of all required improvements for compliance with the intent of the applicable construction and life safety codes. To schedule an on-site code compliance inspection, submit a completed application form which has been signed and notarized along with the application fee of \$100.00 payable to Gwinnett County. Upon completion of the code compliance inspection, a written report will be mailed to the applicant.

Any improvements to the existing building or structure as stated in the code compliance inspection report require issuance of a building permit. Contact Building Plan Review at 678.518.6040 for submittal requirements which include six (6) sets of building plans. Any improvements to the existing site require issuance of a commercial development permit. Contact Development Review at 678.518.6010 for submittal requirements which include twelve (12) sets of site plans.

**Rezoning**

**Special Use Permit**

**Occupancy Use Change**

**Rezoning Case #:** \_\_\_\_\_ **SUP Case #:** \_\_\_\_\_ **From:** \_\_\_\_\_ **To:** \_\_\_\_\_

TO BE COMPLETED BY APPLICANT	
<b>VERIFIED BY:</b> _____	<b>Date:</b> _____
<i>(Current Planning Staff Signature)</i>	
Applicant Name: _____	Phone: _____
Property Address: _____	
City: _____	State: _____ Zip: _____
Land District: _____	Land Lot: _____ Parcel: _____
Current Occupancy Use Of Building: _____	Current Zoning: _____
Proposed Occupancy Use of Building: _____	Proposed Zoning: _____
Detailed Description of Proposed Use: _____	

TO BE COMPLETED BY BUILDING PLAN REVIEW STAFF	
<b>Authorized By:</b> _____	<b>Date:</b> _____
<i>(Staff Signature)</i>	
Type of Construction: _____	#Stories: _____
Crawlspace: _____	Basement: _____
<small>(YES or NA)</small>	<small>(YES or NA)</small>
Mezzanine: _____	
<small>(YES or NA)</small>	
Bldg. Area (sq. ft.):	TOTAL: _____
Basement: _____	1 <sup>st</sup> Floor: _____
2 <sup>nd</sup> Floor: _____	3 <sup>rd</sup> Floor: _____
Sprinklered: _____	Type of Sprinkler System: _____
<small>(YES or NA)</small>	<small>(YES or NA)</small>
Septic: _____	Sewer: _____
<small>(YES or NA)</small>	<small>(YES or NA)</small>
Inspection Schedule: Date: _____	Day: _____ Time: _____
[Inspected By: <u>see attached report</u> ]	

MAILING INFORMATION	
Applicant Name: _____	Phone: _____
Address: _____	
City: _____	State: _____ Zip: _____

**CODE COMPLIANCE INSPECTION APPLICATION FORM (continued)**

**APPLICANT ACKNOWLEDGEMENT**

*(Applicant to read and sign statement of agreement below)*

I, the applicant, have been informed that this application is solely for the authorization of an inspection by Gwinnett County of the existing structure as identified on Page 1 of this form and that all construction work pertinent to this structure including but not limited to the items listed on the Compliance Inspection Report shall not commence until issuance of a building permit. The building permit shall not be issued nor inspections performed prior to an affirmative decision on rezoning and SUP requests by the Board of Commissioners although the required plans may be developed and reviewed during the interim period. I understand that plans which address all proposed construction work shall be submitted, reviewed and approved by Gwinnett County Department of Planning and Development Building Plan Review prior to issuance of a building permit. It is also my understanding that the structure referenced by this application shall not be occupied nor used until all inspections of new construction have been made and a Certificate of Occupancy has been obtained from the Department of Fire and Emergency Services prior to the final Certificate of Occupancy being issued by the Department of Planning and Development which controls the connection of utilities.

I, the applicant, am aware of the double permit fee penalty, which will be assessed if construction work proceeds prior to issuance of the building permit. I also understand that work which proceeds without permit authorization may result either in the issuance of citations by the Department of Planning and Development or the demolition and/or removal of the work in question, or both.

I, the applicant, have read and agree to comply with the above statements.

Printed Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 200 \_\_\_\_.

Notary Public Signature: \_\_\_\_\_

Notary Public Stamp \_\_\_\_\_

- c: Building Construction Manager
- Chief Commercial Building Inspector
- Chief Electrical Inspector
- Chief Mechanical Inspector
- Chief Plumbing Inspector
- Fire Marshal's Office
- Current Planning Manager