



GWINNETT COUNTY
Department of Planning & Development
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Building Addition to a Home Building Permit Requirements

(Revised April 2004)

This document's purpose is to provide general guidance in obtaining a Building Permit from Planning & Development (P&D) for an addition to a one or two family home. Office hours to obtain plan approvals & permits are 8 AM to 4 PM, Monday through Friday, except holidays. A Building Permit must be obtained prior to any land disturbance or building construction.

Step 1 – Obtain Approval from the Environmental Health Department for Homes Served by a Private Septic System (Note: If the home is served by the county sewer system, this step is NOT required).

If the home is served by a private septic tank system, Environmental Health, 455 Grayson Highway, Lawrenceville, Georgia, must review & approve the location of the addition on the lot before a Building Permit can be issued. The purpose of this review is to ensure that the existing or proposed septic tank & drain field are not affected by the location of the addition as well as sized appropriately based upon the number of bedrooms. Information and forms can be obtained by calling 770.963.5132. Documentation of approval by Environmental Health must be attached to the Building Permit Application.

Step 2 – Submit a “Building Addition Location Plan” for Review & Approval by the Development Review Section of P&D.

The applicant for a building permit must submit a “Building Addition Location Plan” to the Development Review Section of P&D for approval. Office hours of this section are 8 AM to 4 PM, Monday through Friday, except holidays.

- **Purpose** - The purpose of the plan is to verify compliance with county regulations regarding: building setbacks from property lines; encroachments into drainage or sewer easements; stream buffers; zoning buffers; floodplain encroachments; Chattahoochee River Corridor impervious surface & clearing percentage limits; and, Alcovy River & Big Haynes Creek Watershed stream buffers & impervious surface setbacks.
- **Building Addition Location Plan** – This plan must be drawn to scale such as 1”=10’, 1”=20’, etc. It must show the lot boundaries, location of the existing home and driveway, easements, streams, buffers, etc., and the location of the proposed addition to the home. A copy of the survey many people obtain at loan closing is frequently used for this purpose. Also, a copy of the lot made from the recorded Final Subdivision Plat (available at the Deed Record’s Office of the Clerk of Superior Court, 75 Langley Drive, Lawrenceville) may be used to prepare this plan.

Step 3 – Obtain the Following Forms from P&D: 1) Building Permit Application, 2) Erosion Control & Solid Waste Management Affidavit, and 3) Energy Code Compliance Affidavit.

Application & affidavit forms may be obtained by visiting P&D’s Building Permits Counter, on-line from the county’s web page at the “A-Z Index” or by calling 678.518.6020.

Step 4 – Obtain Building Permit at the Building Permits Counter of P&D.

Submit the Building Permit Application, Erosion Control & Solid Waste Management Affidavit, Energy Code Compliance Affidavit, approved “Building Addition Location Plan,” and permit fee. The fee, rounded to the nearest dollar, is calculated as follows: \$41.44 multiplied by the total heated square feet and the result then multiplied by \$0.006, and \$6 per \$1,000 of estimated construction cost for each unheated square foot (minimum fee is \$30), plus a \$25 Certificate of Occupancy fee. Fees must be paid at time of permit issuance.

Other Information.

The Building Permit includes any electrical, HVAC and plumbing systems (as applicable). Therefore, separate permits for this work are not required. State licensed electrical, HVAC and plumbing subcontractors must submit Subcontractor Affidavit forms to P&D at least two (2) days prior to requesting their inspections. Inspections are requested by calling P&D’s 24 / 7 automated inspection line at 678.518.6277. Homeowners installing electrical, HVAC and plumbing systems themselves must also submit these affidavits. The Building Permit Yard Card must be posted at the site & be visible from the street. The approved “Building Addition Location Plan” must also be kept present. Footing, foundation, electrical, HVAC, and plumbing rough-in inspections, followed by a framing inspection, must be scheduled and successfully passed prior to scheduling a final inspection. Prior to occupancy, a final inspection must be scheduled, successfully passed, and a Certificate of Occupancy obtained. The final inspection will include final electrical, HVAC and plumbing.