

## **Building Addition to a Home Building Permit Requirements**

(Revised August 2012)

The purpose of this document is to provide guidance in obtaining a Building Permit for an addition to a one or two family home. A Building Permit must be obtained prior to any land disturbance or building construction.

### **Step 1 – Obtain Approval from Gwinnett Environmental Health for Homes Served by a Private Septic System (Note: If the home is served by the county sewer system, this step is NOT required).**

If the home is served by a private septic tank system, Gwinnett Environmental Health must approve the location of the addition on the lot before a Building Permit can be issued. The purpose of this review is to ensure that the existing or proposed septic tank & drain field are not affected by the location of the addition as well as sized appropriately based upon the number of bedrooms. For review and approval information, please contact Gwinnett environmental Health at 455 Grayson Hwy, Lawrenceville GA, or call 770.963.5132. Proof of approval by Environmental Health must be attached to the Building Permit Application.

### **Step 2 – Submit a “Building Addition Location Plan” for Review & Approval by the Development Review Section of P&D.**

**Location Plan** - The purpose of the plan is to verify compliance with county regulations regarding building setbacks, encroachments into drainage or utility easements, zoning buffer, clearing limits or impervious surface setbacks from the Chattahoochee River. This plan must be drawn to scale (i.e. 1”=10’, 1”=20’) and must show the lot boundaries, location of the existing home and driveway, easements, streams, buffers, clearing and impervious square footage within the Chattahoochee River Corridor, and the proposed location of the addition. A copy of the Subdivision Final Plat showing the lot dimensions is available from the Deed Record’s Office of the Clerk of Superior Court, 75 Langley Drive, Lawrenceville, GA 30046.

### **Step 3 – Submit a “Building Addition Location Plan” to Stormwater Plan review Section of P&D.**

The purpose of this review is to verify clearance from drainage easement, floodplain hazard area, stream buffers, and impervious surface setbacks from Alcovy River & Big Haynes Creek Watersheds.

### **Step 4 – Complete the Building Permit Application, the Erosion Control & Solid Waste Management Affidavit, and the Energy Code Compliance Affidavit.**

All of the above forms are available from the Building Permits Counter, from the webpage [www.gwinnettcounty.com](http://www.gwinnettcounty.com) (“A-Z Index”), or by calling 678.518.6020.

### **Step 5 – Obtain Building Permit at the Building Permits Counter of P&D.**

Submit the Building Permit Application, Erosion Control & Solid Waste Management Affidavit, Energy Code Compliance Affidavit, approved “Building Addition Location Plan,” and permit fee. The fee, rounded to the nearest dollar, is calculated as follows: \$41.44 multiplied by the total heated square feet and the result then multiplied by \$0.006, and \$6 per \$1,000 of estimated construction cost for each unheated square foot (minimum fee is \$30), plus a \$25 Certificate of Occupancy fee. Fees must be paid at time of permit issuance.

### **Other Information.**

The Building Permit may include electrical, HVAC and plumbing inspections (if required). State 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 by calling P&D’s 24 / 7 automated inspection line at 678.518.6277. Homeowners installing electrical, HVAC and plumbing systems themselves must also submit these affidavits. The Building Permit Yard Card must be posted at the site and be visible from the street. The approved “Building Addition Location Plan” must be present at the time of inspection. Footing, foundation, electrical, HVAC, and plumbing rough-in inspections, followed by a framing inspection, must be scheduled and successfully passed prior to scheduling a final inspection. Prior to occupancy, a final inspection must be scheduled, successfully passed, and a Certificate of Occupancy obtained. The final inspection will include final electrical, HVAC and plumbing.