

Residential Building Permits – Online Submittal

The following instructions pertain to submitting an online application in order to obtain a Residential Building Permit. **[NOTE: This procedure does not apply to building permits for replacement of heating/cooling equipment and water heaters.]**

The procedure for obtaining an online Residential Building Permit requires submitting a completed permit application via the Gwinnett County E-Services website instead of physically submitting the required paperwork in person to the Department of Planning and Development and waiting for approval. Online submittal of the permit application allows the review and approval process to be completed without visiting the Department of Planning and Development office until your permit is approved, all fees are paid (also done online) and your permit card (required by Gwinnett County) is created. Other than picking up the permit card in person, the procedure can be completed online.

You will need to have an online account for this E-Services tool to be available. [You can click on this link to go to the registration screen via your default browser.](#) If you already have an account, you can access this new process anytime.

[The direct link to the E-Services website is here.](#) A good practice is to add this to your favorites. Once you get to the home page, login via the blue login box on the upper-right of the screen.

Here is the Home Screen you see before logging in:

gwinnettcounty government

Home Page Search For... Create a New... Inspection Scheduling

Return to Gwinnett County >>

Announcements Register for an Account Login

There have been recent improvements and changes to the website. Click here for a description of these changes

Search...

Home Building & Fire Code Complaints / Violations Online Document Submittal Zoning Development

Welcome to Gwinnett County E-Services

Department of Planning and Development, Police Department, Quality of Life Unit, and Gwinnett County Fire Marshal's Office

Use the Quicklinks bar at the top of the screen or the Department links above to access available E-Services

Registered Users: Login at right

NEW: The Online Inspection Scheduling Process Cheatsheet can be found HERE (links to PDF document)

NEW: To access Subcontractor Registration and Affidavits, login at right and click on the 'Home' link on the upper left of the screen.

If you have any issues with the website, please click here to contact the System Administrator

E-Services Login

User Name or E-mail:

Password:

Login

Remember me on this computer

I've forgotten my password

Register for an Account

Department E-Mail Contacts:

Fire Plan Review: fire.planreview@gwinnettcouy.com

Building Plan Review: building.planreview@gwinnettcouy.com

Development Plan Review: site.planreview@gwinnettcouy.com

Fire Marshal: firemarshal@gwinnettcouy.com

Code Enforcement: codeenforcement@gwinnettcouy.com

...and here is what you will see once you log in:

Search...

Home Building & Fire Code Complaints / Violations Online Document Submittal Zoning Development

Hello, jcross1kirk

Action Required (0) Hide

There are no actionable items which need your attention right now.

My Collection (1) View Collections

17 Records test cases Last Updated 08/15/2016

Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
Online Document Submittal	17TMP-002922	PlanReview	5/2/2017 12:00:00 AM	Resume Application
Gas Line Pressure Test	16TMP-006513	Building	11/8/2016 12:00:00 AM	Resume Application

To access the Residential Permit Application, click on the 'Building & Fire' tab (it's highlighted in yellow in the above screen shot). This will open the Building & Fire homepage:

Home **Building & Fire** Code Complaints / Violations Online Document Submittal Zoning Development

Create a Residential Building Permit **Search Building or Fire Permits** Schedule a Building or Fire Inspection

Permits / Cases

Showing 1-10 of 52 | [Add to collection](#)

<input type="checkbox"/>	Date	Permit Number	Permit Type	Description	Project Name	Status	Action
<input type="checkbox"/>	05/23/2017	BLD2017-04601	Residential			Received	Amendment
<input type="checkbox"/>	05/23/2017	BLD2017-04602	Residential			Received	Amendment
<input type="checkbox"/>	05/23/2017	BLD2017-04603	Residential			Received	Amendment
<input type="checkbox"/>	05/23/2017	BLD2017-04604	Residential			Received	Amendment
<input type="checkbox"/>	05/23/2017	BLD2017-04605	Residential			Received	Amendment
<input type="checkbox"/>	05/23/2017	BLD2017-04606	Residential			Received	Amendment
<input type="checkbox"/>	05/23/2017	BLD2017-04607	Residential			Received	Amendment
<input type="checkbox"/>	05/23/2017	BLD2017-04608	Residential			Received	Amendment
<input type="checkbox"/>	05/23/2017	BLD2017-04609	Residential			Received	Amendment
<input type="checkbox"/>	03/13/2017	REG2017-00100	Cell Tower Registration	STRUCTURE ID FIELD TEST TEST TEST	NA TEST TEST TEST	Received	

< Prev 1 2 3 4 5 6 Next >

Building and Fire E-Services

(NEW) [Click HERE to submit a Residential Building Permit Application](#)

