



## Online Certificate of Occupancy Application Process

Simply follow these steps:

- 1 Log onto <https://eddspermits.gwinnettcountry.com/citizenaccess/>
- 2 Click the “Building & Fire” tab at the top of the page.
- 3 Click on the link “To submit a Commercial Certificate of Occupancy Application”.
  - If you have not already created a user account, it will prompt you to do so before you can continue.
- 4 Follow the steps to create the application for your business.
  - Once the application is completed, Planning and Development Staff will process the application and you will receive email notification of your case creation. Please allow no more than one business day to process.
  - Fees for the Certificate of Occupancy will be accessed and you will receive email notification with a link to follow to pay the fees. The application process cannot be completed until the fees have been paid.
  - Once the fees have been paid, your permit will be issued and email notification will be sent with the instructions for preparing for your fire inspection and how to schedule the inspection.
  - After passing the required inspections, the Certificate of Occupancy will be issued by the Inspector.

### Who needs a Certificate of Occupancy?

All commercial businesses within Gwinnett County, including those within a city limits in Gwinnett County, with the exception of the City of Loganville, must have a Gwinnett County Fire Certificate of Occupancy (CO), per the Gwinnett County Fire Protection and Life Safety Ordinance section 46-44 b. *Permits must be obtained prior to construction, demolition, change of use or occupancy classification, tenant name change, or ownership change, in buildings, tenant spaces, or commercial site.*