

Department of Planning and Development

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gwinnettcountry

Plan Review Process Guidelines

Permit applicants are typically required to submit construction documents (plans) for review and authorization prior to issuance of permits for land development and commercial building construction projects. Depending upon the type of project, plan review may be required by up to four separate plan review sections within the Department of Planning and Development (P&D) and by several other enforcement agencies including Gwinnett County departments.

The Plan Review Process Guidelines summarize the P&D plan review sections which require plans submittal and the typical review cycle (*time required to complete review of plans*). The review cycles specified for P&D plan review sections require a maximum of 10 business days and are concurrent for each individual project.

Refer to the appropriate chart below for information regarding the plan review process for each type of land development and commercial building construction project:

• NEW BUILDING/STRUCTURE projects:	CHART A	(Refer to attached charts)
• TENANT SPACE projects:	CHART B	
• MISCELLANEOUS projects:	CHART C	
• LAND DEVELOPMENT projects:	CHART D	

For further assistance, contact the appropriate P&D review section as follows:

Building Plan Review.....678.518.6040	Development Plan Review..... 678.518.6010
Fire Plan Review.....678.518.6000	Storm/Water/Sewer Plan Review.... 678.518.6000

(An appointment may be scheduled with a plan reviewer by contacting the appropriate plan review section.)

The plan review process and specific review cycles may vary from the established P&D Guidelines for other organizations which grant authorization for permit issuance. P&D strongly advises verifying the applicable review cycle for each project with each enforcement agency.

Enforcement agencies which may require plan review for certain types of projects in addition to P&D include but are not limited to:

Gwinnett County Agencies

- Dept. of Community Services
- Dept. of Transportation

Municipal Building Departments

(projects located within city limits)

State of Georgia Agencies

- Gwinnett Environmental Health
- Dept. of Agriculture
- Dept. of Community Affairs
- Dept. of Transportation
- Environmental Protection Division
- Office of Insurance and Safety Fire Commissioner (State Fire Marshal)

For more detailed information regarding the plan review and permitting process, refer to the [Development Assistance Handbook](#).

**CHART
A**

**Gwinnett County
Department of
Planning and Development**

**PLAN REVIEW PROCESS GUIDELINES
FOR COMMERCIAL BUILDING PERMITS**

NOTES: 1. The applicable plan review process guidelines may vary from that shown in this chart depending upon complexity or scope of project.
2. "5-DAY REVIEW" and "10-DAY REVIEW" refer to the number of business days in the review cycle.
3. Contact each individual review section regarding Scope of Review items not included in this chart.

New Building/Structure

REVIEW SECTIONS

(The review cycles specified for the plan review sections are concurrent for each individual project.)

Scope of Review	BUILDING PLAN REVIEW	FIRE PLAN REVIEW	DEVELOPMENT PLAN REVIEW	STORM/WATER/SEWER PLAN REVIEW	
Buildings or additions to existing buildings	10-DAY REVIEW - Floor area exceeds 400 sq. ft. or - Eave height exceeds 12 feet or - Project located within overlay district or on property subject to conditions of rezoning or special use permit	10-DAY REVIEW - Floor area exceeds 400 sq. ft. or - Eave height exceeds 12 feet or - Tents with floor area greater than 200 sq. ft.	Site Development Permit Required	WALK-THRU REVIEW Stormwater review for: - Site Development Permit - Accessory structures and additions	10-DAY REVIEW (Water and sewer review only) - Floor area exceeds 400 sq. ft. or - Eave height exceeds 12 feet
Canopies	10-DAY REVIEW - Roof cover area exceeds 400 sq. ft. or - Project located within overlay district or on property subject to conditions of rezoning or special use permit	10-DAY REVIEW - Roof cover area exceeds 400 sq. ft.	Site Development Permit Required	Site Development Permit Required (Stormwater authorization)	
Communication Towers	10-DAY REVIEW - All towers including extensions that exceed 20 ft.	REVIEW NOT REQUIRED	Site Development and Tall Structure Permits Required	Site Development Permit Required (Stormwater authorization)	
	5-DAY REVIEW - Antenna co-location or replacement on existing tower or -Structural modification of existing tower including extension up to 20 ft.	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED	

