



# PERMIT APPLICATION

## **City of Lawrenceville**

### Planning and Development Department

70 S. Clayton Street

Lawrenceville, Georgia 30046

678.407.6583



# LAWRENCEVILLE

Planning & Development

<input type="checkbox"/> COMMERCIAL		<input type="checkbox"/> RESIDENTIAL	
<b>PERMIT NUMBER:</b>			
<b>APPLICANT INFORMATION</b>			
APPLICANT NAME:		EMAIL:	
		PHONE:	
STREET ADDRESS:		SUITE:	
CITY:	STATE:	ZIP CODE:	
<b>PROPERTY INFORMATION</b>			
DEVELOPMENT NAME:		LOT #:	BLOCK #:
VALUE OF CONSTRUCTION: \$		TOTAL BLDG. SQ. FT.	
BUILDING HEIGHT:		BUILDING # OF STORIES:	
STREET ADDRESS:		SUITE #:	
CITY:	STATE:	ZIP CODE:	
PIN:	ZONING:	USE:	
<b>SCOPE OF WORK</b>			
DETAILED DESCRIPTION:			
<b>PERMIT TYPE</b>			
<input type="checkbox"/> NEW CONSTRUCTION		<input type="checkbox"/> RENOVATION / ALTERATION	
<input type="checkbox"/> INTERIOR FINISH PERMIT	<input type="checkbox"/> SHELL ONLY	<input type="checkbox"/> TENANT NAME CHANGE	
<input type="checkbox"/> ACCESSORY STRUCTURE	<input type="checkbox"/> BUILDING PERMIT RENEWAL	<input type="checkbox"/> CODE COMPLIANCE LETTER	<input type="checkbox"/> CONSTRUCT. W/O PERMIT
<input type="checkbox"/> DECK	<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> DOWNTOWN PARKING PROGRAM	<input type="checkbox"/> ELECTRICAL
<input type="checkbox"/> GREASE HOOD	<input type="checkbox"/> FENCE	<input type="checkbox"/> MECHANICAL	<input type="checkbox"/> MOBILE FOOD SERVICE UNIT
<input type="checkbox"/> PLAN REVISION	<input type="checkbox"/> PLUMBING	<input type="checkbox"/> REINSPECTION	<input type="checkbox"/> RETAINING WALL
<input type="checkbox"/> SIGN - DOOR/WINDOW (see pg. 10&11)	<input type="checkbox"/> SIGN - A-FRAME (see pg. 10&11)	<input type="checkbox"/> SIGN – BILLBOARD (see pg. 10&11)	<input type="checkbox"/> SIGN – GROUND (see pg. 10&11)
<input type="checkbox"/> SIGN – TEMPORARY (see pg. 10&11)	<input type="checkbox"/> SIGN – WALL (see pg. 10&11)	<input type="checkbox"/> SINGLE-FAMILY	<input type="checkbox"/> STRUCTURAL
<input type="checkbox"/> SWIMMING POOL	<input type="checkbox"/> TALL STRUCTURE	<input type="checkbox"/> TEMPORARY OUTDOOR ACTIVITY PERMIT	<input type="checkbox"/> CUSTOMARY HOME OCCUPATION
<input type="checkbox"/> TOWNHOUSE	<input type="checkbox"/> VACANT STRUCTURE	<input type="checkbox"/> LAND DISTURBANCE	<input type="checkbox"/> MULTIFAMILY (APARTMENTS)



# LAWRENCEVILLE

Planning & Development

UTILITY PROVIDER					
ELECTRIC:			GAS:		
SEWER: <b>GWINNETT COUNTY</b>			WATER: <b>GWINNETT COUNTY</b>		
GAS RELEASE	<input type="checkbox"/> YES	<input type="checkbox"/> NO	POWER RELEASE	<input type="checkbox"/> YES	<input type="checkbox"/> NO
CITY OF LAWRENCEVILLE INTERCONNECTION AGREEMENT					
AUTHORIZATION:	<input type="checkbox"/> YES	<input type="checkbox"/> NO	SIGNED AGREEMENT	<input type="checkbox"/> YES	<input type="checkbox"/> NO
DOWNTOWN PARKING PROGRAM					
TOTAL BLDG. SQ. FT.:			PARKING SPACES REQUIRED:		
SIGN PERMIT – SCOPE OF WORK					
TOTAL BUILDING/SUITE SQ. FT.:			TOTAL SIGN SQ. FT.:		
TOTAL MONUMENT HEIGHT:			TOTAL MONUMENT WIDTH:		
MULTIFAMILY – APARTMENTS & TOWNHOUSE					
<input type="checkbox"/> 1 BEDROOM		<input type="checkbox"/> 2 BEDROOM		<input type="checkbox"/> 3 BEDROOM	
<input type="checkbox"/> 4 BEDROOM					
# OF UNITS:	# OF UNITS:	# OF UNITS:	# OF UNITS:	# OF UNITS:	# OF UNITS:
TYPE OF CONSTRUCTION:					
<input type="checkbox"/> IA	<input type="checkbox"/> IB	<input type="checkbox"/> IIA	<input type="checkbox"/> IIB	<input type="checkbox"/> IIIA	<input type="checkbox"/> IIIB
<input type="checkbox"/> IV	<input type="checkbox"/> VA	<input type="checkbox"/> VB			
USE GROUP:					
<input type="checkbox"/> A-1: W/ STAGE	<input type="checkbox"/> A-1: W/O STAGE	<input type="checkbox"/> A-2: NIGHTCLUB	<input type="checkbox"/> A-2: RESTAURANT	<input type="checkbox"/> A-3: WORSHIP	
<input type="checkbox"/> A-3: GEN.	<input type="checkbox"/> A-4: ARENAS	<input type="checkbox"/> B: BUSINESS	<input type="checkbox"/> E: EDUCATION	<input type="checkbox"/> F-1: MOD. HAZ.	
<input type="checkbox"/> F-1: L. HAZ	<input type="checkbox"/> H-1: H. HAZ.	<input type="checkbox"/> H234: H.HAZ.	<input type="checkbox"/> H-5: HPM	<input type="checkbox"/> I-1: SUPER.	
<input type="checkbox"/> I-2: HOSPITAL	<input type="checkbox"/> I-2: NURS. HOME	<input type="checkbox"/> I-3: RESTRND.	<input type="checkbox"/> I-4: DAY CARE	<input type="checkbox"/> M: MERCANTILE	
<input type="checkbox"/> R-1: HOTELS	<input type="checkbox"/> R-2: MULTIFAM.	<input type="checkbox"/> R-3: 1&2 FAMILY	<input type="checkbox"/> R-4: CARE	<input type="checkbox"/> S-1: MOD. HAZ.	
<input type="checkbox"/> S-2: L. HAZ.	<input type="checkbox"/> U: UTL.	<input type="checkbox"/> RESERVED	<input type="checkbox"/> RESERVED	<input type="checkbox"/> RESERVED	



