

New Home - Building Permit Requirements

(Revised August 2012)

The purpose of this document is to provide guidance in obtaining a Building Permit for a new home. A Building Permit must be obtained prior to building construction and land disturbance.

Step 1 – Verify the “Buildable Lot of Record”).

- **Exemption Plat or Final Plat.** All new lots, parcels or tracts of land subdivided after January 5, 1988 must be part of an approved and recorded Exemption Plat, or Final Plat, before a Building Permit can be issued. A copy of the approved and recorded plat must be attached to the Building Permit Application. Contact Development Review Section of P&D, or call 678.518.6000 for Exemption Plat or Final Plat information.
- **Special Building Permit “Holds.”** Review the recorded plat for special conditions (“Holds”) on a lot before obtaining a building permit, or contact Building Permits Section at 678.518.6020. Typically, a “holds” such as “HLP” requires a House Location Plan approved by the Development Review Section of P&D, or “RDP” requires a Residential Drainage Plan approved by the Storm Water Management Section. A copy of the approved HLP or RDP must be attached to the Building Permit Application. Please note that Stormwater Management Section must approve all new construction on lots of record.

Step 2 – Obtain a Sewage Disposal Permit (Private Septic Tank or County Sewer).

- **Septic Tank System.** If the lot is to be served by a private septic tank system, a separate Septic Tank Permit must be obtained from Gwinnett Environmental Health prior to the issuance of the Building Permit. Please contact Gwinnett Environmental Health for approval information at 455 Grayson Highway, Suite 600, Lawrenceville, Georgia 30046, or call 770.963.5132. A copy of the Septic Tank Permit must be attached to the Building Permit Application. If the septic tank will be installed first, then a separate building permit for “tank in first” must be obtained prior to land disturbing.
- **County Sewer System:**
 - **Exemption Plat** - A separate Sewer Connection Permit must be obtained from the Department of Water Resources (DWR) for all lots located in an approved exemption plat. Please contact DWR at 684 Winder Highway, Lawrenceville, Georgia 30045 (678.376.6700). A copy of the Sewer Connection Permit must be attached to the Building Permit Application.
 - **Final Plat** - Lots located in an approved Final Plat are issued the Sewer Connection Permit as part of the Building Permit.

Step 3 - Obtain a Water System Connection/Meter Permit.

- **Exemption Plat Lots** - A separate Water System Connection/Meter Permit must be obtained from the Department of Water Resources, 684 Winder Highway, Lawrenceville, Georgia 30045. Information and forms may be obtained by calling 678.376.6700. A copy of the Water System Connection/Meter Permit must be attached to the Building Permit Application.
- **Final Subdivision Plat Lots** - Lots located within an approved Final Subdivision Plat are issued the Water System Connection/Meter Permit as part of the Building Permit.

Step 4 – Complete 1) Building Permit Application, 2) Erosion Control & Solid Waste Management Affidavit, and 3) Energy Code Compliance Affidavit. The above forms are available from the Building Permits Counter, or from the web page www.gwinnettcounty.com (“A-Z Index”), or by calling 678.518.6020.

Step 5 – Obtain a Building Permit at the Building Permits Counter of P&D. Submit the Building Permit Application, Erosion Control & Solid Waste Management Affidavit, approved HLP, RDP or Exemption Plat (if required), and fees (building permit, water & sewer). Exception: homes 5,000 or more square feet or greater than 3 stories in height also require structural plans sealed by a registered architect or engineer. Plans must be reviewed and approved by Building Plan Review Section of P&D before a Building Permit may be issued.

Other Information. Building Permits for new homes include electrical, HVAC and plumbing inspection. However, Georgia licensed electrical, HVAC and plumbing subcontractors must submit **Subcontractor Affidavit** forms to P&D at least two (2) days prior to requesting their inspections. Inspections are requested online by clicking **here**.