

Subcontractor Registration or Affidavit form - Online Submittal

Subcontractor Registration

Contractors holding one or more of the following state licenses will be required to register with Gwinnett County Department of Planning and Development every 24 months prior to the date of license expiration in correlation with license renewal:

- Conditioned Air Contractor (Restricted/Non-Restricted)
- Electrical Contractor (Restricted/Non-Restricted)
- Low Voltage Contractor
- Master Plumber (Restricted/Non-Restricted)
- Mobile/Manufactured Home Installer
- Septic (Septic Tank–GA TC)
- Utility Contractor

Subcontractor registration remains valid after submission of the registration form until the date of contractor license expiration. A new Subcontractor Registration form must be submitted to report changes to any other information required by the form.

Current business license information must be maintained on file with the Building Permits Section.

[Click here to submit a Subcontractor Registration form](#)

Subcontractor Affidavit

The Subcontractor Affidavit form must be completed, signed, and submitted to the Building Permits Section of the Department of Planning and Development prior to construction. A current Subcontractor Registration form must be on file with the Building Permits Section prior to submitting a Subcontractor Affidavit form. The Subcontractor Affidavit form lists up to ten building permits which authorize the scope of construction work the state contractor license holder is responsible for.

[Click here to submit a Subcontractor Affidavit form](#)

