

**COMMERCIAL BUILDING PERMIT APPLICATION**  
**GWINNETT COUNTY DEPARTMENT OF PLANNING & DEVELOPMENT**  
**ONE JUSTICE SQUARE**  
**678.518.6000**

Fees may be paid by cash, check or credit card. Checks must be payable to Gwinnett County. Checks over \$50k must be cashier's check.  
Building Permits Counter is open Monday through Friday, 8 AM To 4 PM, except holidays.

BUILDING PERMIT NUMBER: BLD

Name of Development: \_\_\_\_\_ Building or Suite: \_\_\_\_\_

Name of Tenant: \_\_\_\_\_ Use: \_\_\_\_\_ Zoning: \_\_\_\_\_

Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Land District: \_\_\_\_\_ Land Lot: \_\_\_\_\_ Parcel: \_\_\_\_\_ Value of Construction: \_\_\_\_\_

Name of Contractor: \_\_\_\_\_

BUSINESS LICENSE NUMBER: \_\_\_\_\_ Phone No. (office) \_\_\_\_\_ (cell) \_\_\_\_\_

Contractor E-mail Address: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Name of Property Owner: \_\_\_\_\_

Owner's Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

PLEASE DESCRIBE SCOPE OF WORK: \_\_\_\_\_

Bldg Width: \_\_\_\_\_ Bldg Depth: \_\_\_\_\_ Bldg Height: \_\_\_\_\_ # of Stories \_\_\_\_\_

Total Heated Floor Area: \_\_\_\_\_ Total Unheated Floor Area: \_\_\_\_\_ Total Area: \_\_\_\_\_

Type of Heating: \_\_\_\_\_ Gas Co: \_\_\_\_\_ Power Co: \_\_\_\_\_

For Apartments: # of Buildings: \_\_\_\_\_ # of 1 Bedrooms: \_\_\_\_\_ # of 2 Bedrooms: \_\_\_\_\_ # of 3 Bedrooms: \_\_\_\_\_ # of 4 Bedrooms \_\_\_\_\_

**APPLICANT, PLEASE READ AND SIGN THE FOLLOWING**

As the contract, builder, owner or authorized agent, I hereby apply for a permit to erect/alter and use the structure as described herein and/or shown on accompanying plans and specifications. If a plan is required, said structure will be located as shown on the plan. If the permit is granted, I shall construct same according to the laws of Gwinnett County. I also understand that the structure authorized by the permit shall not be occupied or used until all inspections have been made and the Certificate of Occupancy/Completion has been issued by the Department of Planning & Development (and by the Department of Fire & Emergency Services, when applicable). Applicant must hold a valid Occupational Tax Certificate (AKA "business License") for the type of construction covered by the permit issued. A homeowner is not required to have an Occupational Tax Certificate if building one's own personal home (not more than one home per year). I understand that before any inspections will be made, erosion control measures must be installed and properly maintained daily and licensed subcontractor affidavits must be submitted and accepted. I hereby certify that I am the property owner or the authorized agent of the property owner and that all information contained hereon is true and accurate.

Applicant's Signature: \_\_\_\_\_ Printed Name of Applicant: \_\_\_\_\_

Applicant's Title: \_\_\_\_\_ Date Signed: \_\_\_\_\_

P & D Staff Signature: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**TO BE COMPLETED BY STAFF ONLY**

**Approved By:** (if applicable) \_\_\_\_\_ **Date:** \_\_\_\_\_

SIGN PERMIT #: \_\_\_\_\_ DEV PERMIT #: \_\_\_\_\_ CENSUS TRACT #: \_\_\_\_\_ COMMISSION DISTRICT: \_\_\_\_\_

Scope of work includes: Building \_\_\_\_\_ Electrical \_\_\_\_\_ HVAC \_\_\_\_\_ Plumbing \_\_\_\_\_

FEE AMOUNT \$ \_\_\_\_\_

**BUILDING PERMIT FEES**

Non-Residential and Multi-family (New Building, Addition or Alteration)	\$5/\$1000 of Value of Construction Cost Minimum \$30.00 plus CO/CC fee (if applicable)
Sign	\$6/\$1000 of Construction Cost Minimum \$30.00
Swimming Pool	\$6/\$1000 of Construction Cost Minimum \$30.00 plus CO fee
Demolition	\$5/\$1000 of Demolition Cost Minimum \$30.00 plus CC fee

**OTHER BUILDING FEES**

Re-Inspection	\$25.00 1st Re-inspection \$50.00 2nd Re-inspection \$100.00 3rd Re-inspection
Compliance Inspection	\$100.00 or \$30.00/trade

*NOTE: Erosion control measures shall be in place and properly maintained before any inspections will be made.*

**FOR INFORMATION PERTAINING TO REQUIRED INSPECTIONS, PLEASE CALL THE APPROPRIATE INSPECTION GROUP. PHONE NUMBERS AND IN-OFFICE HOURS ARE PROVIDED BELOW.**

**Automated Inspections Request System (AIRS): 24 Hours A Days - 7 Days A Week 678.518.6277**

**Building inspectors available 7-7:30 AM and 3:30-4:00 PM, Monday – Friday Only**

Commercial Building Inspectors.....	770.822.7560
Residential Building Inspectors.....	770.822.7550
Electrical Inspectors.....	770.822.7580
HVAC Inspectors.....	770.822.7590
Plumbing Inspectors.....	770.822.7570

**TIME LIMITATIONS**

Permit expires six months from date of issuance unless building activity as authorized by the permit is initiated within a 180-day period or if such authorized activities lapse and the project is abandoned for a period exceeding 180 days. Inactivity exceeding six months would be subject to a renewal fee of \$30.00 minimum for first renewal and 25% of original permit fee for second and subsequent renewals. Inactivity exceeding 12 months from date of issuance would be subject to a repayment of original permit fee.

**HAZARDOUS MATERIALS CONTAINMENT POLICY**

The Environmental Protection Agency (EPA) established a reporting threshold for facilities which have hazardous substances (Section 312 of RCRA). This threshold is described in 40 CFR 370 and, in general, is any facility having 10,000 pounds (or 4,540 kg.) of hazardous substance (as defined in the regulations) on any one day. This is a well-established threshold and industries are very accustomed to this reporting threshold. Depending on the chemical, notification to local Fire Service agencies may be necessary for quantities less than 10,000 lbs. For instructions on threshold determinations for components of mixtures, refer to EPA regulations. Please call 678.518.6100 for additional information. If you are a business owner, you should be aware of these regulations. If you are a contractor constructing a building which could house hazardous materials, please forward this notification requirement to your client. Owners or operators of facilities that have hazardous chemicals on hand in quantities equal to or greater than set threshold levels must submit either Tier I or Tier II forms. Forms are to be submitted to each of the following: 1) State emergency response commission, 2) Local emergency planning committee, and 3) the Fire Department with jurisdiction over your facility. Please contact State of Georgia EPD office for the forms. Telephone number: 404.656.6905. Be reminded that any owner or operator of a facility who fails to submit or supplies false SARA Title III information shall be liable to the United States for civil penalty of up to \$25,000 for each violation.