# LAWRENCEVILLE

Planning & Development

GENERAL CONTRACTOR INFORMATION		
NAME:		EMAIL:
COMPANY NAME:		
CITY:	STATE:	ZIP CODE:
ISS. AUTH.:	BUS. LIC. #:	EXP. DATE:
STATE LIC. #:		EXP. DATE:
ELECTRICAL SUBCONTRACTOR INFORMATION		
NAME:		EMAIL:
COMPANY NAME:		
CITY:	STATE:	ZIP CODE:
ISS. AUTH.:	BUS. LIC. #:	EXP. DATE:
STATE LIC. #:		EXP. DATE:
GAS SUBCONTRACTOR INFORMATION		
NAME:		EMAIL:
COMPANY NAME:		
CITY:	STATE:	ZIP CODE:
ISS. AUTH.:	BUS. LIC. #:	EXP. DATE:
STATE LIC. #:		EXP. DATE:
MECHANICAL SUBCONTRACTOR INFORMATION		
NAME:		EMAIL:
COMPANY NAME:		
CITY:	STATE:	ZIP CODE:
ISS. AUTH.:	BUS. LIC. #:	EXP. DATE:
STATE LIC. #:		EXP. DATE:
PLUMBING SUBCONTRACTOR INFORMATION		
NAME:		EMAIL:
COMPANY NAME:		
CITY:	STATE:	ZIP CODE:
ISS. AUTH.:	BUS. LIC. #:	EXP. DATE:
STATE LIC. #:		EXP. DATE:



# LAWRENCEVILLE

Planning & Development

BUILDING PERMIT FEES	
<b>Commercial and Multifamily Construction</b> (New Construction, Additions & Renovations)	Gross Area x Square Foot Construction Cost x Permit Fee Multiplier (0.001) + CO/CC (\$150)
<b>Residential Construction <sup>a d</sup></b> (New Construction, Additions & Renovations)	Gross Area x Square Foot Construction Cost x Permit Fee Multiplier (0.001) + CO/CC (\$150)
<b>Accessory Structure <sup>b</sup></b>	Cost of Construction x Permit Fee Multiplier (0.001) + CO/CC (\$150)
<b>Building Permit Renewal</b>	Gross Area x Square Foot Construction Cost x Permit Fee Multiplier (0.001) + CO/CC (\$150)
<b>Certificate of Completion/Occupancy</b>	\$150
<b>Code Compliance Letter</b>	\$50
<b>Construction w/out Permit</b>	Gross Area x Square Foot Construction Cost x Permit Fee Multiplier (0.001) + CO/CC (\$150) 3 <sup>RD</sup> Party Review, Inspection and Report required before issuance of a Building Permit
<b>Demolition</b>	Cost of Construction x Permit Fee Multiplier (0.001) + CO/CC (\$150)
<b>Electrical, Grease Hood, Mechanical or Plumbing – New Construction</b>	Cost of Construction x Permit Fee Multiplier (0.001) + CO/CC (\$150)
<b>Electrical, Grease Hood, Mechanical or Plumbing Only</b>	Cost of Construction x Permit Fee Multiplier (0.001) + CO/CC (\$150)
<b>Interior Finish Permit</b>	Gross Area x Square Foot Construction Cost x Permit Fee Multiplier (0.001) + CO/CC (\$150)
<b>Plan Revision</b>	Additional Cost of Construction x Permit Fee Multiplier (0.001) + Review Fee (\$75)
<b>Re-Inspection</b>	\$75 per visit
<b>Shell Only Permit</b>	Gross Area x Square Foot Construction Cost x Permit Fee Multiplier (0.001) + CO/CC (\$150) minus 20%
<b>A-Frame Sign Location Permit</b>	Cost of Construction x Permit Fee Multiplier (0.001) + CO/CC (\$150)
<b>Billboard Sign Location Permit</b>	Special Use Permit - Public Hearing required
<b>Ground, Temporary or Wall Sign Location Permit</b>	Cost of Construction x Permit Fee Multiplier (0.001) + CO/CC (\$150)
<b>Swimming Pool</b>	Cost of Construction x Permit Fee Multiplier (0.001) + CO/CC (\$150)
<b>Tall Structure Permit</b>	Special Use Permit - Public Hearing required
<b>Temporary Outdoor Activity Permit</b>	\$75 per request
<b>Tenant Name Change Permit</b>	Inspection + CO/CC = (\$150)
<b>Vacant Structure Permit</b>	\$75 per structure
<b>Zoning Compliance Letter</b>	\$75 per Letter

a. Private Garages use Utility, miscellaneous; b. For shell only buildings deduct 20 percent; c. N.P. = not permitted; d. Unfinished basements (Group R-3) = \$22.45 per sq. ft.



