

INSPECTION REQUEST INSTRUCTIONS

WEB DIRECTIONS

STEPS:

(TURN OFF POP-UP BLOCKER)

1. Go to https://eddspermits.gwinnettcountry.com/citizen_access.
2. Enter your Gwinnett County permit/ case number in the first Search Box on the Home Screen, at the top right of screen.
3. Verify your permit information is correct.
4. Click on the blue triangle tab to the right of "Record Info", and Select "Inspections" from the drop down menu.
5. Click on the blue "Schedule or Request an Inspection" hyperlink at the bottom of the page.
6. Select the appropriate inspection and click "Continue." Refer to the inspection types below.

Fire Tenant Final CO Only (located on page 10 of the inspection menu)

- The Fire Inspector will attempt to make contact between the hours of 6 am to 8 am the morning of your inspection.

Commercial Final (located on page 3 of the inspection menu)

- The Building Inspector can be reached at 678-518-6050 between the hours of 7 am and 7:30 am.

7. Select the date you would like to schedule the inspection.
** Appointment times are not available.
8. Select "All Day" button.
9. Verify the Contact Information and if it is incorrect, click on "Change Contact" to update the information. Then click "Continue."
10. Click on "Include Additional Notes" to add any other pertinent information that would be helpful to the Inspector.
11. Click Finish.

YOUR INSPECTION IS NOW SCHEDULED

- Request made prior to 2pm are tentatively scheduled for the next business day.
- Requests made after 2pm will be moved to the following business day.
- You must be present in order for your inspection to be performed.
- All permit/inspection fees must be paid prior to the inspection.