



GWINNETT COUNTY
Department of Planning & Development
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PLAN REVIEW PROCESS GUIDELINES

Gwinnett County Department of Planning & Development (P&D) has established Plan Review Process Guidelines for site development permits and commercial building permits to provide customers with a basic understanding of the department plan review sections involved and the required review cycle (time required to complete review of plans) for each type of permit. For questions regarding these guidelines, please contact the appropriate P&D review section as follows:

Building Plan Review - 678.518.6040
Development Review - 678.518.6010
Fire Plan Review - 678.518.6129
Stormwater Review - 678.518.6150
Water & Sewer Plan Review - 678.518.6150

The plan review process guidelines and specific review cycles for agencies outside the Department of Planning & Development may vary from the P&D process guidelines. Consequently, it is strongly recommended that the customer obtain this information directly from the applicable review agency.

Refer to the reference table below to determine the Plan Review Process Guidelines applicable to your project.

PLAN REVIEW PROCESS GUIDELINES REFERENCE CHARTS
NEW STRUCTURE projects – Chart A (Commercial Building Permits)
INTERIOR FINISH projects – Chart B (Commercial Building Permits)
MISCELLANEOUS projects – Chart C (Commercial Building Permits)
SITE DEVELOPMENT PERMITS – Chart D (Commercial & Residential)

For more detailed information regarding the plan review and permitting process, refer to the [Development Assistance Handbook](#).

(Refer to attached Charts A, B, C, and D.)

CHART A

Gwinnett County Department of Planning and Development

PLAN REVIEW PROCESS GUIDELINES FOR COMMERCIAL BUILDING PERMITS

NOTES: 1. Projects not listed below may typically follow the "WALK-THROUGH" review process. Contact individual review section to verify.
2. Plan review process guidelines may vary from that shown in this chart depending upon complexity or scope of project.

New Structure

REVIEW SECTIONS	Buildings or additions to existing buildings (see * below)	Canopies	Communication towers	
BUILDING PLAN REVIEW	DRCC/S -floor area greater than 400 sq. ft. -eave height which exceeds 12 feet -project located within overlay district or on property subject to conditions of rezoning or special use permit	DRCC/S -roof cover area greater than 400 sq. ft. -project located within overlay district or on property subject to conditions of rezoning or special use permit	DRCC/S -tower height of 50 feet and greater; -antenna co-location on existing tower	D-5 -tower height less than 50 feet; -antenna replacement on existing tower
DEVELOPMENT REVIEW	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED
FIRE PLAN REVIEW	DRCC/S -floor area greater than 400 sq. ft. -eave height which exceeds 12 feet	DRCC/S -roof cover area greater than 400 sq. ft.	NO REVIEW REQUIRED	NO REVIEW REQUIRED
STORMWATER REVIEW	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED
WATER & SEWER REVIEW	DRCC/S -floor area greater than 400 sq. ft. -eave height which exceeds 12 feet	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED

*Review by ENVIRONMENTAL HEALTH is required for buildings served by a septic system, businesses with food service, businesses with a designated smoking area, swimming pools, and clubhouses/cabanas/poolhouses associated with an adjacent swimming pool.

TYPES OF REVIEW SUBMITTALS

DRCC/S	DRCC / SECTION SUBMITTAL: Plans submitted through the Development Review Coordinating Committee (DRCC) with review cycle of two (2) weeks. / Plans submitted to individual sections for city and special circumstance projects with review cycle of two (2) weeks.
D-10	10-DAY DROP-OFF SUBMITTAL: Documents retained for review by a specific section for up to ten (10) business days due to incompleteness, complexity, or size of project. (Also includes projects for which the checklist indicates plan status as "10-DAY DROP-OFF SUBMITTAL".)
D-5	5-DAY DROP-OFF SUBMITTAL: Documents retained for review by a specific section for up to five (5) business days due to complexity or size of project. (Also includes projects for which the checklist indicates plan status as "5-DAY DROP-OFF SUBMITTAL".)
W	WALK-THROUGH SUBMITTAL: Customer obtains plan review services by meeting with review staff. (Also includes projects for which the checklist indicates plan status as "WALK-THROUGH".)

**CHART
B**

**Gwinnett County
Department of
Planning and Development**

**PLAN REVIEW PROCESS GUIDELINES
FOR COMMERCIAL BUILDING PERMITS**

NOTES: 1. Projects not listed below may typically follow the "WALK-THROUGH" review process. Contact individual review section to verify.
2. Plan review process guidelines may vary from that shown in this chart depending upon complexity or scope of project.

