

446 West Crogan Street, Suite 300 I Lawrenceville, GA 30046-2440 678.518.6000 GwinnettCounty.com

## Tenant Name Change Guide Sheet

search cases

In order to apply for a Tenant Name Change Permit please follow these simple steps.

1. In order to apply you must be logged into your account at the Gwinnett County Citizen Access portal at the address below:

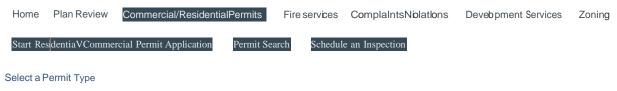
## https://aca-prod.accela.com/GWINNETT/Welcome.aspx

Plan Review CommerclaUResIdentIat PermiU File ServIces ComptaIntsNiolations Development ServIces Zoning

2. Under Commercial/Residential Services, select "Create an Application".

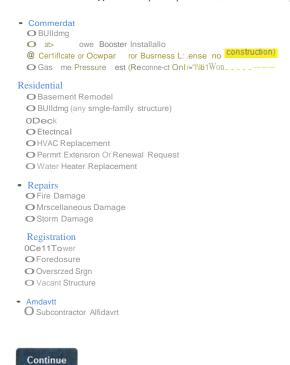
Welcome to the Gwtnnett County E-5ervlces Website.Jennifer FotdenNissen Y-MJ tt.w 1ucceufutty ktgged tn E-Services Home MyProjects i Fees Submittbl for Plan Rn-iew.COC P.te.Qge.OOT ROW Utilty Pf!ffrit Create an Appliation | Search Reconls Commercial/Residential Permits di: Pennits.Cetbfic.bte of Occupancy for Businels Ucense tno construction. Permit Extens.tonlRenewat IR.1 CertIfiute of Occupancy (feNnt N.ame Chaf¥). T<M'er/OYen.ized Rnidential R ir. BHement Rrmodeling and Dedi: Pennits.C Sign Af-Qistl;)tion1nd F «ectosureN.ant Structure Regtstntio Create an Application Find Your permit SChedule An Inspection olaintsNiolatlons Building VK: Itations Code' fntot'Cemmt VKIIatiom . Viotations and nre MayIOUbOn:S SUbmit a COde COmplaint Search C.ues Works.MoUon Picture & Televisj()nQutdoof (wewort.s [Mplay.Commercial Bum Pilfflame - Speci.ti: £ffects and Tent Pffmfts Create an Appliation Search Permit oment Services ill/Ground..Temponuy Sign penn;ts Create an Appliation Find Your permit SChedule An Inspection Z2n!ng

3. In the next menu, under "Commercial", select "Certificate of Occupancy for Business License (no construction)". Then click "Continue".



Choose one of the following available permit types. If you do not see your desired permit type or application type listed below please contact the department.

NOTE: For Permit types that require a permit fee, the fee must be paid before the permit is issued. The permit fee is assessed and paid at the end of the process.



- 4. Read the following prompt to make sure that this type of application is right for what you are trying to do. If this matches your intent, click "Continue".
- 5. Fill In the required information. Be sure to verify the address by clicking the search button. You can also use your parcel number if you have that available to you. Once everything is filled in, click "Continue" at the bottom of the page. \*It is recommended that you only fill in the first 3 or 4 letters of the street name.\*

Step 1: Certificate of Occupancy> Applicant Details

Show Map To Select location

Address of Business

Provide the business location.
No abbreviations. Do not include street type. £x: "langley- not "langley Dr"; ·W

Street No:
Street Name:

Parcel

Parcel

Parcel Number:
Lot:
Block:

- 6. Fill in the following form with the required information about your business, the click "Continue".
- 7. Review your information to make sure everything is correct. If everything looks correct, click "Submit".

NOTE – ONCE THE FIRE MARSHAL DOES THEIR INSPECTION YOU WILL BE EMAILED BY THE FIRE MARSHAL THE CERTIFICATE THAT THE CITY OF SNELLVILLE REQUIRES TO BE BROUGHT IN.