



March 2019

How Do I Obtain a Building Permit?

If you are planning a building or remodeling project in the City of Peachtree Corners, chances are you will need to apply for a building permit. Applications for building permits are required to be submitted for installations regulated by the Georgia State Minimum Building Codes if any owner or authorized agent intends to:

- construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure
- erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system

The Building staff reviews building plans and inspects all residential and non-residential structures built or remodeled within the City. Permits issued include, but are not limited to, the following:

- buildings and accessory structures
- decks/porches
- pools/spas
- demolition
- interior finishes
- remodeling and additions
- retaining walls
- Electrical, Plumbing, HVAC, roofing or other specialty trade
- any additional permits require

Depending on your type of project, you or your contractor will need to submit the appropriate applications and forms to obtain a building permit. These may include, but are not limited to, the following:

Building Permits (residential and non-residential)

- Building Permit Application (pools and retaining walls have separate applications and requirements)
- 2 sets of site plans and architectural drawings (drawn to scale)*
- Electronic copy of all plans provided on a thumb drive*
- State of Georgia Contractor License and Business License
- Trade affidavits with required licenses

*All non-residential projects require a Gwinnett Fire stamp of approval on all plans PRIOR to submission. Food service establishments also require a Health stamp of approval from Gwinnett Environmental Health.

Trade Permits (such as mechanical, electrical, plumbing, etc.)

- Trade Permit Application
- Business License
- State of Georgia Trade Contractors License (not required for Limited Service Specialty Contractors)

Homeowners may act as a general contractor for their own property by submitting a Homeowner Affidavit in person, with proof of residency (you must live in the home as a full time resident).

Building permit fees vary according to the type and size of construction. General building permit fees are usually based on the valuation of the project, but always in accordance with the adopted schedule of fees located on our website at

<https://www.peachtreecornersga.gov/government/community-development/building-permitting>.

Building permits are required by City ordinance. Work without a permit may be subject to removal or other costly remedies. In addition, permits help protect property values and homeowners' insurance policies may not pay for damages caused by work done without a permit. Lastly, when it comes time to sell your home, listing associations require owners to disclose any home improvements or repairs and whether permits were obtained. Many financial institutions will not finance a purchase without proof of a final inspection.

For a more detailed list of submittal requirements and access to our forms, please visit the city's website at <https://www.peachtreecornersga.gov/government/community-development/building-permitting>. Building permits are accepted Monday - Friday 9 a.m. to 4 p.m. at City Hall, 310 Technology Parkway, Peachtree Corners, GA 30092.