Certificate of Occupancy inspections and others requiring permits can only be scheduled if the appropriate permit has been issued by Fire Plan Review. Please note, the electrical power must be on at the time of the final Fire Inspection.

To schedule your appointment by phone, call 678.518.6277. This is the Interactive Voice Response Inspection Request System (IVR). The automated inspection request system is available 24/7. You will need to know your permit number and the type of inspection needed. Enter “253” in place of “BLD”.

To schedule your appointment online, go to https://eddspermits.gwinnettcounty.com/citizenaccess. This is the County’s website that gives citizens access to information related to permits and the ability to schedule inspections.

For a fire inspection related to a new Certificate of Occupancy, you will enter your permit number beginning with “BLD”.

For compliance inspections of existing buildings, and others not requiring a permit, call 678.518.4980.

How do I contact Fire Plan Review
For information regarding the permitting and plan review process, call 678.518.6000 or visit them online at www.gwinnettcounty.com. Once on the website, select Departments, then Planning and Development, Plan Review, and finally, Fire Plan Review.

To request an inspection, call the Inspection Request Line at 678.518.6277 and use the Interactive Voice Response Inspection Request System (IVR).

Schedule an inspection online at https://eddspermits.gwinnettcounty.com/citizenaccess.
Obtaining a Certificate of Occupancy

Permits must be obtained prior to construction, demolition, change of use, or occupancy classification, tenant name change, or ownership change, in buildings, tenant spaces, or commercial sites and prior to addition, removal, or changes of any fire protection system(s).

A final inspection and Certificate of Occupancy, for each business establishment, must be obtained from the Gwinnett County Fire Marshal’s Office prior to occupying or conducting business in any commercial building.

Where do you get a Certificate of Occupancy?

Go to Gwinnett County Planning and Development, located in the One Justice Square Building at 446 West Crogan Street in Lawrenceville. Sign in at Suite 150, Monday through Friday, between the hours of 8:00am and 4:00pm. If your business is located within a city limit, you will only need to see a Fire Plan Reviewer. County projects will be routed appropriately. Gwinnett County Fire Plan Review can be contacted at 678.518.6000.

What information will you need to provide?

The minimum information needed will include the address, parcel, building number, suite number, city, and zip code of the business and basic tenant/owner information. The intended use of the space will need to be clearly described to the plan reviewer so the occupancy classification can be determined. Floor plans are always beneficial and often plans are required.

When the project involves construction or renovation, construction documents must be submitted in two or more sets with each permit application. Construction documents shall be dimensioned, and drawn upon suitable material. Electronic media documents are permitted to be submitted. Construction documents shall be of sufficient clarity to indicate location, nature, and extent of the work proposed and show detail that the work conforms to the provisions of the fire code.

Most plans will require the seal of an appropriate registered design professional, architect, or engineer in accordance with the County Ordinance.

For tenant name changes and ownership changes with no construction or renovation and no change of occupancy, plans may not be required at the discretion of Fire Plan Review.

Additional information may be required for some occupancies including, but not limited to, Storage and Industrial Commodity Affidavits and High Piled Storage Rack Permit Forms.