**CHART
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**PLAN REVIEW PROCESS GUIDELINES
FOR COMMERCIAL BUILDING PERMITS**

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2. "5-DAY REVIEW" and "10-DAY REVIEW" refer to the number of business days in the review cycle.
3. Contact each individual review section regarding Scope of Review items not included in this chart.

Tenant Space

(The review cycles specified for the plan review sections are concurrent for each individual project.)

		REVIEW SECTIONS			
Scope of Review	BUILDING PLAN REVIEW	FIRE PLAN REVIEW	DEVELOPMENT PLAN REVIEW	STORM/WATER/SEWER PLAN REVIEW	
Interior Finish and Spec Space (single tenant use)	10-DAY REVIEW - Floor area exceeds 5,000 sq. ft. or - Any floor area for assembly, educational, hazardous, and institutional occupancies	WALK-THRU REVIEW	WALK-THRU REVIEW (change in use only)	WALK-THRU REVIEW *(Water and sewer review)	
Partial buildout or renovation of single tenant space (scope of work limited to electrical, plumbing, and mechanical)	10-DAY REVIEW - Floor area exceeds 5,000 sq. ft.	WALK-THRU REVIEW	WALK-THRU REVIEW (change in use only)	WALK-THRU REVIEW *(Water and sewer review)	
Tenant / Owner Change (no construction)	WALK-THRU REVIEW CYCLE	WALK-THRU REVIEW	REVIEW NOT REQUIRED	WALK-THRU REVIEW *(Water and sewer review)	
Rack / Conveyor / Shelving systems	5-DAY REVIEW - Floor area exceeds 10,000 sq. ft. or - More than 5 different types of rack / conveyor / shelving	WALK-THRU REVIEW	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED	

PLAN REVIEW PROCESS GUIDELINES FOR COMMERCIAL BUILDING PERMITS

NOTES: 1. The applicable plan review process guidelines may vary from that shown in this chart depending upon complexity or scope of project.
 2. "5-DAY REVIEW" and "10-DAY REVIEW" refer to the number of business days in the review cycle.
 3. Contact each individual review section regarding Scope of Review items not included in this chart.

Tenant Space

(The review cycles specified for the plan review sections are concurrent for each individual project.)

REVIEW SECTIONS				
Scope of Review	BUILDING PLAN REVIEW	FIRE PLAN REVIEW	DEVELOPMENT PLAN REVIEW	STORM/WATER/SEWER PLAN REVIEW
Mezzanines	10-DAY REVIEW - Floor area exceeds 1,000 sq. ft.	WALK-THRU REVIEW	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED
Demolition	5-DAY REVIEW (includes removal or alteration of existing structural components)	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED

* Review by STORM/WATER/SEWER PLAN REVIEW is required for the following:

- Establishments with food service including but not limited to restaurants, cafes, ice cream shops, coffee shops, bakeries, meat markets, delis, day care facilities, assisted living facilities, schools, hospitals, or any building with a cafeteria.
- Medical or dental facilities, automotive facilities, manufacturing or processing facilities, car washes, laundromats and extensive space renovations.

