

## Certificate of Occupancy Application – Online Process

### Simply follow these steps:

1. Go to <https://eddspermits.gwinnettcounty.com/citizenaccess/>
2. Log into your account or create a new account, and then click the “Commercial/Residential Permits” tab at the top of the page.
3. Check that you agree to the terms and conditions in the General Disclaimer, and then click “Continue with Submittal Process.”
4. Select ‘Certificate of Occupancy for Business License (no construction)’ under Commercial Building Permits, and then select the ‘Continue’ button.
5. Follow the steps to create the application for your business.
  - Once the application is reviewed, the fees for the Certificate of Occupancy will be assessed, and you will receive an email notification with a link to follow to pay the fees. The application process cannot be completed until the fees have been paid.
  - Once the fees have been paid, your permit will be issued and an email notification will be sent containing instructions for preparing for your fire inspection and building inspection and how to schedule the inspections.
  - After passing the required inspections, the Certificate of Occupancy will be issued by the Inspector.

### Who needs a Certificate of Occupancy?

All commercial businesses within Gwinnett County, including those within a city limits of Gwinnett County, with the exception of the City of Loganville, must have a Gwinnett County Fire Certificate of Occupancy (CO), per the Gwinnett County Fire Protection and Life Safety Ordinance section 46-44 b. *Permits must be obtained prior to construction, demolition, change of use or occupancy classification, and tenant or ownership change.*