



## INSTRUCTIONS FOR OBTAINING A NON-RESIDENTIAL OR MULTI-FAMILY BUILDING PERMIT

Use this permit for:

- a. New Construction of Non-Residential and Multi-Family buildings
- b. Additions to Non-Residential and Multi-Family buildings
- c. Interior Finishes to Non-Residential and Multi-Family buildings
- d. Renovations to Non-Residential and Multi-family buildings

All construction must comply with zoning and building requirements. The City's Code of Ordinances may be viewed online through Municode at:

[www.library.municode.com/ga/duluth/codes/code\\_of\\_ordinances](http://www.library.municode.com/ga/duluth/codes/code_of_ordinances)

**Individual PDF files may not exceed 25 MB. Larger files should be separated into individual PDFs.**

Submit the following PDF files with your online application:

- a. Construction documents. All plans must be clearly drawn to scale (feet/inches). Depending on the type of construction, plans may be required to be prepared by a registered design professional. See [Section 5-29 of the City Ordinances](#) for details on structural plan requirements.
- b. Site plan drawn in accordance with an accurate boundary line survey showing to scale the:
  - Size and location of new construction and existing structures on the site,
  - Distances from lot lines,
  - Established street grades and the proposed finished grades and,
  - As applicable: flood hazard areas, floodways, and design flood elevations.

The building official is authorized to waive or modify the requirement for a site plan where the application for permit is for alteration or repair or where otherwise warranted.

All plans should be clearly drawn to scale (feet/inches) and include the details below. For interior finish or tenant build-outs, clearly indicate the scope of work within the structure.

1. Structural plans including interior layouts, exits, door/windows, designated use of the rooms, dimensions of the building and interior spaces, typical interior/exterior wall sections, foundation details, floor/roof/wallframing, stairways, finish schedules, site retaining walls, piers/columns, detention vaults, parking decks, etc., detailing the types of construction

- materials to be used and with general notes as needed. Designs must conform to current building codes as adopted and amended by the State and City.
2. Electrical plans must indicate existing/new circuits, outlets/switches, fixtures, panels, service locations, emergency lights, exit signs, and locations of alarm systems, low voltage systems (phone, data, TV, irrigation systems and security), fault current, load calculations and panel schedules as per the latest approved edition of the National Electrical Code. Detail location of Georgia Power transformers.
  3. Mechanical and plumbing systems or additions to existing systems must be detailed (mechanical rooms, one- line plumbing detail with fixtures (esp. grease traps/jacuzzis/spas), specs on heating/air cond. systems/ducts/vents/fans, sprinkler system, kitchen hoods, paint booths. Food service establishments must have Board of Health checklist and DeKalb Watershed Dept. F.O.G. permit forms with equipment and grease trap locations. Tap fees for new connections are paid to Gwinnett County Water/Sewer Dept.
- c. Gwinnett County Fire Marshal's Office Review: Plans must be routed by the applicant to the Fire Marshal's Office for review. The office is at 408 Hurricane Shoals Rd NW, Lawrenceville, GA 30046. For intake fees, processes and hours, call 678.518.4980. See other Fire Marshal requirements, forms, fee schedules and instructions at <http://gwinnettfiremarshal.com/>. Plans for fire alarms, sprinkler systems, fire suppression systems, paint booths or fuel tanks must also be reviewed by the Gwinnett Fire Marshal before a permit can be issued by the City.
  - d. Sewer Capacity. The applicant must complete and submit the attached Sewer Capacity Evaluation Request form to Gwinnett County Department of Water Resources.
  - e. Fees. Building permit fees are based on standard ICC Valuation Tables. ([See Fee Schedule.](#))
  - f. Plan Revision and Resubmittal Process. All resubmittals must be submitted electronically along with a separate document that includes detailed responses to any comments provided. The applicant must work directly with any other outside review agencies, if required.
  - g. Plan Approval. When the plans are approved, an approval letter will be emailed to the contact person listed on the application. This letter will notify the applicant of any outstanding items necessary to issue a permit. The applicant will be asked to submit at least one electronic final version of all plans, if needed. The applicant must also provide all required outstanding, supporting documentation appropriate to the project (i.e. bonds, COMcheck, Board of Health, Gwinnett Watershed, etc.) outlined in the approval letter. Once the plans are digitally signed, they will be returned electronically to the applicant. Once the permit is issued the City will contact the applicant about arranging a Pre-construction meeting, if required. **ADD THE \$100,000 REQUIREMENT.** A permit card will be distributed at that time. The applicant must bring a printed set of the plans to the Pre-Construction Meeting. These plans will remain onsite during construction. Additional information to be submitted with Building Permit Application:
    - Complete Building Permit Application.
    - Gwinnett County Sewer Capacity Letter or Approved Sewer Action Plan.
    - Redevelopment Assessment Form (For all modifications to existing structures per UDO Section 270-9).
    - Federal Aviation Administration FAA Form 7460-1 and any and all response received from FAA