# LAWRENCEVILLE

Planning & Development

## Building Plan Review Requirements

A Building Permit is required for new construction projects, alterations, change of occupancy, change of owner, or change of tenant to the interior spaces. The following City and County Agencies are typically required for the plan review & permit authorization process:

- **City of Lawrenceville Building Plan Review:**  
Review construction drawings of architectural, structural, electrical, mechanical, and plumbing construction for compliance with Georgia Construction Codes.
- **City of Lawrenceville Code Enforcement:**  
To verify existing conditions of subject property are compliant with the City of Lawrenceville Code of Ordinances, Development Regulations, and Zoning Ordinance.
- **City of Lawrenceville Development Plan Review:**  
To verify parking requirements.
- **City of Lawrenceville Electric Department:**  
The City of Lawrenceville Electric Department provides electric power to most of the citizens within the city limits of Lawrenceville.
- **City of Lawrenceville Natural Gas Department:**  
The Gas Department for the City of Lawrenceville provides natural gas service for residents of Lawrenceville and parts of Gwinnett, Rockdale and Walton counties.
- **City of Lawrenceville Planning Review:**  
To verify that the zoning district of your tenant space location allows your proposed occupancy and use.
- **Gwinnett County Fire Plan Review Section:**  
Review fire, life-safety, & accessibility codes. For additional information, please contact Gwinnett County Emergency Services at 678.518.4980 or at [firemarshal@gwinnettcountry.com](mailto:firemarshal@gwinnettcountry.com)
- **Gwinnett County Water & Sewer Plan Review Section:**  
Review food service establishments including but not limited to restaurants, delis, ice cream shops, coffee shops, cafeterias, schools, etc.; chemical users such as auto repair, car washes, manufacturing, and processing. For additional information, please contact Gwinnett County Department of Planning and Development at 678.518.6000 request to speak with someone in Water & Sewer, or at [pnd@gwinnettcountry.com](mailto:pnd@gwinnettcountry.com)
- **Gwinnett Environmental Health Department:**  
Review food service establishments, hotel/motels, and businesses with designated smoking areas or using septic systems. For additional information, please contact Gwinnett Environmental Health Department at 770.963.5132 or at [www.gnrhealth.com](http://www.gnrhealth.com)



## Building Plan Review Requirements

- 1) A detailed written description of the Scope of Work.
- 2) Layout of the existing floor plan.
- 3) Layout of the proposed floor plan.
- 4) Layout, measurements, and materials used in the framing process.
- 5) Riser diagram of plumbing (domestic water and drain, waste and vent piping) proposed for installation.
- 6) Layout of ALL plumbing fixtures proposed for installation.
- 7) Riser diagram of ALL heating, ventilating, and air condition piping proposed for installation.
- 8) Layout of all heating, ventilating, and air-conditioning fixtures proposed for installation.
- 9) Riser diagram of ALL natural or propane gas piping proposed for installation.
- 10) Riser diagram of ALL electrical wiring, conduits, panels, sub-feeds, and meters proposed for installation.
- 11) Layout of all electric devices proposed for installation.
- 12) Location of electric service point on building.

Definitions:

Riser = shows size and length of piping or wires.

Layout = shows a detailed picture; riser diagram can be separate or part of the layout.

**Label each step with corresponding number from above, either by captions or page numbers.**



# LAWRENCEVILLE

Planning & Development

**Sub-Contractor Affidavit**  
City of Lawrenceville  
Office: (678) 407-6583  
Inspection Request Line: (678) 407-6584

## GENERAL CONTRACTOR SHALL CALL IN ALL INSPECTIONS

Notice: This form must be completed, signed and submitted to the Department of Planning & Zoning before work may commence. A copy of your state license and business license must be attached to each form.

Affidavit must be in office at least 24 hours prior to requesting an inspection.

Building Permit Number: \_\_\_\_\_

Job Site Address: \_\_\_\_\_ Lot/Block: \_\_\_\_\_

General Contractor: \_\_\_\_\_ Signature: \_\_\_\_\_  
(General Contractor granting permission for this subcontractor to work under this permit)

This is to certify that I am responsible for the:

- Electrical
- Heating & Air
- Low Voltage
- Plumbing

### PLEASE CHECK THE TYPE OF STATE LICENSE YOU HOLD AND ARE USING ON THIS JOB:

- Electrical Contractor Class I** (Restricted to Single-Phase, not exceeding 200 Amps)
- Electrical Contractor Class II** (Unrestricted)
- Master Plumber Class I** (Restricted to single-family, 1 level Duplex & Commercial up to 10,000 SF)
- Master Plumber Class II** (Unrestricted)
- Conditioned Air Contractor Class I** (Restricted to 60,000 BTU Cooling & 175,000 BTU Heating)
- Conditioned Air Contractor Class II** (Unrestricted)

In the event of any change in my status on this installation, I understand that I will be held responsible for this job until the Department has been notified, in writing, of any change.