The link to the new Residential Building Application is highlighted. You want to click on this link. If you wish to purchase a Residential HVAC Replacement or Residential Water Heater Replacement permit, that link is underneath:

Building and Fire E-Services

(NEW) [Click HERE to submit a Residential Building Permit Application](#)

[Click Here to Create one of the following Residential Single-Family Permit types:](#)

- [Residential HVAC Replacement Permit](#)
- [Residential Water Heater Replacement permit](#)

[Click Here to Register a Vacant Structure or Foreclosure](#)

To begin the Inspection Scheduling Process for EXISTING PERMITS, or to pay an outstanding fee on a permit. Enter in Address, Permit, or Project information below to find your permit. Use the dropdown menu on the right to change your search options.

Once you click the “(NEW) Click HERE to submit a Residential Building Permit Application” link, you will go to a disclaimer screen:

Online Plan Submittals, Document Portal, and Residential Permit Applications

You must accept the General Disclaimer below before beginning your application.

General Disclaimer
While Gwinnett County (the Agency) attempts to keep Its Web Information accurate and timely, the Agency neither warrants nor makes representations as to the functionality or condition of this Web site, its suitability for use, freedom from interruptions or from computer virus, or non-infringement of proprietary rights. Web materials have been compiled from a variety of sources and are subject to change

I have read and accepted the above terms.

Continue with Submittal Process>>

You have to accept the General Disclaimer. Click on the green **“Continue with Submittal Process>>”** button. You will be taken to a Record Selection screen:

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Search

- Online Document Submittal
- Residential Permit Application (BETA)

Continue Application »

Select “Residential Building Application..” and then hit the green ‘Continue Application’ button.

The first page of the Application is divided into several sections. The first two sections deal with the people involved in the application, namely the Applicant and the Licensed Professional.

Applicant

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

Select from Account

Add New

Look Up

Since you are already logged into the system, the application gives you a ‘Select from Account’ button....hitting that button automates the data entry required in this section by auto-filling in the information of the person logged into the E-Services website. You can also use the ‘Look Up’ tool to search for an existing profile within Accela, or create a new Applicant by using the ‘Add New’ button:

--Using the ‘Look Up’ function

Look Up Contact

×

Type:

First: Last: Name of Business (if Applicable):

Address Line 1:

City: Zip:

Home Phone: Work Phone: Mobile Phone:

E-mail:

This is the 'Look Up' search screen, which will be slightly different when looking for applicants, contractors, or other contacts, but the process to search will be the same. You can use any displayed field to search. Simply type in your search parameter and click on the 'Look Up' button at the bottom-left. If you want to do a partial search, do so by adding a percentage (%) to the information in the search field....for example, you can search for the last name of "Jullianist" by typing in "Julli%" or "%ianist".

Licensed Professional

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

You have to add a licensed professional (Contractor) to the application. If you have a Licensed Contractor associated with your online account, the 'Select from Account' button will be available. If not, the 'Look Up' function is the best way to do this, and all active contractors within the County are accessible in this search.

Once you have entered in your 'people' info, you will enter a brief description of your application:

Detail Information

* Short Description of the plan or document being submitted:

This can be "New Build at 2344 Sesame St." or "Townhouse Construction on Parcel 111 2222". No long explanation is required in this space...200 characters or less.

Subdivision Name

Underneath the Detail Information field is the Subdivision Name field. Type or paste in the name of the subdivision where the work will be done.

Next are the Location sections of the Application. All the fields are required, but you don't have to enter in all the information by hand. The best practice is to use an address or parcel:

Address:

Address

*Street No.:	*Street Name:	Street Type:
<input type="text"/>	<input type="text"/>	--Select--
City:	State:	Zip:
<input type="text"/>	--Select	<input type="text"/>
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	

Enter in the street number and street name ONLY....for example, if the address is 344 Lacey Ave., enter 344 in the 'Street No.' field, and Lacey in the 'Street Name' field. No street type is needed, nor is the City or ZIP. This is the best practice when searching for an address.

