

Building Permit Checklist

1. Download the permit forms from the City website or collect them from City Hall
2. Provide 2 copies of the description of work including materials used and drawings of proposed work. One should be a maximum 11 ½”x 18” size for our files.

Note: If you belong to mandatory homeowners association you will also need to check with your homeowners association architectural review board. (If needed, please provide City Hall a copy of their approval)
3. For Additions/New Buildings. Provide a survey or current plat showing existing property improvements and proposed improvements.
4. For New Buildings. A “board” survey indicating exact location of improvements shall be submitted prior to foundation placement.
5. For additions/alterations. Provide a site plan of the lot showing lot size and lot coverage for all buildings. Building should only cover 15% of lot or 20% for one-story properties.
 - A. Show setbacks (distance from buildings to edge of lot) on site plan. Check minimum requirements are reached for your property (Usually these are: Front 65 ft., Back 40ft, Side 12.5 ft).
 - B. If your existing main property is less than the minimum on any side, the building is considered “non-conforming” and any addition will require a variance request. Ask City Hall for details.
6. Properties with septic tanks (if applicable). Show septic tank location on plat. If any work is in the location of the tank or field a Gwinnett County Health Department permit is necessary. Please apply for this first. We need a copy before issuing any building permit. Additional bedrooms/bathrooms also require a Health Department permit.
7. If any trees are to be removed. A tree permit is required. A minimum density of 16 TDU’s (Tree Density Units) per ½ acre is required. If trees are to be removed below this requirement, a tree replacement plan is also necessary.
8. Land Disturbance Permit/Soil Erosion Control. If you are landscaping or moving dirt using a bobcat or similar, a separate Land Disturbance Permit is required.
9. Driveway Permit. If you are adding or replacing a driveway, a separate permit is required.
10. For interior work only. Provide 2 copies of building plan of home showing before and after one copy should be a maximum 11 ½” x 18” size for our files. No survey is necessary.

WHAT HAPPENS NEXT

1. City Hall reviews plan and permit application.
2. If plans need to be reviewed by Building Inspector, there is an additional fee. Allow up to 5 days for review (normally takes 1 – 3 days).
3. Once approved, a Building Permit is issued. (Unless a Variance is required).
4. Fees should be paid by check or cash only. Please note we do not take credit cards.
5. If a Variance is required, please contact City Hall for further details.