- Copies of the current Georgia Business License, qualifying Georgia State License for the General Contractor and GSWCC (Soil & Erosion Control certification) card, along with contact information for site supervisors. (must be submitted prior to issuance of building permit)
- Subcontractor Affidavits (may be submitted after issuance of building permit)
- LEED or Green Globes Checklist, if applicable.

\*\*\*\*\*

Code Requirements:

New construction or major renovations involving design professionals must comply with the provisions stated in Chapter 17 of the International Building Code. Documentation from the Responsible Design Professional should be in the ACEC/SEAOG SI GL 01- 2009 format. The General Contractor should submit his documentation when obtaining the permit. Records of all Special Inspections shall be maintained on site for review by the City’s Building Official. A final report from the Special Inspectors and/or RDP/SER will be required prior to issuance of a Certificate of Occupancy. The Building Official may require additional engineering reports as required on the project. Submit COMcheck documentation required to comply with the current International Energy Conservation Code. Applicable codes as adopted and amended by the Georgia Department of Community Affairs (DCA) can be found in the current editions on the DCA website at:

<http://www.dca.ga.gov/developmnet/constructioncodes/programs/codeAdmndments.asp>, and include the following:

- |                                 |   |
|---------------------------------|---|
| • INTERNATIONAL BUILDING CODE   | • COMMERCIAL COOKING: NFPA#96             |
| • GEORGIA ACCESSIBILITY CODE    | • NATIONAL ELECTRICAL CODE                |
| • INTERNATIONAL PLUMBING CODE   | • CHEMICAL EXTINGUISHING SYS:<br>NFPA#17A |
| • FIRE SPRINKLER CODE: NFPA #13 | • INTERNATIONAL FIRE CODE                 |
| • INTERNATIONAL FUEL GAS CODE   | • LIFE SAFETY CODE: NFPA #101             |
| • FIRE ALARM CODE: NFPA #72     | • INT’L ENERGY CONSERVATION CODE          |
| • INTERNATIONAL MECHANICAL CODE | • INT’L RESIDENTIAL CODE                  |
|                                 | • INT’L EXISTING BUILDING CODE            |

*Verify all current Fire & Life Safety Codes with Gwinnett County Fire Marshal’s Office*

Notes to Contractors:

1. The street address and/or suite numbers must be clearly posted at all project locations.
2. Construction dumpsters may not be placed in the street.

3. The inspection card and an approved set of the plans must remain on the site at all times during construction.
4. Permits are not transferable, nor are they refundable.
5. Use from our Building Code.
6. A Certificate of Occupancy or Certificate of Completion may be obtained when all permits issued have approved final inspections and all required fees, bonds, site work, documentation, and landscaping reviews have been completed.

# COMMERCIAL BUILDING PERMIT SUBMITTAL CHECKLIST

(Note: Individual PDF files may not exceed 25 MB. Large files should be separated into individual PDF files not exceeding 25 MB.)

## Initial Submittal:

- Complete Building Permit Application
- Plan Review Fee
- PDF Digital version of plans

## Plan Revisions:

- PDF digital version of plans
- Document including detailed responses to any plan comments
- Any other requested supporting documents from reviewers

## Prior to Issuance of Permit:

- Building Permit Fee
- C/O or C/C Fee
- PDF digital version of final plan set
- Copy of current Georgia Business License
- Copy of qualifying Georgia State License for the General Contractor
- Copy of GSWCC (Soil & Erosion Control certification) card
- General Contractor affidavit
- Subcontractor Affidavits (may be submitted after issuance of building permit but prior to any subcontractor work being done)
- Outside Agency Approvals
- Any other required supporting documents and/or bonds, if necessary