CHART C	Gwinnett County Department of Planning and Development			
	PLAN REVIEW PROCESS GUIDELINES FOR COMMERCIAL BUILDING PERMITS			
NOTES: 1. The applicable plan review process guidelines may vary from that shown in this chart depending upon complexity or scope of project. 2. "5-DAY REVIEW" and "10-DAY REVIEW" refer to the number of business days in the review cycle. 3. Contact each individual review section regarding Scope of Review items not included in this chart.				
Miscellaneous				
REVIEW SECTIONS (The review cycles specified for the plan review sections are concurrent for each individual project.)				
Scope of Review	BUILDING PLAN REVIEW	FIRE PLAN REVIEW	DEVELOPMENT PLAN REVIEW	STORM/WATER/SEWER PLAN REVIEW
Conversion of single-family residence to commercial use	10-DAY REVIEW (Requires code compliance inspection)	WALK-THRU REVIEW	Site Development Permit Required	10-DAY REVIEW *(Water and sewer review)
Fire alarm systems Fire sprinkler systems Hazardous materials Kitchen exhaust hoods Suppression systems	WALK-THRU REVIEW (Kitchen exhaust hood review only)	5-DAY REVIEW	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED
Fire / smoke damage repair	10-DAY REVIEW - Nonstructural repair for greater than 5,000 sq. ft. of total floor area or - Structural repair for greater than 400 sq. ft. of total floor area	WALK-THRU REVIEW	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED
Grease Traps (Installation at exterior of building)	WALK-THRU REVIEW	REVIEW NOT REQUIRED	WALK-THRU REVIEW	WALK-THRU REVIEW *(Water and sewer review)
Renovation of exterior facade for existing buildings	10-DAY REVIEW (Project located within an overlay district or on property subject to conditions of rezoning or special use permit)	WALK-THRU REVIEW	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED
Resubmittal of revised building plans (to resolve plan review checklist items)	10-DAY REVIEW (More than 15 checklist items for any review discipline - architectural, structural, mechanical, electrical, or plumbing)	WALK-THRU REVIEW	REVIEW NOT REQUIRED	WALK-THRU REVIEW *(Water and sewer review only)

PLAN REVIEW PROCESS GUIDELINES FOR COMMERCIAL BUILDING PERMITS

NOTES: 1. The applicable plan review process guidelines may vary from that shown in this chart depending upon complexity or scope of project.
 2. "5-DAY REVIEW" and "10-DAY REVIEW" refer to the number of business days in the review cycle.
 3. Contact each individual review section regarding Scope of Review items not included in this chart.

Miscellaneous

REVIEW SECTIONS

(The review cycles specified for the plan review sections are concurrent for each individual project.)

Scope of Review	BUILDING PLAN REVIEW	FIRE PLAN REVIEW	DEVELOPMENT PLAN REVIEW	STORM/WATER/SEWER PLAN REVIEW
Retaining and detention pond walls	5-DAY REVIEW (Wall height from top of foundation exceeds 20 feet)	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED
Revision to county- approved plans (active building permits)	5-DAY REVIEW (More than 2 revised plan sheets for any review discipline - architectural, structural, mechanical, electrical, or plumbing)	WALK-THRU REVIEW	REVIEW NOT REQUIRED	WALK-THRU REVIEW *(Water and sewer review)
Swimming pools	WALK-THRU REVIEW	WALK-THRU REVIEW	Site Development Permit May Be Required	WALK-THRU REVIEW (Stormwater, water & sewer review)

* Review by STORM/WATER/SEWER PLAN REVIEW is required for the following:

- Establishments with food service including but not limited to restaurants, cafes, ice cream shops, coffee shops, bakeries, meat markets, delis, day care facilities, assisted living facilities, schools, hospitals, or any building with a cafeteria.
- Medical or dental facilities, automotive facilities, manufacturing or processing facilities, car washes, laundromats and extensive space renovations.

**CHART
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**PLAN REVIEW PROCESS GUIDELINES
FOR LAND DEVELOPMENT PERMITS**

NOTES: 1. The applicable plan review process guidelines may vary from that shown in this chart depending upon complexity or scope of project.
2. "5-DAY REVIEW" and "10-DAY REVIEW" refer to the number of business days in the review cycle.
3. Contact each individual review section regarding Scope of Review items not included in this chart.

Land Development

REVIEW SECTIONS

(The review cycles specified for the plan review sections are concurrent for each individual project.)

