



TENANT CHANGE - OWNERSHIP CHANGE CONSTRUCTION CODE COMPLIANCE GUIDELINES

Plan review and permitting requirements for Tenant Change or Ownership Change in a “previously” occupied tenant space or building in which no construction is proposed and in which the proposed type of occupancy is the same as the previous tenant.

Permitting Procedure

1 A Building Permit (BLD) is required for a new tenant or new building owner for a “previously” occupied tenant space or building in which no construction is proposed and in which the proposed type of occupancy is the same as the previous tenant.

The street address, suite number and/or building number, square footage and the proposed use or services offered is required at time of application.

The following authorizations are required to obtain a tenant change or owner change permit:

- 2**
- Building Plan Review (refer to item no. 3)
 - Fire Plan Review (refer to item no. 4)
 - Water and Sewer Plan Review (refer to item no. 5)
 - Environmental Health (refer to item no. 6)
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Building Plan Review. Sign-in at Suite 150 to begin the tenant change or ownership change process.

Typical office hours are Monday through Thursday 8 am to 5 pm, Friday 9am-5pm, except holidays.

3 Building Plan Review will verify that the proposed use or service offered complies with the zoning regulations of the property and any restrictions based on parcel specific conditions of zoning.

You may contact the Current Planning Section in advance for property zoning information at Suite 250 or by calling 678-518-6200.

Building Plan Review will verify that the existing HVAC, plumbing fixtures and electrical service is code compliant for the proposed use of the tenant space or building.



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Fire Plan Review. Sign-in at Suite 150.

- 4** Fire Plan Review will determine the occupancy classification and occupant load (number of employees and customers) and verify the required fire protection systems for the proposed use of tenant space or building.
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Water and Sewer Plan Review is required for any of the following:

- 5**
- Each establishment with a food service. (such as restaurants)
 - Each medical or dental facility.
 - Each manufacturing or processing facility.
 - Each car wash.
 - Each coin laundry.
 - Each hospital.
 - Each automotive repair facility.

Sign-in at Suite 150 for Water and Sewer Plan Review.

Environmental Health review is required for the following:

- 6**
- Each building served by septic system.
 - Each establishment with food service (such as restaurants).
 - Each establishment with a designated smoking area.
 - Each building or tenant space with a swimming pool.
 - Each hotel or motel.
 - Each business practicing body art.

Environmental Health is located at 455 Grayson Hwy, Suite 600, Lawrenceville GA 30043, 770-963-5132

- 7** After all review authorizations are completed, submit the Building Permit Application to the Building Permits Counter located in Suite 125 and pay the Building and Fire assesment fees. After obtaining the building permit, the applicant may apply for sign and racking permits.
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- 8 Upon successful completion of all Fire Marshal and Building Construction Department inspections, a Certificate of Occupancy for each tenant space or building will be issued. You will receive the Certificate of Occupancy at the site location from the Building Construction Department Inspector.

A copy of the Certificate of Occpancy is required for the Business License application submittal.

Drawing and Document Submittal Requirements

- 9 A floor plan indicating all rooms (with use of each room identified) and door locations may be required.
- 10 Submit a Commodity Affidavit to Fire Plan Review for each storage and/or industrial occupancy.
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Helpful Information

Current Construction Codes:

- The Gwinnet County Construction Code (2015 Version)
- International Building Code, 2012 Edition with 2014, 2015 & 2017 Georgia State Amendments
- International Mechanical Code, 2012 Edition with 2014 & 2015 Georgia State Amendments
- International Plumbing code, 2012 Edition with 2014 & 2015 Georgia State Amendments
- International Fuel Gas Code, 2012 Edition with 2014 & 2015 Georgia State Amendments
- NFPA National Electrical Code, 2011 Edition
- International Energy Conservation Code, 2009 Edition with 2011, 2012 Georgia State Amendments
- International Existing Building Code, 2012 Edition with 2015 Georgia State Amendments
- International Residential Code for One & Two Family Dwellings, 2012 Edition with 2014 & 2015 Georgia State Amendments
- International Swimming Pool and Spa Code, 2012 Edition with 2014 Georgia State Amendments

Building Code Compliance Review Checklist:

For additional information, refer to the Building Code Compliance Checklist available at:
www.gwinnettcounty.com/portal/gwinnett/Departments/PlanningandDevelopment/PlanReviewSections/BuildingPlanReview



Building Plan Review - Department of Planning and Development



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Contact Information

Gwinnett County Building Plan Review
Department of Planning and Development
One Justice Square
446 West Crogan Street
Lawrenceville, Georgia 30046

www.gwinnettcounty.com

678-518-6000