Interior Finish

REVIEW SECTIONS	Interior finish and white box space for single tenant use (see * below)	Partial buildout or renovation of single tenant space (scope of work limited to electrical, plumbing, and mechanical)	Rack / Conveyor / Shelving systems	Structural drawings for mezzanines	Demolition
BUILDING PLAN REVIEW	D-10 -floor area greater than 5,000 sq. ft.; -any floor area for assembly, educational, hazardous, and institutional occupancies	D-10 (floor area greater than 5,000 sq. ft.)	D-5 -floor area greater than 10,000 sq. ft.; -more than 5 different types of rack / conveyor / shelving	D-10 (floor area greater than 1,000 sq. ft.)	D-5 (includes removal or alteration of existing structural components)
DEVELOPMENT REVIEW	W	W	W	NO REVIEW REQUIRED	NO REVIEW REQUIRED
FIRE PLAN REVIEW	D-10 -floor area greater than 5,000 sq. ft.; -any floor area for assembly, educational, hazardous, and institutional occupancies	D-10 (floor area greater than 5,000 sq. ft.)	D-5 -floor area greater than 10,000 sq. ft.; -more than 5 different types of rack / conveyor / shelving	NO REVIEW REQUIRED	NO REVIEW REQUIRED
STORMWATER REVIEW	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED
WATER & SEWER REVIEW	W	W	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED

*Review by ENVIRONMENTAL HEALTH is required for buildings served by a septic system, businesses with food service, businesses with a designated smoking area, swimming pools, and clubhouses/cabanas/poolhouses associated with an adjacent swimming pool.

TYPES OF REVIEW SUBMITTALS

DRCC/S	DRCC / SECTION SUBMITTAL: Plans submitted through the Development Review Coordinating Committee (DRCC) with review cycle of two (2) weeks. / Plans submitted to individual sections for city and special circumstance projects with review cycle of two (2) weeks.
D-10	10-DAY DROP-OFF SUBMITTAL: Documents retained for review by a specific section for up to ten (10) business days due to incompleteness, complexity, or size of project. (Also includes projects for which the checklist indicates plan status as "10-DAY DROP-OFF SUBMITTAL".)
D-5	5-DAY DROP-OFF SUBMITTAL: Documents retained for review by a specific section for up to five (5) business days due to complexity or size of project. (Also includes projects for which the checklist indicates plan status as "5-DAY DROP-OFF SUBMITTAL".)
W	WALK-THROUGH SUBMITTAL: Customer obtains plan review services by meeting with review staff. (Also includes projects for which the checklist indicates plan status as "WALK-THROUGH".)

**CHART
C**

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**PLAN REVIEW PROCESS GUIDELINES
FOR COMMERCIAL BUILDING PERMITS**

NOTES: 1. Projects not listed below may typically follow the "WALK-THROUGH" review process. Contact individual review section to verify.
2. Plan review process guidelines may vary from that shown in this chart depending upon complexity or scope of project.

Miscellaneous

REVIEW SECTIONS	Conversion of single-family residence to commercial use (see * below)	Fire alarm systems Fire sprinkler systems Hazardous materials Kitchen exhaust hoods Suppression systems	Fire / smoke damage repair	Grease Traps (Initial installation at exterior of building)	Renovation of exterior facade for existing buildings	Resubmittal of revised building plans (to address unresolved plan review code compliance checklist items)	Retaining and detention pond walls	Revision to county-approved plans (for active building permits)	Swimming pools (see * below)
BUILDING PLAN REVIEW	DRCC/S (also requires code compliance inspection)	W (Building Plan Review only reviews kitchen exhaust hoods)	D-10 -nonstructural repair for greater than 5,000 sq. ft. of total floor area -structural repair for greater than 400 sq. ft. of total floor area	W	D-10 (projects located within overlay districts or on property subject to conditions of rezoning or special use permit)	D-10 (more than 15 unresolved checklist items per individual review discipline - architectural, structural, mechanical, electrical, and plumbing)	D-5 (greater than 20 feet in height from top of foundation)	D-5 (requires review of more than 2 sheets of plans for each review discipline - architectural, structural, mechanical, electrical, and plumbing)	W
DEVELOPMENT REVIEW	DRCC/S	NO REVIEW REQUIRED	NO REVIEW REQUIRED	W	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED
FIRE PLAN REVIEW	DRCC/S (also requires code compliance inspection)	D-10	D-10 -nonstructural repair for greater than 5,000 sq. ft. of total floor area -structural repair for greater than 400 sq. ft. of total floor area	NO REVIEW REQUIRED	W	D-10 (more than 15 unresolved checklist items per individual review discipline - architectural, structural, mechanical, electrical, and plumbing)	NO REVIEW REQUIRED	D-5 (requires review of more than 2 sheets of plans for each review discipline - architectural, structural, mechanical, electrical, and plumbing)	W
STORMWATER REVIEW	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED
WATER & SEWER REVIEW	DRCC/S	NO REVIEW REQUIRED	NO REVIEW REQUIRED	W	NO REVIEW REQUIRED	W	NO REVIEW REQUIRED	W	W

*Review by ENVIRONMENTAL HEALTH is required for buildings served by a septic system, businesses with food service, businesses with a designated smoking area, swimming pools, and clubhouses/cabanas/poolhouses associated with an adjacent swimming pool.

