



# Commercial Building Permit Application

**BUILDING PERMIT NUMBER: BLD**

**SECTION 1 CONSTRUCTION SITE**

Name of Development / Tenant: \_\_\_\_\_ Building or Suite: \_\_\_\_\_  
 Site Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Land District: \_\_\_\_\_ Land Lot: \_\_\_\_\_ Parcel: \_\_\_\_\_ Zoning: \_\_\_\_\_ Use: \_\_\_\_\_

**SECTION 2 CONTRACTOR**

Contractor (Company Name): \_\_\_\_\_  
 Contractor Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Contractor Email Address: \_\_\_\_\_ Office Phone #: \_\_\_\_\_ Cell Phone #: \_\_\_\_\_  
 Business License #: \_\_\_\_\_ Issuing Jurisdiction: \_\_\_\_\_ Expiration Date (MM-DD-YY): \_\_\_\_\_  
 State License #: \_\_\_\_\_ Expiration Date (MM-DD-YY): \_\_\_\_\_

**SECTION 3 SUBCONTRACTOR**

Name of License Holder (Electrical): \_\_\_\_\_  
 Business License #: \_\_\_\_\_ Issuing Jurisdiction: \_\_\_\_\_ Expiration Date (MM-DD-YY): \_\_\_\_\_  
 State License #: \_\_\_\_\_ Expiration Date (MM-DD-YY): \_\_\_\_\_  
 Name of License Holder (Gas Piping): \_\_\_\_\_  
 Business License #: \_\_\_\_\_ Issuing Jurisdiction: \_\_\_\_\_ Expiration Date (MM-DD-YY): \_\_\_\_\_  
 State License #: \_\_\_\_\_ Expiration Date (MM-DD-YY): \_\_\_\_\_  
 Name of License Holder (Grease Hood): \_\_\_\_\_  
 Business License #: \_\_\_\_\_ Issuing Jurisdiction: \_\_\_\_\_ Expiration Date (MM-DD-YY): \_\_\_\_\_  
 State License #: \_\_\_\_\_ Expiration Date (MM-DD-YY): \_\_\_\_\_  
 Name of License Holder (HVAC/Mechanical): \_\_\_\_\_  
 Business License #: \_\_\_\_\_ Issuing Jurisdiction: \_\_\_\_\_ Expiration Date (MM-DD-YY): \_\_\_\_\_  
 State License #: \_\_\_\_\_ Expiration Date (MM-DD-YY): \_\_\_\_\_  
 Name of License Holder (Plumbing): \_\_\_\_\_  
 Business License #: \_\_\_\_\_ Issuing Jurisdiction: \_\_\_\_\_ Expiration Date (MM-DD-YY): \_\_\_\_\_  
 State License #: \_\_\_\_\_ Expiration Date (MM-DD-YY): \_\_\_\_\_

**SECTION 4 SCOPE OF WORK**

Describe scope of work: \_\_\_\_\_ Value of Construction: \$ \_\_\_\_\_  
 Building Width: \_\_\_\_\_ Building Depth: \_\_\_\_\_ Building Height: \_\_\_\_\_ # Stories \_\_\_\_\_  
 Total Heated Floor Area: \_\_\_\_\_ Total Unheated Floor Area: \_\_\_\_\_ Total Floor Area: \_\_\_\_\_  
 Type of Heating: \_\_\_\_\_ Gas Company: \_\_\_\_\_ Power Company: \_\_\_\_\_ **Power Release:**  Yes  No **Gas Release:**  Yes  No  
**Apartments Only:** # of 1-Bedroom Units: \_\_\_\_\_ # of 2-Bedroom Units: \_\_\_\_\_ # of 3-Bedroom Units: \_\_\_\_\_ # of 4-Bedroom Units: \_\_\_\_\_

**SECTION 5 APPLICANT CERTIFICATION**

As the contractor or authorized agent, I hereby apply for a permit to construct/modify the structure as described herein and to ensure the following:

1. Locate the structure in compliance with all applicable plans and minimum setback distances from property lines.
2. Construct in accordance with the applicable regulations, codes, and ordinances of Gwinnett County.
3. Use of the structure, system, or space associated with this building permit is authorized only upon issuance of a Certificate of Occupancy/Completion by the Department of Planning and Development and by the Department of Fire and Emergency Services (as applicable).
4. Applicant must hold a valid Occupational Tax Certificate (business license) for the type of construction authorized by the permit.

I hereby certify that I am the contractor or the authorized agent of the contractor and that all information contained hereon is true and accurate.

**Applicant Signature:** \_\_\_\_\_ **Printed Name of Applicant:** \_\_\_\_\_  
**Applicant Title:** \_\_\_\_\_ **Date Signed:** \_\_\_\_\_  
**P & D Staff Signature:** \_\_\_\_\_ **Date of Permit Issuance:** \_\_\_\_\_

**SECTION 6 (FOR STAFF USE ONLY)**

**Construction Includes:** Structural:  Yes  No Plumbing:  Yes  No HVAC:  Yes  No Electrical:  Yes  No  
**BUILDING PERMIT FEE:** \$ \_\_\_\_\_ **CO/CC FEE:** \$ \_\_\_\_\_ **SIGN PERMIT #:** \_\_\_\_\_

**BUILDING PERMIT FEES**

<b>Commercial and Multi-family Construction</b> (New building / Building addition / Renovation)	<b>\$0.005 x Value of Construction plus \$50 CO/CC fee</b> (Refer to Fee Schedule to determine Value of Construction)
<b>Ground Sign</b>	<b>\$0.006 x Value of Construction</b>
<b>Electrical, Mechanical, or Plumbing Only</b> (or combination thereof)	<b>\$0.006 x Value of Construction</b>
<b>Tenant Change</b>	<b>\$30 plus \$50 CO fee</b>
<b>Swimming Pool</b>	<b>\$0.006 x Value of Construction plus \$50 CC fee</b>
<b>Demolition</b>	<b>\$0.005 x Demolition Cost plus \$50 CC fee</b>

[Minimum Permit Fee = \$30 plus \$50 CO/CC fee (as applicable)]

**REINSPECTION FEES**

1st Follow-up Inspection:	\$25
2 <sup>nd</sup> Follow-up Inspection:	\$50
3 <sup>rd</sup> Follow-up Inspection:	\$100

**CUSTOMER ASSISTANCE CONTACT:**

**BUILDING INSPECTIONS**

(678) 518-6050  
7 - 7:30 am and 3 - 4 pm  
(Monday - Friday)

**BUILDING PERMITS**

(678) 518-6020  
8 am - 5 pm (Monday - Thursday)  
9 am - 5 pm (Friday)

Contact  
**BUILDING INSPECTIONS**  
for information regarding required inspections.

[All required erosion control measures shall be installed  
and properly maintained prior to any building inspections.]

**SCHEDULE INSPECTIONS ONLINE 24/7 AT: <https://eddspermits.gwinnettcountry.com/citizenaccess>**

**ATTENTION: PERMIT EXPIRATION**

This building permit expires under at least one of the following conditions:

- No passed inspection within any 180-day time period.
- Change in permit holder.
- Weather-resistant building envelope in not complete within 360 days of permit issuance for buildings up to four (4) stories in height.

**NOTE:** This building permit is limited to one (1) renewal and one (1) extension. Contact Building Permits Section at (678) 518-6020 for additional information.