Scope of Review	BUILDING PLAN REVIEW	FIRE PLAN REVIEW	DEVELOPMENT PLAN REVIEW	STORM/WATER/SEWER PLAN REVIEW	
Land Development Permits (CDP, MDP, SDP)	10-DAY REVIEW	10-DAY REVIEW	10-DAY REVIEW	10-DAY REVIEW	
Concept Plans (CPL) & Final Plats (FPL)	WALK-THRU REVIEW (Commercial final plats only)	10-DAY REVIEW (Commercial final plats only)	10-DAY REVIEW	10-DAY REVIEW	
Water lines Sewer lines Pump Stations Force Mains	WALK-THRU REVIEW	WALK-THRU REVIEW	10-DAY REVIEW (Installation outside of right-of-way only)	10-DAY REVIEW	
Land Disturbance Permits (LDP)	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED	10-DAY REVIEW - Site exceeds 5 acres or - Site is subject to conditions of rezoning or special use permit	10-DAY REVIEW Stormwater review if: - Site exceeds 5 acres or - Site is subject to conditions of rezoning or special use permit	WALK-THRU REVIEW (Water and sewer review)
House Location Plans (HLP) Swimming pools (residential)	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED	WALK-THRU REVIEW	WALK-THRU REVIEW	

PLAN REVIEW PROCESS GUIDELINES FOR LAND DEVELOPMENT PERMITS

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 3. Contact each individual review section regarding Scope of Review items not included in this chart.

Land Development

REVIEW SECTIONS

(The review cycles specified for the plan review sections are concurrent for each individual project.)

Scope of Review	BUILDING PLAN REVIEW	FIRE PLAN REVIEW	DEVELOPMENT PLAN REVIEW	STORM/WATER/SEWER PLAN REVIEW	
Exemption Plats	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED	WALK-THRU REVIEW	10-DAY REVIEW <small>Stormwater review for: - Revisions to stormwater management plans</small>	WALK-THRU REVIEW
Projects with minimal review comments	WALK-THRU REVIEW	WALK-THRU REVIEW	WALK-THRU REVIEW	WALK-THRU REVIEW	
Projects with significant review comments	5-DAY REVIEW	WALK-THRU REVIEW	10-DAY REVIEW	10-DAY REVIEW	
Revision to county-approved plans (for active permits)	WALK-THRU REVIEW	WALK-THRU REVIEW	WALK-THRU REVIEW	WALK-THRU REVIEW <small>(Stormwater review)</small>	10-DAY REVIEW <small>(Water and sewer review)</small>
Revision to county-approved final plat	WALK-THRU REVIEW	WALK-THRU REVIEW	WALK-THRU REVIEW	10-DAY REVIEW <small>Stormwater review for: - Revisions to stormwater management plans</small>	WALK-THRU REVIEW <small>(Water and sewer review)</small>
Residential Drainage Plans (RDP)	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED	WALK-THRU REVIEW	WALK-THRU REVIEW <small>(Stormwater review)</small>	

PLAN REVIEW PROCESS GUIDELINES FOR LAND DEVELOPMENT PERMITS

NOTES: 1. The applicable plan review process guidelines may vary from that shown in this chart depending upon complexity or scope of project.
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Land Development

REVIEW SECTIONS

(The review cycles specified for the plan review sections are concurrent for each individual project.)

Scope of Review	BUILDING PLAN REVIEW	FIRE PLAN REVIEW	DEVELOPMENT PLAN REVIEW	STORM/WATER/SEWER PLAN REVIEW	
Stream crossings Wetlands disturbance projects	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED	WALK-THRU REVIEW	10-DAY REVIEW <i>(Stormwater review)</i>	WALK-THRU REVIEW <i>(Water and sewer review)</i>
Timbering permits	REVIEW NOT REQUIRED	REVIEW NOT REQUIRED	WALK-THRU REVIEW	WALK-THRU REVIEW <i>(Stormwater review)</i>	