

Approved Plan – Online Retrieval Guide

In order to retrieve and download your electronic approved plans follow these simple steps:

1. In order to view and download your plans you must be logged into your account at the Gwinnett County Citizen Access portal;

<https://eddspermits.gwinnettcounty.com/citizenaccess/>

2. Enter your permit number into the search box and press enter. **Note:** This is the permit number and **NOT** your plans submittal number
3. Verify the permit information is correct and accurate, click on 'Record Info'
4. From the drop down menu click on 'Attachments', your approved plans should be visible, refer to the 'latest updated' click on file name to download your approved plans