



GWINNETT COUNTY
Department of Planning & Development
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Deck Additions to a Home - Building Permit Requirements

(Revised August 2012)

The purpose of the document is to provide guidance in obtaining a Building Permit to build a deck onto a one or two family home. A Building Permit must be obtained prior to any land disturbance or building construction.

Step 1 – Obtain Approval from Gwinnett Environmental Health for Homes Served by a Private Septic System

If the home is served by a private septic tank system, Gwinnett Environmental Health must approve the location of the deck on the lot before a Building Permit can be issued. The purpose of this review is to ensure that the existing septic tank & drain field is not affected by the location of the deck. For review and approval information, please contact Gwinnett Environmental Health at 455 Grayson Highway, Lawrenceville, Georgia, or call 770.963.5132. Proof of approval by Gwinnett Environmental Health must be attached to the Building Permit Application.

Step 2 – Submit a “Deck Addition Location Plan” to Development Review Section of P&D.

The purpose of the plan is to verify compliance with county regulations regarding building setbacks, encroachments into utility easements, zoning buffer, clearing limits or impervious surface setbacks from the Chattahoochee River. This plan must be drawn to scale (i.e. 1”=10’, 1”=20’) and must show the lot boundaries, location of the existing home and driveway, easements, streams, buffers, clearing and impervious square footage within the Chattahoochee River Corridor and location of the proposed deck. A copy of the Final Subdivision Plat showing lot dimensions is available at the Deed Record’s Office of the Clerk of Superior Court, 75 Langley Drive, Lawrenceville, Ga.

Step 3 – Submit a “Deck Addition Location Plan” to Stormwater Plan Review Section of P&D.

The purpose of this review is to verify clearance from drainage easement, flood hazard area, stream buffers, and impervious surface setbacks from Alcovy River and Big Haynes Creek Watersheds.

Step 4- Complete the Building Permit Application and the Erosion Control & Solid Waste Management Affidavit.

The Building Permit Application and Affidavit forms may be obtained from the Building Permits Counter, from the web page www.gwinnettcounty.com (“A-Z Index”) or by calling 678.518.6020.

Step 5 – Obtain the Building Permit at the Building Permits Counter of P&D.

Submit the Building Permit Application, Erosion & Sediment Control (Residential) and Solid Waste Management Affidavit, approved “Deck Addition Location Plan,” and permit fee. The fee, rounded to the nearest dollar, is calculated as follows: \$6 per \$1,000 of estimated construction cost (minimum fee is \$30), plus a \$25 Certificate of Completion fee. Fees must be paid at time of permit issuance.

Other Information.

The Building Permit may include electrical system installation, if applicable. State licensed electrical subcontractors must submit a Subcontractor Affidavit form to P&D at least two (2) days prior to requesting inspections. Inspections are requested by calling P&D’s 24/7 automated inspection line at 678.518.6277. Homeowners installing electrical systems themselves must also submit this affidavit. The Building Permit Yard Card must be posted at the site & be visible from the street. The approved “Deck Addition Location Plan” must be present at the time of inspection. Footing and electrical rough-in inspections must be scheduled and successfully passed prior to scheduling a final inspection. Prior to use or occupancy, a final inspection must be scheduled, successfully passed, and a Certificate of Completion obtained. The final inspection includes a final electrical (if applicable).