

**CITY OF LAWRENCEVILLE
COMMERCIAL BUILDING PERMIT PROCEDURE**

Project Name: _____
Project Address: _____
Applicant Name: _____
Applicant Address: _____

Take all sets of plans that have been sealed by an architect or engineer to the required review departments (see below). Please be aware that each department will stamp and sign all sets and keep a set for their own files. **The City of Lawrenceville Planning and Zoning Department must receive 3 (three) fully stamped sets of plans in order to permit.** (Remember that each Gwinnett County department that reviews the plans **SHOULD STAMP ALL PLANS AND** will want to keep a set of plans for their files.)

Take the stamped sets of plans (minimum 3) and a receipt signed by the County Tax Commissioner's Office and City Tax Department (must state that the tax payments are current) to the City of Lawrenceville's Planning and Zoning Department for final review

BUILDING PERMIT ROUTE SHEET

GWINNETT COUNTY FIRE SERVICES _____
Plan Review Division 678-518-6100
All Plans Required

ENVIRONMENTAL HEALTH DEPARTMENT _____
770-963-5132
For Restaurants, Hotels/Motels,
Personal Care Homes, and Public Swimming Pools

GWINNETT COUNTY DEPT. OF PUBLIC UTILITIES _____
Public Utilities Development Review Section 678-518-6150
For any type of Business that would require Grease trap Installation. This would include restaurants, cafeterias, businesses with any type of food service such as markets, convenience stores, ice cream parlors, bakeries, churches, day care facilities and deli's medical, dental and veterinary offices, photo labs, any business that uses petroleum products such as car washes, body shops and auto repair shops and any type of manufacturing or processing operation.

GWINNETT COUNTY PLANNING DEPT. _____
678-518-6000
Street Address: _____
District _____ Land Lot _____ Parcel _____

Upon Planning and Zoning approval and fees paid, a building permit will be issued.