Plan Review Application – Submit or Resubmit Online

Section One: Permit Creation and Initial Plan Submittal

Welcome to the Gwinnett County E-Services website.

This document will describe the process of submitting your building and development plan documents and creating the plan submission application. If you have any questions or comments on this process, please e-mail the System Administrator.

Remember that you do NOT have to log in to the E-Services website or be a registered E-Services user to schedule inspections or pay permit fees on the E-Services website. However, in order to create Residential or Commercial Building Permits, or submit building or site plans via the E-Services website, you must create an account.

Let’s start with the E-Services homepage:
In the "Gwinnett County E-Services Login" area at the right hand side of the screen, enter your user name and password. Then, click on the green "Login >>" button, and the Dashboard Screen will appear:

![Dashboard Screen]

To submit a plan application, go to the row of links above the welcome text and click on the ‘Online Plan Submittal’ link, highlighted here:

![Plan Submittal Homepage]

This will open up the Plan Submittal Homepage, where you can either search for or create plan submittal applications:
The highlighted link in the above screen capture ("Submit Online Plans") is where you want to click in order to submit a new plan application. Clicking on that link takes you to a disclaimer screen:
Once you’ve read the Disclaimer, click in the ‘I have read…’ acknowledgement box and then hit the ‘Continue Application’ button.

The Plan Submission page will open up. We will go over each section:

**Detail Information:**

- Briefly describe the work represented on the plan you are submitting. Also, please enter in the parcel number (if you have it) into the Detail Information field.

**Address:**

- Enter in the street number and address, or as close to the street address as you can.
  - **Do not click on ‘Search’**. The County Plans Examiner will find the exact address and parcel, so the street number and street name are all that is necessary.
People Information (Applicant, Owner, and Design Professional)

- **ALL THREE CONTACTS / PEOPLE ARE REQUIRED FOR A PLAN SUBMISSION**
- Enter in the information for the Applicant, the owner, and the Design Professional
  - **Applicant:** This person is the 'contact' person for the plan reviewers.
  - The Applicant, Owner, and Design Professional do NOT have to be different….they can all be the same person, or three different people.

Document/Attachment

**Note the Gwinnett County required Plan Cover Sheet, the required Table of Contents, and the required Plan Naming sections of this How-To Guide, located in the Appendix at the end of this document.**

- This is where you can add your plans and supporting documents to the plan submission. Here is how to add a document (or multiple documents):
  - Click on the ‘Add’ button
  - A pop-up window will appear:
You can then browse your computer (or selected drives) for your plans and supporting documents. To select multiple documents, hold the ‘CTRL’ button down. When done selecting your plan and supporting documents, click on the ‘Open’ button on the lower right.

Once you select your documents and click on ‘Open’, you will see them listed and loaded. If the list is correct, click on ‘Continue’. If you need to add other documents, click on the ‘Add’ button and repeat the process:

You will see your documents listed as shown below:
- **PLANS MUST BE SUBMITTED AS PDF FILES.** For your plan file, select the 'Type' (using the 'Type' drop-down) as 'Plan Drawing'. For other supporting documents, select one of the 'Supporting Document' document types in the 'Type' drop-down.

- Briefly describe the document (i.e., “Site Plan”, “RDP Plan”, “Picture of Unimproved Site”

- When done, click on the 'Save' button. If you have followed the process properly, you will get a green banner at the top of the screen, telling you that your documents and attachments have been successfully submitted.

- **YOU CAN ONLY SUBMIT ONE SET OF PLANS PER SUBMITTAL.** If you have multiple units, or multiple trades, COMBINE ALL PLAN DOCUMENTS INTO ONE LARGE DOCUMENT before submitting.

- Click on 'Continue'

The Plan Submission Review Screen will appear:
Section Two: Revisions and Resubmittals

Once your plans have been reviewed, the County will notify you via e-mail that your plans are ready for you to review. You will receive an e-mail, complete with a link that will take you to the proper page in the E-Services website. If that link doesn’t work, go directly to the website, log in, and Search for your permit under either the Building or Development search pages.

Once you pull up your permit, you will see a list of the documents you have submitted (if more than one), plus your plan that requires revision:
The plan requiring resubmittal will have a ‘Resubmit’ link above the ‘Actions’ drop-down. To view your returned plan, click the plan document name (far left column) and it will open for you in your PDF viewer:

Once you have made the necessary revisions to the plans, click on the ‘Resubmit’ link. This opens up the ‘Add Document’ window:

Note the blue ‘tag’. These will normally appear on the ‘Cover Sheet’ that is required with submitted plans. Double click on the tag to open up your checklist comments.
Highlight the revised plan (after confirming the proper name format) and click on ‘Open’

Type in a short description in the “Description” field, and click on ‘Save’. You will see a green banner once your plan has been submitted, and you will receive an e-mail confirming the resubmittal.

Section Three: Receiving the Authorized Plan

You will receive an e-mail from Gwinnett County, notifying you that a plan review has been completed. Like in the resubmittal section, you will click on the link in the e-mail and go to the Permit Detail screen, where you will scroll down to the Attachments area:
The authorized plan will be designated by it’s name (FINAL will be included in the file name). This is the copy of the plans that you will have to have onsite as inspections progress.

APPENDIX

**Requested Table of Contents:**

With each electronic submittal for the Department of Planning and Development plan review, applicant shall provide a comprehensive list of all sheets in the document as the very first page of the drawing file in the following format:

<table>
<thead>
<tr>
<th>Page Number</th>
<th>Sheet Name</th>
<th>Sheet number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Page 1</td>
<td>Table of Contents</td>
<td>T-1</td>
</tr>
<tr>
<td>Page 2</td>
<td>Cover</td>
<td>C-0</td>
</tr>
<tr>
<td>Page 3</td>
<td>Site Plan</td>
<td>C-1</td>
</tr>
<tr>
<td>Page 4</td>
<td>Grading Plan</td>
<td>C-2</td>
</tr>
<tr>
<td>Page 5</td>
<td>Utility Plan</td>
<td>C-3</td>
</tr>
</tbody>
</table>

**Requested Cover Sheet Layout for Gwinnett County Plans Submittal:**
Gwinnett County Plan Review Naming Convention

For the first submittal the design professional uses the name of the project in the file name. For each subsequent submittal the design professional will always use the case number, current date and version number as described below.

First Submittal by Design Professional:

ProjectName_SubmittedDate

Example: BrookRoadTract_03242015_v1  Second

Submittal by Design Professional:

CaseNumber_CurrentDate_v2

The “Case Number” is the number assigned by the Development Division of the Department of Planning and Development when comments are returned to the Design Professional after the first submittal.

Example: SDP2015-00045_04182015_v2

Third Submittal by Design Professional:

CaseNumber_CurrentDate_v3
Example: SDP2015-00045_05172015_v3