



Residential Building Permit Application

BUILDING PERMIT NUMBER: _____

SECTION 1 CONSTRUCTION SITE

Subdivision: _____ Lot/Block: _____ Building No.: _____
 Site Address: _____ City: _____ Zip: _____
 Land District: _____ Land Lot: _____ Parcel: _____ Zoning: _____ Use: _____

SECTION 2 CONTRACTOR

Contractor (Company Name): _____
 Contractor Address: _____ City/State: _____ Zip: _____
 Contractor Email Address: _____ Office Phone #: _____ Mobile Phone #: _____
 Business License #: _____ Issuing Jurisdiction: _____ Expiration Date (MM-DD-YY): _____
 State License #: _____ Expiration Date (MM-DD-YY): _____

SECTION 3 SUBCONTRACTOR

Name of License Holder (Electrical): _____
 Business License #: _____ Issuing Jurisdiction: _____ Expiration Date (MM-DD-YY): _____
 State License #: _____ Expiration Date (MM-DD-YY): _____
 Name of License Holder (HVAC/Mechanical): _____
 Business License #: _____ Issuing Jurisdiction: _____ Expiration Date (MM-DD-YY): _____
 State License #: _____ Expiration Date (MM-DD-YY): _____
 Name of License Holder (Plumbing): _____ Sewer: Yes No
 Business License #: _____ Issuing Jurisdiction: _____ Expiration Date (MM-DD-YY): _____
 State License #: _____ Expiration Date (MM-DD-YY): _____

SECTION 4 SCOPE OF WORK

Describe scope of work: _____
 Architectural Plan Name: _____ Lawn Irrigation: Yes No Value of Construction: \$ _____
 Construction Includes: Structural: Yes No Plumbing: Yes No HVAC: Yes No Electrical: Yes No
 Energy Code System: _____ Building Width: _____ Building Depth: _____ Building Height: _____ # Stories _____
 Basement Floor Area (s.f.): Heated _____ Unheated _____ Bonus Room Floor Area (s.f.): Heated _____ Unheated _____
 Total Heated Floor Area: _____ Total Unheated Floor Area: _____ Total Floor Area: _____
 Exterior Finish: _____ # Bathrooms: _____ # Bedrooms: _____ Total # Rooms: _____
 Foundation Type: Slab Basement Crawlspace Crawlspace Area: _____ Misc. Floor Area (s.f.): Deck _____ Patio _____
 Type of Heating: _____ Gas Company: _____ Power Company: _____ Power Release: Yes No Gas Release: Yes No
 Property Line Setback (feet): Left _____ Right _____ Front _____ Rear _____

SECTION 5 APPLICANT CERTIFICATION

As the contractor, builder, owner or authorized agent, I hereby apply for a permit to construct/modify the structure as described herein and to ensure the following:

1. Locate the structure in compliance with all applicable plans and minimum setback distances from property lines.
2. Construct in accordance with the applicable regulations, codes, and ordinances of Gwinnett County.
3. Use of the structure, system, or space associated with this building permit is authorized only upon issuance of a Certificate of Occupancy/Completion by the Department of Planning and Development.
4. Applicant must hold a valid Occupational Tax Certificate (business license) for the type of construction authorized by the permit.
 [EXCEPTION: Occupational Tax Certificate is not required for a homeowner to construct/modify his/her primary residence limited to construction of one new primary residence every two years.]

I hereby certify that I am the property owner or the authorized agent of the property owner and that all information contained hereon is true and accurate.

Applicant Signature: _____ Printed Name of Applicant: _____
 Applicant Title: _____ Date Signed: _____
 P & D Staff Signature: _____ Date of Permit Issuance: _____

SECTION 6 (FOR STAFF USE ONLY)

CONDITIONS:

_____ ft. Sidewalk _____-Car Garage Sodded Yard _____ IRC – Fire Resistance #CRC RDP____/RDS____
 HLP UDO – Trees Prior to CO ARCH ELEVATION MINIMUM HEATED FLOOR AREA _____ SEPTIC SEWER

