



**GWINNETT COUNTY**  
**Department of Planning & Development**  
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## **New Home - Building Permit Requirements**

(Revised September 2008)

This document's purpose is to provide general guidance in obtaining a Building Permit from Planning & Development (P&D) for a new home. Office hours to obtain Building Permits are 8 AM to 4 PM, Monday through Friday, except holidays. A Building Permit must be obtained prior to building construction and land disturbance.

### **Step 1 - Verify the Lot is an Approved Building Lot (i.e. "Buildable Lot of Record").**

- **Five (5) or Fewer Lot Divisions (i.e. "Exemption Plats").**  
All new lots, parcels or tracts of land created or divided after January 5, 1988 must be reviewed and approved by P&D before a Building Permit can be issued. A copy of the approved & recorded Exemption Plat must be attached to the Building Permit Application. Visit P&D's Development Review Section or call 678.518.6010 for Exemption Plat information.
- **Lots Shown on a Final Subdivision Plat (usually more than 5 lots).**  
A copy of a Final Plat is not required to accompany a Building Permit Application.
- **Special Building Permit "Holds."**  
Building Permit "holds" are usually noted on Exemption and Final Plats. Visit P&D's Building Permits Section or call 678.518.6020 to obtain information about these special "holds" on a lot that must be satisfied before a Building Permit may be issued. Typical "holds" require approval of a House Location Plan (HLP) by P&D's Development Review Section (678.518.6010) or a Residential Drainage Plan (RDP) approved by the Storm Water Management Section (678.518.6150). A copy of the approved HLP or RDP must be attached to the Building Permit Application.

### **Step 2 - Obtain a Sewage Disposal Permit (Private Septic Tank or County Sewer).**

- **Septic Tank System.**  
If the lot is to be served by a private septic tank system, a separate Septic Tank Permit must be obtained from the Environmental Health Department, 455 Grayson Highway, Suite 600, Lawrenceville, Georgia 30045. Information and forms may be obtained by calling 770.963.5132. A copy of the Septic Tank Permit must be attached to the Building Permit Application. A Building Permit for "tank in first" septic tank permits must be obtained prior to land disturbing
- **County Sewer System:**
- **Exemption Plat Lots** - A separate Sewer Connection Permit must be obtained from the Department of Public Utilities, 684 Winder Highway, Lawrenceville, Georgia 30045. Information and forms may be obtained by calling 678.376.6700. A copy of the Sewer Connection Permit must be attached to the Building Permit Application.
- **Final Subdivision Plat Lots** - Lots located in an approved Final Subdivision Plat are issued the Sewer Connection Permit as part of the Building Permit.

### **Step 3 - Obtain a Water System Connection/Meter Permit.**

- **Exemption Plat Lots** - A separate Water System Connection/Meter Permit must be obtained from the Department of Public Utilities, 684 Winder Highway, Lawrenceville, Georgia 30045. Information and forms may be obtained by calling 678.376.6700. A copy of the Water System Connection/Meter Permit must be attached to the Building Permit Application.
- **Final Subdivision Plat Lots** - Lots located within an approved Final Subdivision Plat are issued the Water System Connection/Meter Permit as part of the Building Permit.

### **Step 4 - Obtain the Following Forms: 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 or by calling 678.518.6020.

### **Step 5 - Obtain a 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 HLP, RDP or Exemption Plat (as appropriate), and fees (building permit, water & sewer). Exception: homes 5,000 or more square feet or greater than 3 stories in height also require structural plans sealed by a registered architect or engineer and plan review approval by P&D's Building Plan Review Section before a Building Permit may be issued.

### **Other Information.**

Building Permits for new homes include electrical, HVAC and plumbing installation; separate permits are not required. However, Georgia 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 phone line at 678.518.6277.