As a plumber, I am certifying that any pipe, solder or flux used in the plumbing in this structure will be lead free as required by Sections 303.7.1 (4), 308, 612 and 706 of the Georgia State Minimum Standard Plumbing Code, 1995 Edition.

Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_

Occupational Tax No. (FKA Business License No.): \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Company Name: \_\_\_\_\_ Issuing Authority: \_\_\_\_\_

State License No.: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_





# LAWRENCEVILLE

Planning & Development

## Planning and Development Department

### Homeowner Contractor Exemption Affidavit

The State of Georgia has mandated that all residential contractors be licensed effective on or after July 1, 2008. However, there is an exemption to this law that allows you, as the property owner to act as your own contractor without a license, provided the construction is intended for your own use or occupancy and you have not sold a building or structure that you constructed and acted as contractor within the prior 24-months. In acting as your own contractor, you are responsible for the supervision and management of all work that is not performed by a licensed contractor. All work must conform to all applicable laws, ordinances, building codes and zoning regulations.

Please familiarize yourself with the appropriate codes and laws to insure that all work will be done properly. In the event that you should feel you are unable to comply with the requirements as stated, it will be necessary for you to hire a licensed contractor to complete the job in compliance with all building codes and ordinances in effect.

By signing this statement, you are acknowledging that you have received a copy of this exemption and have read and agreed to the restrictions.

---

Homeowner Signature      Date

---

Homeowner Printed Name

---

Notary Public      Date

Notary Stamp:



## Sign Plan Review Requirements

### Ground Sign – Commercial, Industrial/Office, Residential (See Article VII Section 702.3 of the Zoning Ordinance) (See Article VII Section 702.4 for Residential)

Attach all of the following:

1. Scaled (Engineer or Architectural) site plan stamped by a registered civil engineer or land surveyor with street right(s) of way & improvements near proposed sign location
2. Location of the sign clearly marked, setbacks dimensioned from the right-of-way, the edge of pavement and the street corner; gross building space area listed
3. Scaled (Engineer or Architectural) and dimensioned fabrication drawing of ground sign including base
4. Provide any additional details as required by the City's building code

### Wall Sign/Projecting Sign (See Article VII Section 702.7 of the Zoning Ordinance)

Attach all of the following:

1. Scaled (Engineer or Architectural) elevation drawing of the building, showing placement of any existing or proposed sign with the gross building space area listed
2. Scaled (Engineer or Architectural) and dimensioned fabrication drawing of sign(s)
3. Sign Attachment (Mounting) drawing with any additional details as required by the City's building code

### Sandwich Board or A-Frame Sign (See Article VII Section 702.5 of the Zoning Ordinance)

Attach all of the following:

1. Description and/or sketch of sign; sketch of the area in which the sign is to be located
2. Description sketch shall include dimensions and colors to be used on the sign

### Temporary Sign (See Article VII Section 702.6 of the Zoning Ordinance)

Attach all of the following:

1. Description and/or sketch of sign; sketch of the area in which the sign is to be located
2. Description sketch shall include dimensions and colors to be used on the sign
3. Provide dates when the sign will be displayed and removed

### Window/Door Sign (See Article VII Section 702.7 of the Zoning Ordinance)

Attach all of the following:

1. Description and/or sketch of sign; sketch of the area in which the sign is to be located
2. Description sketch shall include dimensions and colors to be used on the sign



# LAWRENCEVILLE

Planning & Development

SIGN CONTRACTOR/MANUFACTURER		
NAME:		EMAIL:
COMPANY NAME:		
CITY:	STATE:	ZIP CODE:
ISS. AUTH.:	BUS. LIC. #:	EXP. DATE:
STATE LIC. #:		EXP. DATE:
CIVIL ENGINEER/LAND SURVEYOR (GROUND SIGNS ONLY)		
NAME:		EMAIL:
COMPANY NAME:		
CITY:	STATE:	ZIP CODE:
ISS. AUTH.:	BUS. LIC. #:	EXP. DATE:
STATE LIC. #:		EXP. DATE:
ELECTRICIAN (ONLY IF INTERNALLY OR EXTERNALLY ILLUMINATED)		
NAME:		EMAIL:
COMPANY NAME:		
CITY:	STATE:	ZIP CODE:
ISS. AUTH.:	BUS. LIC. #:	EXP. DATE:
STATE LIC. #:		EXP DATE:



# LAWRENCEVILLE

Planning & Development

## Plan Review Process for Interior Tenant Space Permits

- Please visit the Planning and Development Department to begin the plan review process. Typical office hours are 8:00 am to 5:00 pm, Monday through Friday, except holidays. You may contact the Planning Review Section in advance for property zoning information at our offices or by calling 678.407.6400.
- Submit a complete Building Permit Application to city staff, with the required documentation.
- Authorization of the Gwinnett County Fire Plan Review Section is required, proceed to the Gwinnett County Department of Planning and Development, located at 446 West Crogan Street, Lawrenceville, GA 30046. Proceed to Suite 150. Please sign-in for review with the Fire Plan Review Section. Typical office hours are 8:00 am to 5:00 pm - Monday through Thursday and 9:00 am to 5:00 pm Friday, except holidays.
- An electronic (PDF File) copy of the drawings will be required at the time of Fire Plan Review authorization.
- Interior Finish Permits require submittal of architectural, structural, electrical, mechanical and/or plumbing drawings that address the entire scope of work to be performed (including any proposed demolition work). New walls, doors, electrical outlets, etc., are required to be shown on the drawings.
- The City of Lawrenceville Planning and Development Department will verify compliance with our Construction Codes, Development Regulations, and Zoning Ordinance.
- If the City of Lawrenceville Public Utilities authorization is required, the Planning and Development staff will obtain the necessary approvals from their offices.
- If the authorization of the Gwinnett County Water & Sewer Plan Review Section is required, proceed to the Gwinnett County Department of Planning and Development, located at 446 West Crogan Street, Lawrenceville, GA 30046. Proceed to Suite 150. Please sign-in for review with the Water & Sewer Plan Review Section. Typical office hours are 8:00 am to 5:00 pm - Monday through Thursday and 9:00 am to 5:00 pm - Friday, except holidays.
- If the authorization of the Department of Environmental Health is required, proceed to 455 Grayson Highway, Lawrenceville. Typical office hours are 8:00 am to 4:30 pm, Monday through Friday, except holidays.
- When the project drawings have been reviewed, authorized and stamped by each applicable Plan Review Section or Agency, please return to our offices to complete the permit authorization. A total of two (2) printed copies of the construction drawings will be required at time of permit authorization.
- To obtain the Building Permit, provide the authorized "City Copy" of the drawings, the completed Commercial Building Permit Application, contractor license or authorized agent form and pay the required permit fees. The Building Permit Application form can be obtained in-person at the Planning and Development Department or on the city's webpage ([www.lawrencevillega.org](http://www.lawrencevillega.org)) on the 'Planning & Development' webpage under 'Forms & Applications.' Typical application processing hours of the Planning and Development Department are 8:00 am to 4:00 pm, Monday through Friday, except holidays.
- The issuance of the building permit can be used to indicate proof of ability to obtain a Certificate of Occupancy for processing a business license (business/occupation tax application) application with the City of Lawrenceville Planning and Development Department.
- The contractor (interior finish and sec space permits) permit holder or tenant (tenant change permits) permit holder shall request and schedule the required Fire Marshal Inspections and Building Construction Department Inspections.
- Upon successful completion of all Fire Marshal and Building Construction Department inspections, a Certificate of Occupancy for each Tenant space or a Certificate of Completion for each Spec Space will be issued. The Certificate of Occupancy shall be jointly issued by both the Gwinnett County Fire Marshal's Office and City Building Inspector.



# LAWRENCEVILLE

Planning & Development

## PROCEDURE FOR OBTAINING ZONING COMPLIANCE LETTER

The Lawrenceville Planning and Development Department will issue written certification of the zoning of property under the following procedures. Please send your request for zoning certification to the address below:

City of Lawrenceville  
Planning and Development Department  
70 South Clayton Street  
P.O. Box 2200  
Lawrenceville, GA 30046

Required items:

1. As-Built Survey (Existing Conditions)
2. Legal Description
3. Assigned Mailing Address
4. Parcel Identification Number (PIN)
5. Recipients Name and Mailing Address.
6. E-mail address for delivery of the letter
7. Payment \$75.00

You will receive from our office a letter certifying the property's zoning, the zoning case conditions of zoning (if applicable), and the section of the Zoning Ordinance that governs the permitted uses in the zoning district.

Please allow 3 to 5 business days for processing. Unless otherwise requested, delivery of the letter and attachments will be via e-mail, not US Mail.

The zoning certification letter does not verify a property's conformance with the Zoning Ordinance, Development Regulations, Building Codes, Fire Codes, or Sewer/Water Ordinances.



# LAWRENCEVILLE

Planning & Development

## Temporary Outdoor Activity

A period not to exceed 20 consecutive days. A second permit may not be applied for or renewed within 6 months from the date of any prior approval. For a valid permit, you must have written authorization by the Director of Planning and Development.

1. Merchandise not customarily sold on a day-to-day basis in the business is prohibited.
2. Mobile food services shall not be permitted.
3. No temporary outdoor activity within 50 (fifty) feet of a street right-of-way.
4. Permitted only within the BG, HSB, and BCG zoning districts.
5. No structure shall be erected; only display tables may be used.
6. No soliciting directly from the motoring public.
7. Activities shall not disrupt vehicular ingress and egress or occupy required off-street parking.
8. One temporary outdoor activity permitted on a parcel at a time.
9. Activities shall be conducted on paved surface not on grassed or landscaped areas.
10. No evidence of the temporary activity for more than twelve (12) consecutive hours of any calendar day.

Compliance with the City of Lawrenceville **Code of Ordinances, Ch.12, Article II, Division 8** is required.



