

## What is a Vacant Structure?

- A structure that is not legally occupied for at least 60 days without evidence of water, electric, and/or gas utility usage; or
- A structure that is partially constructed or incomplete after the building permit authorizing its construction has expired



*Poorly maintained vacant structure*

- A structure that is held pursuant to a judicial foreclosure of a mortgage, deed of trust, security deed, or other security instrument securing a debt or obligation owed to a creditor or a deed in lieu or contemplation of foreclosure in full or partial satisfaction of a debt or obligation owed to a creditor
- A vacant structure does not include a building or structure under a common ownership which is designed for and contains multiple tenant units and where at least one tenant unit is occupied with evidence of utility usage

## Where to Apply for a Vacant Structure Permit

Property owners may apply for a Vacant Structure Permit in person or by mail. The Department of Planning and Development, Building Permits Section's office is open Monday through Friday from 8:00am to 4:00pm and is located at 446 West Crogan Street, Lawrenceville, GA 30046. Owners submitting completed applications by mail should use the address listed above.

Vacant Structure Permit applications are available online at [www.gwinnettcountry.com](http://www.gwinnettcountry.com). Select Departments > Planning and Development > Documents and Regulations and select Vacant Structure Registration Form under the Property Maintenance Ordinance section.



**gwinnettcountry**  
**Department of Planning and Development**

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Department of  
**Planning and Development**

## Property Maintenance Ordinance



## Vacant Structure Permits

## Vacant Structure Permit Requirements

Property owners are required to obtain a **Vacant Structure Permit** within 14 days of the structure meeting the definition of a vacant structure.

Applicants must provide the following information to the Building Permits Section of the Department of Planning and Development before a vacant structure permit can be issued:

### Application:

- Name, current street address, phone and fax number, and e-mail address of the owner; local agent (within 75 miles of the property), or all persons with any legal interest in the structure, including mortgagees and successors in interest
- Tax parcel identification number
- Common address of the structure
- State whether the property is a foreclosure

### Maintenance plan, including:

- Length of time the owner expects vacancy to continue
- Proposed rehabilitation or improvements, if any
- Plan for securing and monitoring the vacant structure

### Permit fees:

- \$100: initial
- \$50: renewal

## Frequently Asked Questions

### When do I need a vacant structure permit?

An owner has 14 days after a structure meets the definition of vacant structure to apply for a permit.

### How long are the permits valid?

A permit is valid for one year but may be renewed.

### What constitutes utility usage?

A bill or invoice from a supplier of water, electric, and/or gas which includes at a minimum the base charge charged by such supplier for utility usage at the property indicated on such bill or invoice.

### How long does a property have to be vacant before I have to register?

An owner has 14 days after a property becomes vacant to submit an application for a permit.

### Are all multi-unit buildings exempted?

No, a multi-unit building is only exempted if the entire building is under common ownership and at least one unit is occupied with evidence of utility usage.

### What if my property is being marketed for sale?

The owner of the property would have to apply for a vacant structure permit

unless the property has not been vacant for 60 days and there's no evidence of utility usage at the property.

### How close does my Local Agent have to be?

The local agent must be within 75 miles of the property.

## Vacant Property Examples



*Properly maintained vacant structure*



*Poorly maintained vacant structure*