

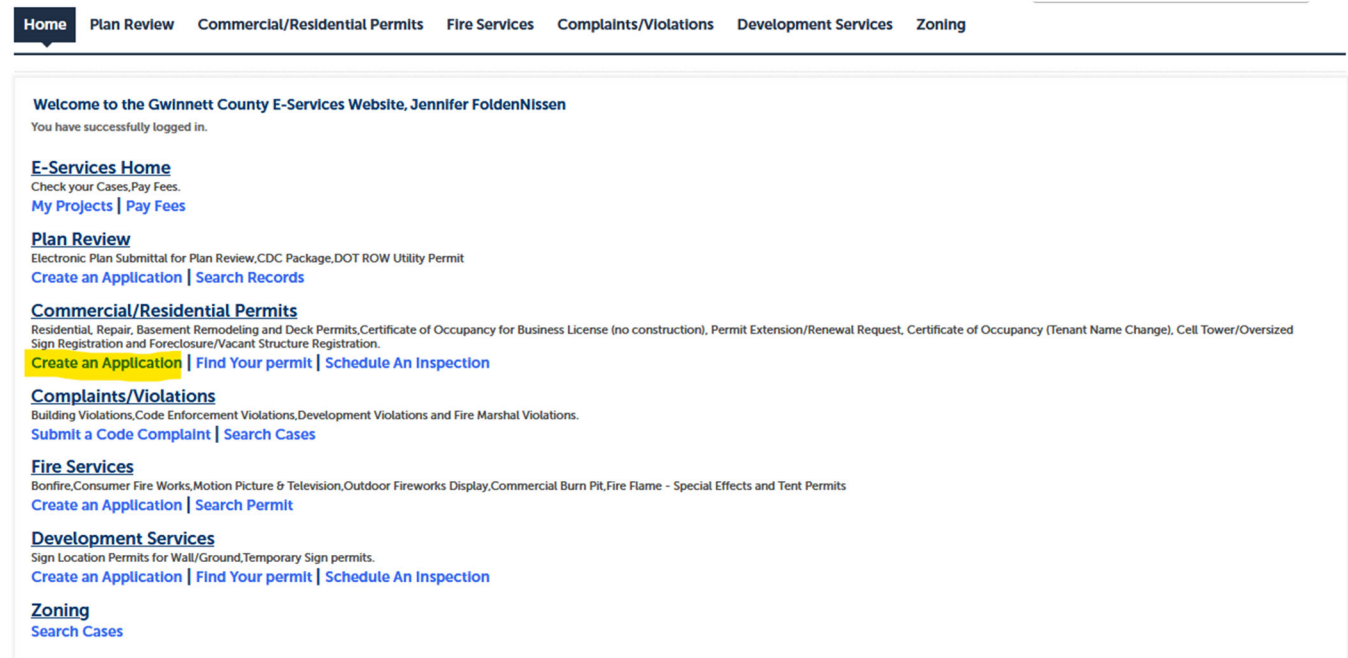
Tenant Name Change Guide Sheet

In order to apply for a Tenant Name Change Permit please follow these simple steps.

1. In order to apply you must be logged into your account at the Gwinnett County Citizen Access portal at the address below:

<https://aca-prod.accela.com/GWINNETT/Welcome.aspx>

2. Under Commercial/Residential Services, select "Create an Application".



The screenshot shows the Gwinnett County E-Services Website. The navigation menu at the top includes: Home, Plan Review, Commercial/Residential Permits, Fire Services, Complaints/Violations, Development Services, and Zoning. The main content area displays a welcome message and several service categories:

- E-Services Home**: Check your Cases, Pay Fees. My Projects | Pay Fees
- Plan Review**: Electronic Plan Submittal for Plan Review, CDC Package, DOT ROW Utility Permit. Create an Application | Search Records
- Commercial/Residential Permits**: Residential, Repair, Basement Remodeling and Deck Permits, Certificate of Occupancy for Business License (no construction), Permit Extension/Renewal Request, Certificate of Occupancy (Tenant Name Change), Cell Tower/Oversized Sign Registration and Foreclosure/Vacant Structure Registration. Create an Application | Find Your permit | Schedule An Inspection
- Complaints/Violations**: Building Violations, Code Enforcement Violations, Development Violations and Fire Marshal Violations. Submit a Code Complaint | Search Cases
- Fire Services**: Bonfire, Consumer Fire Works, Motion Picture & Television, Outdoor Fireworks Display, Commercial Burn Pit, Fire Flame - Special Effects and Tent Permits. Create an Application | Search Permit
- Development Services**: Sign Location Permits for Wall/Ground, Temporary Sign permits. Create an Application | Find Your permit | Schedule An Inspection
- Zoning**: Search Cases

3. In the next menu, under "Commercial", select "Certificate of Occupancy for Business License (no construction)". Then click "Continue".

Select a Permit Type

Choose one of the following available permit types. If you do not see your desired permit type or application type listed below please contact the department.

NOTE: For Permit types that require a permit fee, the fee must be paid before the permit is issued. The permit fee is assessed and paid at the end of the process.

- ▶ **Commercial**
 - Building
 - Cable TV Power Booster Installation
 - Certificate of Occupancy for Business License (no construction)
 - Gas Line Pressure Test (Reconnect Only - No Work)
- ▶ **Residential**
 - Basement Remodel
 - Building (any single-family structure)
 - Deck
 - Electrical
 - HVAC Replacement
 - Permit Extension Or Renewal Request
 - Water Heater Replacement
- ▶ **Repairs**
 - Fire Damage
 - Miscellaneous Damage
 - Storm Damage
- ▶ **Registration**
 - Cell Tower
 - Foreclosure
 - Oversized Sign
 - Vacant Structure
- ▶ **Affidavit**
 - Subcontractor Affidavit

Continue

4. Read the following prompt to make sure that this type of application is right for what you are trying to do. If this matches your intent, click "Continue".

5. Fill In the required information. Be sure to verify the address by clicking the search button. You can also use your parcel number if you have that available to you. Once everything is filled in, click "Continue" at the bottom of the page.

It is recommended that you only fill in the first 3 or 4 letters of the street name.

Step 1: Certificate of Occupancy > Applicant Details

Show Map To Select Location

Address of Business

- Provide the business location.
- No abbreviations. Do not include street type. Ex: "Langley" not "Langley Dr."; "W

*Street No: *Street Name:

Search

Clear

Parcel

*Parcel Number: Lot: Block:

Search

Clear

5. Fill in the following form with the required information about your business, then click "Continue".

6. Review your information to make sure everything is correct. If everything looks correct, click "Submit".