# LAWRENCEVILLE

Planning & Development

## Application for Temporary Outdoor Activity

### Code of Ordinances, Ch.12, Article II, Division 8

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person and Phone: \_\_\_\_\_

Detailed Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Location of Event: \_\_\_\_\_

Date and Time: \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

Office Use Only:

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Reason for Denial: \_\_\_\_\_

Date: \_\_\_\_\_

Fee paid: \_\_\_\_\_



# LAWRENCEVILLE

Planning & Development

## ATTACHMENT B

### CITY OF LAWRENCEVILLE INTERCONNECTION AGREEMENT

#### FOR INTERCONNECTION AND PARALLEL OPERATION OF SMALL DISTRIBUTED GENERATION EQUIPMENT/FACILITIES OF 10 kW or LESS

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the City of Lawrenceville, (hereafter "the City") **and**

Name \_\_\_\_\_ (hereafter "Customer")

Customer Electric Service

Address \_\_\_\_\_

Customer Information

Name: \_\_\_\_\_

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

\_\_\_\_\_

Electric Account #: \_\_\_\_\_

\_\_\_\_\_

System Installer Information

Company name:

Installer name:

Address:

Telephone:

In consideration of the mutual covenants set forth herein, the Parties agree as follows:

#### 1. Scope and Purpose of Agreement

This Agreement describes only the conditions under which the City and the Customer agree that the distributed generating facility or facilities described in Exhibit A may be interconnected to and operated in parallel with the City electric distribution system. Other services the Customer may require from the City are covered under separate agreements.

The following exhibits are incorporated and made a part of this Agreement:

Exhibit A: Description of Customer's Distributed Generation Equipment/Facility





## Exhibit B: Section A - Authorization to Connect OR Section B -Non-Authorization

### 2. Term and Termination

- 2.1 This Agreement shall continue for a period of one (1) year, effective the date of first operation of the power exchange system, but no later than three months after the City has installed the proper electric metering. This Agreement shall automatically renew for additional one year periods following the expiration date if neither party gives the other notice of termination at least ninety (90) days in advance of the expiration date of the original term or any one year extension thereof.
- 2.2 Either party may terminate this Agreement at any time by providing 90 days written notice to the other party. In the event of a sale of the Customer's premises, then this Agreement will terminate upon that sale.
- 2.3 The City may terminate this Agreement at any time for violation of this Agreement upon written notice to the Customer.
- 2.4 At the time of termination of this Agreement for any reason, the City will perform lock out procedures to disconnect the Customer's System from the City's electric system.

### 3. Summary and Description of Customer's Distributed Generation Equipment/Facility to be Included in Exhibit A.

- 3.1 The Customer's eligible Distributed Generation System is a self-contained electric generation system including direct current disconnect apparatus, if applicable, alternating current disconnect/lockout, over-current protective device, and all related electrical equipment upstream of the over-current protective device, as set forth on Exhibit A (the "System"). The System begins and continues up-stream towards the distributed generation from the overcurrent protective device on the Customer's premises. However, the meter socket and related electrical connects are part of the System and are the responsibility of the Customer [i.e. all equipment from the main disconnect except the meter is Customer equipment].
- 3.2 Capacity of the Distributed Generation equipment is: \_\_\_\_\_ kW.
- 3.3 The expected annual energy production of the Distributed Generation equipment is \_\_\_\_\_ kWh.
- 3.4 The expected date of initial operation of the Distributed Generation equipment is: \_\_\_\_\_.



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## 4. Installation and Permitting

**4.1** Without limiting the provisions of paragraph 22, the Customer and the System must comply with all applicable National Electric Code (NEC), UL and IEEE requirements, including, but not limited to:

UL 1741-Standard for Static Inverters and Charge Controllers for Use with Photovoltaic Systems.

IEEE Standard 1547 (2003): Standard for Interconnecting Distributed Resources with Electric Power Systems. [NOTE: UL 1741 will soon be incorporated into IEEE 1547].

Other organizations, such as the Canadian Standards Association (CSA), test to UL 1741. If the inverter is tested by an organization other than Underwriters Laboratories, the test data must be submitted to the City.

The Customer at the Customer's expense must: 1) obtain all necessary electrical permits for installation of the System and 2) obtain and maintain any government authorizations or permits required for the operation of the System. The Customer must reimburse the City for any and all losses, damages, claims, penalties, or liability the City incurs as a result of Customer's failure to obtain or to maintain any governmental Authorizations and permits required for construction and operation of the Customer's System.

**4.2** The Customer or its contractor must construct the System as specified in the attached Exhibit A.

**4.3** A manual, lockable, load-break disconnect switch that provides a clear indication of the switch position must be available with the System at or near the Customer's main point of service from the City's electric system to provide a point of electrical separation between the Customer's System and the City's electric system. The City will approve the location of the disconnect switch. The disconnect switch must be easily visible, mounted separately from the metering equipment, readily accessible to the City personnel at all times, and capable of being locked in the open position with the City's lock. The City may open the disconnect switch thereby isolating the Customer's System from the City electric system for any reason that the City deems necessary including, but not limited to, maintenance or emergency work, the System adversely affecting other customers of the City, failure of the System to comply with codes/regulations, the System creating hazardous or unsafe conditions, the Customer's failure to pay utility bills when due, and failure to comply with the UL Standards in Section 4.1 above.



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**4.4** Power Quality Requirements. All power quality parameters (i.e., voltage, flicker, frequency, distortion) are specified at the point of common coupling (PCC) unless otherwise stated. The following requirements must be met:

**4.4.1.** Voltage – the System must be capable of operating within normal voltage operating limits of 106-132 volts (88 -110% nominal 120V). This range results in trip points at 105 volts and 133 volts. Response to abnormal voltages should be as follows:

<u>Voltage (at PCC)</u>	<u>Maximum Trip Time</u>
$V < 50\%$	10 cycles
$50\% \leq V < 88\%$	120 cycles
$88\% < V < 110\%$	normal operation
$110\% < V < 120\%$	60 cycles
$V \geq 120\%$	10 cycles

**4.4.2** Flicker – The System shall not create objectionable flicker for other City customers. Flicker is considered objectionable when it either causes a modulation of the light level of lamps sufficient to be irritating to humans or causes equipment malfunction. See IEEE 519-1992.

