

SIX STEPS TO OBTAINING A BUILDING PERMIT FOR COMMERCIAL INTERIOR ONLY PROJECTS

STEP ONE: Prepare 3 sets of professionally drawn plans. These plans must be drawn by a State of Georgia design professional (architect or engineer). They must also include interior layout showing full scope of work prior to and after construction, door locations, designated use of rooms and dimensions of building interior space. The plans must comply with all current relevant building codes and zoning ordinances. At our reviewer's request, you may be asked to provide an exterior wall section showing foundation, floor, wall, roof framing and materials used.

STEP TWO: Gwinnett County Plan Review. All commercial interior projects must go through the Gwinnett County Fire Marshal's Office (GCFMO) for plan review. Contact the GCFMO at 678-518-6100 for a complete list of their plan review requirements. All food service businesses must also go through the Gwinnett County Environmental Health Department's (GCEHD) plan review in addition to the GCFMO. Contact the GCEHD at 770-963-5132 for a complete list of their plan review requirements. Once the plans have been submitted, reviewed and approved by the appropriate county authority, make sure that each set of plans has an original approval stamp (the City of Norcross will not accept photocopies).

STEP THREE: City of Norcross plan review. Submit a building permit application and 3 sets of approved plans for building code and zoning review. The plans submitted must have been reviewed and approved by the GCFMO. Food service businesses must also have GCEHD approval. Any changes that were required by either the GCFMO or GCEHD must be clearly reflected in these plans. ***The City of Norcross will not accept photocopies; original approval stamps only on each set of plans.*** For projects that range from 20,000 square feet or less, the review fee will be either \$100.00 or \$500.00, depending on the scope of work. ***NOTE: Plans will be reviewed for conformance with current building codes. We will also check that the proposed use conforms to our zoning ordinance.***

STEP FOUR: Submit the building permit fees and all tradesmen sub-contractor affidavits before issuance of building permit. The building permit fees are based on the following formula: \$8/\$1000 of construction value; minimum fee of \$100.00. All commercial building permits are subject to a \$75.00 certificate of occupancy or completion fee. Before the approved plans and permit are released we require that the HVAC, Electrical, Low Voltage and Plumbing trades submit an affidavit stating they are responsible for their work along with their trade card, business license and driver's license. ***NOTE: ALL TRADES ARE REQUIRED TO MAKE A PERSONAL APPEARANCE IF THIS IS THERE FIRST TIME WORKING IN NORCROSS.***

STEP FIVE: The building permit is issued. All of the above required documents have been submitted and approved and each step in the process is complete. Either the General Contractor or the sub-contractors may call for inspections. ***Also, unless owned by the general contractor, only city approved dumpsters maybe used.*** Please check with our General Government Administration for further details at 770-448-2122.

STEP SIX: Certificate of Occupancy or Completion. Before either the Certificate of Occupancy (CO) or Completion (CC) is issued, the project must have passing inspections from the GCFMO, GCEHD for food service business, and the City Building Official. The typical turn around time for a CO or CC is about 3 business days from the date the fire marshal's CO, GCEHD approval letter and the building inspector's "final". ***NOTE: NO OCCUPANCY IS PERMITTED PRIOR TO ISSUANCE OF CO.***

NOTICE: Not every construction project will follow the above process. Please contact the City of Norcross Community Development Department or Gwinnett County if you have any questions regarding your project.

REMINDERS:

☺ **CITY OF NORCROSS BUILDING PERMITS ARE VALID FOR ONLY 6 MONTHS. IF AN INSPECTION DOES NOT OCCUR WITHIN 6 MONTHS, PERMIT FEES WILL BE ASSESSED TO RE-OPEN THE PERMIT**

☺ **EFFECTIVE JUNE 1, 2008 ALL GENERAL CONTRACTORS (GC) WILL BE REQUIRED TO SUBMIT AN AFFIDAVIT, BUSINESS LICENSE, TRADE CARD AND DRIVER'S LICENSE. THE GC MUST MAKE A PERSONAL APPEARANCE.**