BUILDING PERMIT FEES

Single-Family Residence (new / addition)	\$0.25 per square foot of heated floor area plus \$25 CO fee
Single-Family Residence (alteration)	\$0.006 x Value of Construction plus \$25 CO fee
Miscellaneous structures (unheated)	\$0.006 x Value of Construction (plus \$25 CO fee for decks only)
Swimming Pool	\$0.006 x Value of Construction plus \$25 CO fee
Mobile Home	\$75 plus \$25 CO fee
Demolition	\$0.005 x Demolition Cost plus \$25 CC fee

[Minimum Permit Fee = \$30 plus \$25 CO/CC fee (as applicable)]

REINSPECTION FEES

1st Follow-up Inspection:	\$25
2nd Follow-up Inspection:	\$50
3rd Follow-up Inspection:	\$100

REQUIRED INSPECTIONS

[NOTE: All required erosion control measures shall be installed and properly maintained prior to any building inspections.]

- FOUNDATION INSPECTION:** Performed to verify construction of the foundation in accordance with the applicable code requirements after excavations for footings are complete, forms erected, and all reinforcing steel (if required) is installed including but not limited to strip footings, monolithic slabs, basement and garage slabs, pier footings, and basement walls. Building setback from each property line is subject to verification. All underslab plumbing, electrical and mechanical systems shall be inspected and accepted prior to the slab inspection. (Gwinnett County authorized Third Party Inspectors may perform foundation inspections.)
- HVAC ROUGH INSPECTION:** Performed to verify installation of the HVAC system in accordance with the applicable code requirements including ductwork and vents, appliance vents (rough in), thermostat wire, prefabricated fireplaces and decorative appliances, and concealed gas lines (pressure tested).
- PLUMBING ROUGH INSPECTION:** Performed to verify installation of the plumbing system in accordance with the applicable code requirements including water supply and sanitary waste piping and vents, required pipe supports and braces, pressure or water testing of sanitary waste piping, and pressure testing of water piping.
- ELECTRICAL ROUGH INSPECTION:** Performed to verify installation of the electrical system in accordance with the applicable code requirements including electrical panel, wiring properly fastened and terminated in approved boxes or fittings, service cable, meter can, and splices and taps.
- FRAMING INSPECTION:** Performed to verify installation of the structural framing in accordance with the applicable code requirements after the HVAC, plumbing, and electrical rough inspections are passed including fireblocking and bracing, fire-resistant-rated walls, and roofing. Installation of insulation is not authorized until after the framing inspection is passed.
- SUPPLEMENTAL INSPECTIONS:** Supplemental building inspections may be required to verify compliance with the applicable code requirements including but not limited to house wrap, insulation, and building exterior wall sheathing.
- RESIDENTIAL FINAL INSPECTION:** Performed after the HVAC, plumbing, and electrical rough and framing inspections are passed, all permit and zoning conditions have been satisfied, and the building interior and exterior is complete including driveway and all required landscaping. A Certificate of Occupancy/Completion (as applicable) is issued upon successful completion (pass) of the residential final inspection.
- SWIMMING POOL INSPECTION:** Performed to verify construction in accordance with the applicable code requirements regarding the site, basket, foundation, electrical, HVAC (if gas line is included), and plumbing installation prior to the final inspection. A Certificate of Occupancy is issued upon successful completion (pass) of the final inspection.

CUSTOMER ASSISTANCE CONTACT:

BUILDING INSPECTIONS

(678) 518-6050
7 - 7:30 am and 3 - 4 pm
(Monday - Friday)

BUILDING PERMITS

(678) 518-6020
8 am - 5 pm (Monday - Thursday)
9 am - 5 pm (Friday)

SCHEDULE INSPECTIONS ONLINE 24/7 AT: <https://aca-prod.accela.com/GWINNETT/Welcome.aspx>

ATTENTION: PERMIT EXPIRATION

This building permit expires under at least one of the following conditions:

- No passed inspection within any 180-day time period.
- Change in permit holder.
- Weather-resistant building envelope in not complete within 360 days of permit issuance for buildings up to four (4) stories in height.

NOTE: This building permit is limited to one (1) renewal and one (1) extension. Contact Building Permits Section at (678) 518-6020 for additional information.