**4.4.3** Frequency – The System must have a fixed frequency range of 59.3 to 60.5 Hz. When the interconnected system frequency is outside this range, the System shall cease to energize the City connection within 1-cycle.

**4.4.4** Waveform Distortion (Harmonics) - The System must have low current-distortion levels to ensure that no adverse effects are caused to other equipment connected to the City’s electric system. When the System is serving balanced linear loads, harmonic current injection into the City’s network shall not exceed when measured in accordance with IEEE Std 1547:

Harmonics	$h < 11$	$11 \leq h < 17$	$17 \leq h < 23$	$23 \leq h < 35$	$35 \leq h$
Percent	4.0	2.0	1.5	0.6	0.3

Maximum Total Demand Distortion (TDD) 5.0%  
Even harmonics are to be limited to 25% of the odd harmonics shown above.

**4.4.5** Power Factor – The System must operate at a power factor  $>0.85$  (leading or lagging) when output is greater than 10% of full load.



**4.4.6** Islanding Protection – The System must cease to energize the utility line when the inverter is subjected to islanding conditions. The System must immediately, completely and automatically disconnect from the City’s electric system in the event of a fault on the Customer’s System or loss of source on the City’s electric system. The City, at its own discretion and expense, may conduct periodic testing of anti-islanding. Anti-islanding is a means by which the Customer’s System will cease to generate when it is still connected to the isolated (due to fault clearing or other switching) section of the City electric system.

**4.5** The Customer’s over-current protective device (Breaker) at the service panel must be dedicated and must be capable of interrupting the maximum available fault current. The Breaker shall be clearly marked to indicate power source and connection to the City’s electric system. The City will provide and attach an additional label to the manual load-break disconnect switch, which is described in Subsection 4.3 above.

**4.6** The Customer, at the Customer’s expense, must pay for any additional equipment required to connect the System to the City’s electric system.

## **5. Written Authorization Required to Connect System**

The Customer may not connect the System to the City’s electric system until: 1) completion of the City’s “Application for Interconnection of Distributed Generation Facility”, 2) completion of the City’s “Electrical Power Exchange Agreement”, 3) this “Interconnection Agreement” has been fully executed by the parties, and 4) the System has been tested and approved. The City may have representatives present at the initial testing of the Customer’s System and may perform (at its own expense) whatever testing of the Customer’s System that the City deems necessary.

After written authorization to connect the System to the City’s electric system has been given, the Customer shall make no changes or modifications in the System or of its mode of operation without the prior written approval of the City.

## **6. Warranty is Neither Expressed nor Implied**

The City’s inspection and approval, if any, of the System is solely for the City’s benefit and does not constitute a warranty, express or implied, as to the adequacy, safety, or other characteristics of any structures, equipment, wires, appliances or devices owned, installed or maintained by the Customer or leased by the Customer from third parties, including without limitation the System and any structures, wires, appliances or devices appurtenant thereto.



## 7. Indemnity and Liability

**7.1** The Customer releases and agrees to indemnify, defend and hold harmless the City, its agents, officers, employees and volunteers from and against all damages, claims, actions, causes of action, demands, judgments, costs, expenses of every kind and nature, predicated upon injury to or death of any person or loss of or damage to any property, arising, in any manner, from the Customer's activities, actions or omissions related to this Agreement.

**7.2** Nothing in this Agreement shall be construed as a waiver by the City of any rights, immunities, privileges, monetary limitations to judgments, and defenses available to the City under law.

## 8. Location of System

The System will be installed at the Customer's premises located at:

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The Customer cannot relocate and connect the System at another premises or physical location without filing a new interconnection application with the City or requesting modifications to this Agreement allowing for connection at the alternate location. In the event that such approval is given, any relocation and installation of the System will be at the Customer's sole expense.

## 9. Access to Premises

The Customer will provide the City access to the Customer's premises to (i) inspect the Customer's System, (ii) to read and to replace meters, (iii) to open the load-break disconnect switch, and (iv) to disconnect the interconnection facilities at the City's meter or transformer.

## 10. Maintenance of Equipment

The Customer, at the Customer's sole cost and expense, will maintain the System including, but not limited to, all over-current protective equipment, in a safe and prudent manner and in conformance with all applicable laws, codes and regulations, including, but not limited to, the requirements of Section 4 above. The Customer must retain all records for such maintenance. These records must be available to the City for inspection at all reasonable times.



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## 11. Safety

The Customer agrees to install, operate and maintain the System in a safe and prudent manner and in conformance with all applicable laws, codes and regulations including, but not limited to, those contained in Section 4 above.

## 12. Assignment

This Agreement may not be assigned by the Customer without the prior written consent of the City, which may be withheld in its sole discretion. In the event of a sale of the Customer's premises, then this Agreement will terminate upon that sale. If the new Customer desires to continue receiving Service, the new Customer must enter into a new, separate agreement with the City.

## 13. Force Majeure

Neither party will be liable for delays in performing its obligations to the extent that the delay is caused by an unforeseeable condition beyond its reasonable control without fault or negligence, including but not limited to, riots, wars, floods, fires, explosions, acts of nature, acts of government, or labor disturbances.

## 14. Severability

If any provision of this Agreement is found to be illegal or unenforceable, then the remaining provisions of this Agreement will remain in full force and effect, and such term or provision will be deemed stricken for as long as it remains illegal or unenforceable.

