



GWINNETT COUNTY
Department of Planning & Development
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Commercial Building Permit Application Procedure

For Permit Locations in Unincorporated Gwinnett County

The Commercial Building Permit Application is a 2 step process.

Step One: Application for Building Code Compliance Review - submit applicant information and construction documents. County Plan Review Departments shall review the submitted construction documents and stamp the documents as “Authorized for Permit”.

Step Two: Application for Building Permit – submit the “Commercial Building Permit Application” with contractor information, and the authorized “County Copy” construction documents to the Permit Department.

The following information is required for the commercial building permit application process.

Step One: Application for Building Code Compliance Review

The application for review is created during an in-person meeting with the Building Plan Review Staff. The following information is required to create the application for review submittal:

Project Name – name of the development or group name of the building complex.

Tenant Name – name of the tenant.

Project Address – street address and suite number.

District, Landlot, and Parcel Number – “parcel” number for the property location.

Applicant Information – applicant shall be the either the owner of the building, tenant, contractor, or design

professional of record.

Provide the following information:

Applicant Name
Applicant Business Address
Applicant Contact Telephone Number
Applicant Email Address

Property Owner – the property owner information is required for all building permits

Provide the following information:

Property Owner Name
Property Owner Business Address
Property Owner Contact Telephone Number
Property Owner Email Address

Value of Construction – contractor’s value of construction work including design professional fees.

Total Area – total gross building square footage under construction.

Sewer or Septic – verify if the property is served by sewer or septic system.

Electric Company – provide the name of the Electric Utility Company serving the building.

Gas Company - provide the name of the Gas Utility Company serving the building.

Step Two: Application for Commercial Building Permit

The “Commercial Building Permit Application” and the “Authorized for Issuance of a Building Permit” construction documents (County Copy) shall be submitted to the Permit Department. The following information is required for the building permit application:

Name of Development – name of the development or group name of the building complex.

Name of Tenant – name of the tenant.

Project Address – street address and suite number.

Landlot, District, and Parcel Number – “parcel” number for the property location.

Project Use – type of occupancy or use of building.

Zoning – property zoning classification.

Value of Construction – contractor’s value of construction work including design professional fees.

Scope of Work – brief description which describes the scope of work to be performed.

Contractor Information – contractor in responsible charge for the construction.

Provide the following information:

Contractor Name
Contractor Business Address
Contractor Contact Telephone Number
Contractor Email Address
Contractor State License Number.
Contractor Business License Number

Property Owner – the property owner information is required for all building permits

Provide the following information:

Property Owner Name
Property Owner Business Address
Property Owner Contact Telephone Number
Property Owner Email Address

Sewer or Septic – verify if the property is served by sewer or septic system.

Electric Company – provide the name of the Electric Utility Company serving the building.

Gas Company - provide the name of the Gas Utility Company serving the building.

Total Area – total gross building square footage under construction.

Authorized Contractor Authorized Agent Form – required if the contractor on the state license record is not the person purchasing the permit.