Parcel:

Parcel

*Parcel Number:		
<input type="text"/>		
Lot:	Block:	Subdivision:
<input type="text"/>	<input type="text"/>	--Select--
Book:	Page:	
<input type="text"/>	<input type="text"/>	

Enter in the parcel number only in the proper format (include the space: 123 4567). In either case, click on the green "Search" button at the bottom of the section you entered information into (Address or Parcel). What will happen is that the Address, Parcel, AND Owner sections will populate with the correct information:

Address

*Street No.:	*Street Name:	Street Type:
<input type="text" value="75"/>	<input type="text" value="LANGLEY"/>	<input type="text" value="DR"/>
City:	State:	Zip:
<input type="text" value="LAWRENCEVILLE"/>	<input type="text" value="GA"/>	<input type="text" value="30046"/>

Parcel

*Parcel Number:		
<input type="text" value="5143 256"/>		
Lot:	Block:	Subdivision:
<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/>
Book:	Page:	
<input type="text"/>	<input type="text"/>	
Tract:	Legal Description:	
<input type="text" value="O1-Office-Institutional"/>	<input type="text" value="HWY 29 - GJAC"/>	

Parcel Area:

Land Value:	Improved Value:	Exemption Value:
<input type="text" value="11299500"/>	<input type="text" value="99171100"/>	<input type="text"/>

Owner

Owner Name:			
<input type="text" value="GWINNETT COUNTY BOARD OF"/>			
Address Line 1:			
<input type="text" value="75 LANGLEY DR"/>			
Address Line 2:			
<input type="text"/>			
Address Line 3:			
<input type="text"/>			
City:	State:	Zip:	Country:
<input type="text" value="LAWRENCEVILLE"/>	<input type="text" value="GA"/>	<input type="text" value="300466935"/>	<input type="text" value="--Select--"/>

Once this happens, click on the "Continue Application" button at the bottom of the screen.

The next page is the analog to the Residential Permit Application form:

- The top section is the 'disclaimer'
- The middle section contains the required fields that are on the handwritten application. ALL THESE FIELDS ARE REQUIRED FIELDS. As indicated at the top of the screen, you must enter something in each fields....NA and / or 0 (the number) are acceptable entries at this stage if the fields are not applicable. Some fields have 'Help' icons that, if you click on them, will explain the field (or group of fields).
- The bottom section is the Applicant Certification section. You have to fill in these fields as well.

Once all of these fields are filled in, click on the 'Continue Application' button.

The next screen is the Additional Documentation / Attachments screen. This is where you will find links to any and all additional documentation you will need to submit with your Residential Building Permit Application:

- An Authorized Building Permit Agent Form;
- An Energy Code Affidavit Form;
- An Erosion and Sediment Control and Solid Waste Management Form;
- A Residential Drainage Plan (RDP) and Residential Drainage Study (RDS) Hold and Release Affidavit Form, and/or;
- a Homeowner as Contractor Disclosure

You may not need all of these forms..there are instructions at the top of the page that will explain the instances when you will need or not need these forms.

When you click on the link to these documents, they will open in a new window...this will allow you to fill them in and/or save them to your local machine. As explained on the webpage, **you have to save these forms to your local machine before attaching them to your permit application.**

At the bottom of the screen is the Attachment section. The instructions describing how to attach documentation to your permit application are on the page:

1. **Click on the green **Add** button below to open the attachment process;**
2. **When the pop-up appears, click on the new 'Add' button;**
3. **Using the pop-up navigation window, select your documents (hold the Control (Ctrl) button down to select more than one from the same folder) and click on the 'Open' button at the bottom-right;**
4. **Once the documents are loaded (100%), click on the green 'Continue' button;**
5. **Select a 'Type' via the dropdown and give a brief description of the submitted document;**
6. **Once done, click on the green 'Save' button at the bottom-left of the webpage.**

You will get a green "Save Successful" notification at the top of this screen. Once you receive that, you can click on **Continue Application** at the bottom of the screen to review your application.

The next page is the Review Page, where all of the information you entered is displayed. At this point, you can scroll down through the screen and review all of the data you entered during this process. If there is an error, you can click on the green 'Edit' button located on the right-hand side of the section containing the error, and the application will take you back to the data entry screen where you can correct the error. Once you review all of the info, and you are satisfied, click on the 'Continue Application' button...there are actually two of them, one at the top of the review sections, one at the bottom.

Once you submit your application, you will come to this screen:

Residential Permit Application (BETA)

1 Step 1	2 Review	3 Application Submitted
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Step 3: Application Submitted

Your application has been successfully submitted.
Please print or save a copy of this screen for your records

Thank you for using our online services.

Your Submittal Number is RESPLANAPP2017-00003.

If this is an application for a Residential Building Permit or a Plan Submittal, you will receive via e-mail a permit number from Planning and Development.

Thank you for submitting your application via the Gwinnett County E-Services website.

[View Record Details »](#) [Print for your records\)](#)

Your submittal number will be given to you, and once it is reviewed, an e-mail will be sent to the Applicant's e-mail address which contains the actual building permit number. Upon receipt of the permit number, the permit will be issued after all fees have been paid which allows scheduling of inspections on the E-Services website.