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## **Tenant Space Permit Procedure**

For Tenant Space Locations in Unincorporated Gwinnett County

### **How to Obtain a Certificate of Occupancy or Certificate of Completion**

A Building Permit is required for new construction, alteration, change of occupancy, change of owner, or change of tenant to the interior spaces of Commercial and Multi-family Residential buildings.

The three types of building permits applicable for the occupancy and use of a building interior are as follows:

**Interior Finish Permit:** Required for new interior construction or remodel construction of an existing tenant space in an office, warehouse or retail center. Construction drawings for the entire scope or work which may include floor plans, mechanical, electrical, or plumbing is required. A Certificate of Occupancy is issued for this type of permit.

**Tenant Change Permit:** Required for each new tenant or change of owner in a "previously" occupied space in which no construction is proposed and in which the proposed type of occupancy is the same as the previous tenant. A floor plan with room names identified is required for new tenants. A Certificate of Occupancy is issued for this type of permit.

**Spec Space Permit:** Required for construction in a space that does not have an assigned tenant at the time of obtaining a permit. Construction drawings for the entire scope or work which may include floor plans, mechanical, electrical, or plumbing is required. A Certificate of Completion is issued for this type of permit.

Each of the three types of permits can usually be obtained using a daily "walk-through" review & approval process.

The following County Agencies are typically required for the plan review & permit authorization process:

**Current Planning Section:** To verify that the zoning district of your tenant space location allows your proposed occupancy and use.

**Development Review Section:** To verify parking requirements.

**Building Plan Review Section:** Review construction drawings of architectural, structural, electrical, mechanical, and plumbing construction for compliance with Georgia Construction Codes.

**Fire Plan Review Section:** Review fire, life-safety, & accessibility codes.

**Water & Sewer Plan Review Section:** Review food service establishments including by not limited to restaurants, delis, ice cream shops, coffee shops, cafeterias, schools, etc.; chemical users such as auto repair, car washes, manufacturing and processing.

**Environmental Health:** Review food service establishments, hotel/motels, and businesses with designated smoking areas or using septic systems.

# Plan Review Process for Interior Tenant Space Permits:

## Step 1

Sign-in for the **Building Plan Review** at Suite 150 to begin the plan review process. Typical office hours are 8 am to 5 pm, Monday through Thursday and 9 am to 5 pm on Friday, except holidays. You may contact the **Current Planning Section** in advance for property zoning information at Suite 250 or by calling 678-518-6200. The Building Plan staff may also require that you see the **Development Review Section** to determine parking requirements prior to beginning the Interior Finish Plan review. You will receive a building permit case number referred to as the "BLD" number.

Interior Finish Permits require submittal of architectural, structural, electrical, mechanical and/or plumbing drawings that address the entire scope of work to be performed (including any proposed demolition work). New walls, doors, electrical outlets, etc. are required to be shown on the drawings.

## Step 2

Sign-in on the **Fire Plan Review** list at Suite 150. Typical office hours are 8 am to 5 pm - Monday through Thursday and 9 am to 5 pm Friday, except holidays.

An electronic (PDF File) copy of the drawings will be required at the time of Fire Plan Review authorization. Additional sprinkler layout drawings (separate permit) may be required.

## Step 3

If **Water & Sewer Plan Review** authorization is required, sign in at Suite 150. Typical office hours are 8 am to 5 pm - Monday through Thursday and 9:00 am to 5:00 pm - Friday, except holidays.

If **Department of Environmental Health** authorization is required, proceed to **455 Grayson Highway, Lawrenceville**. Typical office hours are 8 am to 4:30 pm, Monday through Friday, except holidays.

## Step 4

When the project drawings have been reviewed, authorized and stamped by each applicable Plan Review Section or Agency, sign-in for **Building Plan Review** to complete the permit authorization. A total of two (2) printed copies of the construction drawings will be required at time of permit authorization.

## Step 5

Sign in at the **Building Permits Counter** at Suite 125 to obtain the Building Permit. Provide the authorized "**County Copy**" of the drawings, the completed Commercial Building Permit Application, contractor license or authorized agent form and pay the required permit fees. The Building Permit Application form can be obtained in-person at the Building Permits Counter or on the county's web page ([www.gwinnettcounty.com](http://www.gwinnettcounty.com)) in the "A-Z Index" under "B." Typical office hours of the Building Permits Counter are **8 am to 4 pm**, Monday through Friday, except holidays.

The issuance of the building permit can be used to indicate proof of ability to obtain a Certificate of Occupancy for processing a business license (business/occupation tax application) application with the Gwinnett County Licensing & Revenue Office.

## Step 6

The contractor (interior finish and sec space permits) permit holder or tenant (tenant change permits) permit holder shall request and schedule the required Fire Marshal Inspections and Building Construction Department Inspections.

Upon successful completion of all Fire Marshal and Building Construction Department inspections, a Certificate of Occupancy for each Tenant space or a Certificate of Completion for each Spec Space will be issued. The Certificate of Occupancy shall be jointly issued by both the Fire Inspector and Building Construction Inspector.