



## INSTRUCTIONS FOR OBTAINING A RESIDENTIAL BUILDING PERMIT

Use this permit for:

- a. New Construction of one- and two-family dwellings of three stories or less.
- b. Additions to one- and two-family dwellings of three stories or less.
- c. Interior Finishes to one- and two-family dwellings of three stories or less.
- d. Renovations to one- and two-family dwellings of three stories or less.

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 100 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:
  - a. Size and location of new construction and existing structures on the site,
  - b. Distances from lot lines,
  - c. Established street grades and the proposed finished grades and,
  - d. 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. jacuzzis/spas), specs on heating/air cond. systems/ducts/vents/fans, sprinkler system, kitchen hoods, paint booths. Tap fees for new connections are paid to Gwinnett County Water/Sewer Dept.
- c. Department of Water Resource receipt for water and sewer meter is required. The Water/Sewer capacity would be determined during land development review by the County. (Approval from Gwinnett County Environmental Health Department is required for lots on septic systems.)
  - d. Plan Revision and Resubmittal Process. Code compliance comments from the Department will be sent jointly via email to the contact person listed on the application. 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.
  - e. Plan Approval. When the plans are approved, an approval letter will be emailed to the primary contact listed on the application. This letter will notify the applicant of any outstanding items necessary to issue a permit. In addition, the applicant will be asked to submit one (1) final digital copy of all plans. The applicant must also provide all required outstanding, supporting documentation appropriate to the project (i.e. bonds, REScheck, external approvals, etc.) outlined in the approval letter. Once the plans are digitally signed by staff, the applicant will receive an electronic copy via email to be printed and provided on site through the duration of the project. Once the project is approved and all documents have been accepted, the City will issue the permit.

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Notes to Contractors or Homeowner acting as Contractor:

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. Permits expire if work is not begun within 180 days or substantially completed within two years of issuance.
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.

# RESIDENTIAL BUILDING PERMIT SUBMITTAL CHECKLIST

(Note: Individual PDF files may not exceed 100 MB. Large files should be separated into individual PDF files not exceeding 100 MB.)

## Initial Submittal:

- Complete Building Permit Application
- REScheck Form <https://www.energycodes.gov/rescheck>
- ROW Encroachment Form (if required)
- 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
- NPDES fee to City of Duluth (\$80/disturbed acre, 50% to Duluth and 50% to EPD) and receipt for fee to EPD (for projects with >1 acre of land disturbance only)
- Erosion Control Bond (\$3,000/acre or fraction thereof)
- PDF digital version of final plan set
- Homeowner Declaration Form (if homeowner is acting as General Contractor)
- Copy of current Georgia Business License (not required for Homeowners acting as General Contractor)
- Copy of qualifying Georgia State License for the General Contractor (not required for Homeowners acting as General Contractor)
- Copy of GSWCC (Soil & Erosion Control certification) card (not required for Homeowners acting as General Contractor)
- Gwinnett County Environmental Health Residential Sewage/Addition Permit Application
- General Contractor affidavit (not required for Homeowners acting as General Contractor)
- 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