## 15. Governing Law and Venue

**15.1** Any tribunal enforcing this Agreement shall apply and construe it according to the laws of the State of Georgia.

**15.2** In the event of any dispute over the Agreement's terms and conditions, the exclusive venue and jurisdiction for any litigation, arising there under will be in the Superior Court of Gwinnett County, Georgia, and, if necessary for exclusive federal questions, the United States District Court for the Northern District of Georgia. The Customer waives any objection to jurisdiction or venue of any action instituted pursuant to this section and may not assert any defense in any such action based on lack of jurisdiction or venue or based upon Forum Non Conveniens. The Customer



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waives any bond or surety or security upon such bond or surety which, but for this waiver, might be required by the City.

## 16. Survival

The provisions of this Agreement with respect to indemnification and liability will survive the termination of this Agreement.

## 17. Notices and Other Communications

Except as otherwise provided in this Agreement or as may be specified by the parties in writing, any notice or other communication required under this Agreement must be in writing and must be sent by registered or certified United States mail, or by messenger, or by other electronic means to the addresses below. Any such notice or other communication must be addressed as follows and, if so addressed, will be effective upon actual receipt.

**Customer:** Name: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**City:** Name: City of Lawrenceville Electric Department Director  
 Address: PO Box 2200 / 70 South Clayton Street  
 Lawrenceville, GA 30046  
 Email: [huston.gillis@lawrencevillega.org](mailto:huston.gillis@lawrencevillega.org)



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## **18. Entire Agreement**

This Agreement, together with its attachments, constitutes the entire agreement between the parties and supersedes all previous written or oral communications, understandings and agreements between the parties. This Agreement may only be amended by a written agreement signed by both parties. Email and all other electronic (including voice) communications from the City in connection with this Agreement are for informational purposes only. No such communications are intended by the City to constitute either an electronic record or an electronic signature or to constitute any agreement by the City to conduct a transaction by electronic means. Any such intention or agreement is expressly disclaimed.

## **19. Acknowledgements Regarding Agreement**

By signing below, the Customer acknowledges understanding of the terms of this Agreement and that the Customer may not connect the System to the City's electric system until the Customer has received written authorization to connect from the City. Within 60 days after notice from the Customer that the System is ready for interconnection to the City's electric system, the City will inspect the System and will provide a written authorization to connect the System or a statement that the System may not be connected because of non-compliance with this Agreement.

## **20. Compliance With Ordinances And Regulations**

The Customer shall perform all obligations under this Agreement in strict compliance with all applicable federal, state, and City laws, rules, statutes, charter provisions, ordinances and regulations, and any other applicable law and the City's service rules, regulations, terms, policies and procedures, as amended from time to time, which are incorporated herein by this reference.

## **21. Beneficiaries**

This Agreement is for the sole benefit of and binds the parties, their successors and assigns. This Agreement affords no claim, benefit or right of action to any third party. Any party besides the City or the Customer receiving services or benefits under this Agreement is only an incidental beneficiary.

## **22. Status of Customer**

The Customer shall perform all operations under this Agreement as an Independent Contractor, and not as an agent or employee of the City. No City official or employee shall supervise the Customer. The Customer will exercise no supervision over any employee or official of the City. The Customer shall not represent that Customer is an





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employee or agent of the City in any capacity. The Customer has no right to Worker's Compensation benefits from the City or its insurance carriers or funds.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed on the day and year set forth below.

City of Lawrenceville

Customer

\_\_\_\_\_  
City Official

\_\_\_\_\_  
Customer Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



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## **Exhibit A**

To the Agreement for Interconnection and Parallel Operation of Small Distributed Generation Resources 10 kW or less between the City of Lawrenceville  
And Customer: \_\_\_\_\_

Insert description of System



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## Exhibit B

To the Agreement for Interconnection and Parallel Operation of Small Distributed Generation Resources 10 kW or less between the City of Lawrenceville.

And Customer: \_\_\_\_\_

**Section A: Authorization.** The System may be connected to the City's electric system.

The System has been inspected and tested and the Customer is authorized to connect the System to the City's electric system.

Signed by:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date

**OR**

**Section B: Non-Authorization.** The System cannot be connected to the City's electric system.

The System does not comply with the Interconnection Agreement for Parallel Operation of Small Distributed Resources and the Interconnection Customer cannot connect the System to the City's electric system.

Signed by:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Title

\_\_\_\_\_  
Date



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## Planning and Development Department

### Administrative Variance Request

#### ARTICLE IX Section 902 B: Administrative Variances

“The Director shall have the power to grant variances (except for density and use) from the development standards of this Ordinance where, in his or her opinion, the intent of the Ordinance can be achieved and equal to the performance obtained by granting a variance. The authority to grant such variance shall be limited to variances from the following requirements”:

1. Front yard or yard adjacent to a public street – variance not to exceed 10 feet.
2. Side yard – variance not to exceed 5 feet
3. Rear yard – variance not to exceed 10 feet

#### TYPE OF VARIANCE REQUESTED:

- Front yard or yard adjacent to a public street – variance not to exceed 10 feet.
- Side yard – variance not to exceed 5 feet
- Rear yard – variance not to exceed 10 feet

#### DESCRIPTION OF VARIANCE:

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#### JUSTIFICATION FOR VARIANCE (Attach supporting data: Survey, etc...):

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Fee: \$100