TYPES OF REVIEW SUBMITTALS

DRCC/S	DRCC / SECTION SUBMITTAL: Plans submitted through the Development Review Coordinating Committee (DRCC) with review cycle of two (2) weeks. / Plans submitted to individual sections for city and special circumstance projects with review cycle of two (2) weeks.
D-10	10-DAY DROP-OFF SUBMITTAL: Documents retained for review by a specific section for up to ten (10) business days due to incompleteness, complexity, or size of project. (Also includes projects for which the checklist indicates plan status as "10-DAY DROP-OFF SUBMITTAL".)
D-5	5-DAY DROP-OFF SUBMITTAL: Documents retained for review by a specific section for up to five (5) business days due to complexity or size of project. (Also includes projects for which the checklist indicates plan status as "5-DAY DROP-OFF SUBMITTAL".)
W	WALK-THROUGH SUBMITTAL: Customer obtains plan review services by meeting with review staff. (Also includes projects for which the checklist indicates plan status as "WALK-THROUGH".)

CHART D

Gwinnett County Department of Planning and Development

PLAN REVIEW PROCESS GUIDELINES FOR SITE DEVELOPMENT PERMITS

NOTES: 1. Projects not listed below may typically follow the "WALK-THROUGH" review process. Contact individual review section to verify.
2. Plan review process guidelines may vary from that shown in this chart depending upon complexity or scope of project.

REVIEW SECTIONS	Site Development Permits (CDP, MDP, SDP) (see ** below)	Concept Plans (CPL) & Final Plats (FPL)	Water lines Sewer lines Pump Stations Force Mains	Land Disturbance Permits (LDP)	House Location Plans (HLP) Swimming pools (residential)	Exemption Plats	Projects with minimal review comments	Projects with significant review comments	Revision to county-approved plans (for active permits)	Revision to county-approved final plat	Residential Drainage Plans (RDP)	Stream crossings Wetlands disturbance projects	Timbering permits
BUILDING PLAN REVIEW	DRCC/S	NO REVIEW REQUIRED	W	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	W	D-5	W	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED
DEVELOPMENT REVIEW	DRCC/S	DRCC/S	D-10 (located outside of right-of-way)	D-10 -site exceeds 5 acres; -site is subject to conditions of rezoning or special use permit	W	W	W	D-10	W	W	NO REVIEW REQUIRED	W	W
FIRE PLAN REVIEW	DRCC/S (SDP approval limited to townhouse projects)	DRCC/S (commercial FPL only)	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED	W	D-5	W	W	NO REVIEW REQUIRED	NO REVIEW REQUIRED	NO REVIEW REQUIRED
STORMWATER REVIEW	DRCC/S	DRCC/S	D-10 (located outside of right-of-way)	D-10 -site exceeds 5 acres; -site is subject to conditions of rezoning or special use permit	W	D-10 (only if revisions to stormwater management plans)	W	D-10	W	D-10 (only if revisions to stormwater management plans)	W	D-10	NO REVIEW REQUIRED
WATER & SEWER REVIEW	DRCC/S	DRCC/S	D-10	W	W	W	W	D-10	D-10	W	NO REVIEW REQUIRED	W	NO REVIEW REQUIRED

** Review by ENVIRONMENTAL HEALTH is required for sites served by a septic system.

TYPES OF REVIEW SUBMITTALS	
DRCC/S	DRCC / SECTION SUBMITTAL: Plans submitted through the Development Review Coordinating Committee (DRCC) with review cycle of two (2) weeks. / Plans submitted to individual sections for city and special circumstance projects with review cycle of two (2) weeks.
D-10	10-DAY DROP-OFF SUBMITTAL: Documents retained for review by a specific section for up to ten (10) business days due to incompleteness, complexity, or size of project. (Also includes projects for which the checklist indicates plan status as "10-DAY DROP-OFF SUBMITTAL".)
D-5	5-DAY DROP-OFF SUBMITTAL: Documents retained for review by a specific section for up to five (5) business days due to complexity or size of project. (Also includes projects for which the checklist indicates plan status as "5-DAY DROP-OFF SUBMITTAL".)
W	WALK-THROUGH SUBMITTAL: Customer obtains plan review services by meeting with review staff. (Also includes projects for which the checklist indicates plan status as "WALK-THROUGH".)