



Gwinnett County Department of Planning & Development Fire Plan Review

**One Justice Square
446 West Crogan St. Suite 150 Lawrenceville, GA 30046
www.gwinnettfiremarshal.com
Inspection Request: (678) 518-6277, Office: (678) 518-6000, Fax: (678) 518-6144**

Obtaining a Permit/Inspection within a City Limits

For your convenience this is a walk in process. Tenant spaces with no new work or change of occupancy type do not require plans if the space had a prior Certificate of Occupancy. Larger complex projects may require the plans to be dropped off.

- Sign in for Fire Plan Review at suite 150 to see a reviewer to create a new case for your business. Inform the receptionist that you are permitting a project within a city jurisdiction.
- Bring correct address, parcel, suite number and total square footage for your space. Verify if the space has an existing fire sprinkler, fire alarm or fire suppression system. Determine zoning compliance with the local city jurisdiction prior to visiting our office.
- If your business is a storage or industrial occupancy you are required to submit a Storage and Industrial Occupancy Commodity Affidavit at the time of permitting. This form can be downloaded at the following link:
<http://www.gwinnettcounty.com/portal/gwinnett/Departments/PlanningandDevelopment/PlanReviewSections/FirePlanReview>
- Fees are due at the time of permitting. The current fee schedule can be viewed at the above link. We accept cash, check with proper identification and credit cards.
- After the permit has been issued an inspection can be scheduled. The new Certificate of Occupancy will be issued after a successful fire inspection.

“SERVICE EXCELLENCE”