



**GWINNETT COUNTY**  
**Department of Planning & Development**  
 One Justice Square  
 446 West Crogan Street  
 1<sup>st</sup> Floor, Suite 150  
 Lawrenceville, Georgia 30045  
 Phone: 678.518.6000 Fax: 678.518.6240  
 www.gwinnettcounty.com

**APPLICATION FOR MODEL HOME PERMIT**

Subdivision Name \_\_\_\_\_ Lot/Block \_\_\_\_\_  
 Location \_\_\_\_\_ Acreage \_\_\_\_\_  
 Dist., LL., Parcel No. \_\_\_\_\_ Zoning \_\_\_\_\_  
 Min. Dwelling Size \_\_\_\_\_ Sanitary Service: [ ] Sewer [ ] Septic  
 Developer \_\_\_\_\_ Builder \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_ Zip \_\_\_\_\_ Zip \_\_\_\_\_  
 Phone \_\_\_\_\_ Phone \_\_\_\_\_

**DEPARTMENT USE ONLY**

Project No. PRJ \_\_\_\_\_ Site Development Permit No. SDP \_\_\_\_\_

The following have reviewed and approved the issuance of a Building Permit for a Model Home as referenced above:

**PLANNING & DEVELOPMENT**

DEVELOPMENT REVIEW (Address Division) Authorized By \_\_\_\_\_

Conditions: \_\_\_\_\_ Date \_\_\_\_\_

BUILDING CONSTRUCTION (Townhomes only) Authorized By \_\_\_\_\_

Conditions: \_\_\_\_\_ Date \_\_\_\_\_

ENVIRONMENTAL HEALTH DEPARTMENT Authorized By \_\_\_\_\_

Conditions: \_\_\_\_\_ Date \_\_\_\_\_

**PUBLIC UTILITIES**

Water Division: Authorized By \_\_\_\_\_

Conditions: \_\_\_\_\_ Date \_\_\_\_\_

Sewer Division: Authorized By \_\_\_\_\_

Conditions: \_\_\_\_\_ Date \_\_\_\_\_

Stormwater Management Division: Authorized By \_\_\_\_\_

Conditions: \_\_\_\_\_ Date \_\_\_\_\_

**TRANSPORTATION**

Traffic & Operations Division Authorized By \_\_\_\_\_ Date \_\_\_\_\_

Conditions: \_\_\_\_\_

**FINANCIAL SERVICES**

TAX Mapping section Authorized By \_\_\_\_\_

Conditions: \_\_\_\_\_ Date \_\_\_\_\_

**MODEL HOME PERMIT AUTHORIZATION**

**PLANNING & DEVELOPMENT**

Development Review Address Division: Authorized By \_\_\_\_\_

Conditions: \_\_\_\_\_ Date \_\_\_\_\_

Name/Phone Number of Person(s) Obtaining Authorization \_\_\_\_\_

NOTE: A CERTIFICATE OF OCCUPANCY CANNOT BE ISSUED UNTIL A FINAL PLAT CONTAINING THE LOT HAS BEEN APPROVED AND RECORDED.

**ONLY ORIGINAL APPLICATION FORM CAN BE USED FOR FINAL AUTHORIZATION**

## MODEL HOME PERMIT INFORMATION SHEET

In accordance with the Development Regulations, Single-family detached and duplex subdivisions, building permits for no more than two (2) model homes on specific lots may be issued prior to final platting.

The following is a list of requirements that must be met to acquire model home permits:

1. Complete Application Form.
2. Evidence that a Development Permit has been issued and the Preliminary Plat approved {i.e. copy of Preliminary Plat or Subdivision Development Permit number (SDP)}.
3. A House Location Plan indicating the location of the house and all applicable information (refer to standard HLP requirements).
4. Floor plan/ elevations of proposed structure to show compliance with requirement that structure is in fact a Model Home.
5. Signature of approval from the Traffic and Operations Division of the Department of Transportation to indicate compliance with the requirement to pay for street signs.
6. Only a Certificate of Completion will be issued for a Model Home. A certificate of Occupancy will not be issued until 30 days after the final plat, including the lot in question, has been reviewed and recorded.
7. Provide a letter on company letterhead stating that the builder understands that they must wait 30 days after the final plat has been approved before a request of a Certificate of Occupancy.