# Lilburn Permit Application Guide (Flow Chart)

## Buildings/Trades

**New Building, Shell or Addition** Checklist

**Interior Finish** Checklist

**Alterations Renovations Trades** Checklist

**Certificate of Occupancy (CO) Compliance** Checklist

Application Fees

Licensed Contractor or Owner apply, unless notarized permit authorization provided.

-Comply with Zoning Sec.1202, Development Regulations, and DCA adopted State Minimum Standard (bldg.) Codes
-Provide Scope of work, Total Square Footage, and Cost
-If required, provide 2 sets plans, and if non-residential stamp/seal by GA licensed professional(s). **(see checklist)**
-Provide approvals by Gwinnett (Fire Marshal, Water, Sewer or Environmental Health), and others required for proposed use; Use Route Sheet and Gwinnett Plan Review contacts

Attach General Contractor's business license, state and/or trade license, proof of insurance and photo id
Following all construction inspections, apply for CO/CA

Link to Zoning, Sec.1203
- Confirm zoning by use
- Confirm Power On, if not, apply for Utility Permit and CO
- Prove ownership or lease
- Provide Gwinnett Fire Marshal CO
- Route Sheet

IF Residential Homeowner doing the work submit HOA:

Homeowner Affidavit

Mechanical (HVAC), Electrical, and Plumbing work must be done by Licensed Trade Contractor

Subcontractor Affidavit

-Attach Contractor's business license
-Contractor's state trade license
-Contractor's proof of insurance
-Contractor's photo id

## New Business/CO

## Demolition

**Demolition (bldg. permit + inspection)**

Application

With Bldg or LDP application, attach:
As-built survey, site plan or aerial with demo area.
- If hazards, file GA Project Notification Form with EPD & copy City prior to demolition.
- Keep Waste Shipment Records or similar receipt(s)
- Provide Soil Erosion BMP's. If ->2,000 sf disturbance – submit LDP w/SEC Affidavit

Soil Erosion Control Affidavit

-GSWCC Certification (blue card)
-Contractor's business license,
- proof of insurance, and id
-Bond $3K/disturbed acre may be required

If NPDES Permit to EPD
- NOI to EPD –show SESPC Plan Approval and receipt of state fees paid.
- Pay City NPDES fees
- Provide for 3rd party WQ Monitoring, weekly and rain event inspections

EPD Forms & Application

**Hydrology required for Redevelopment?**
If > 1 acre, > 50% of site acreage or >50% parking expansion or redevelopment
If > 5,000 sf new or redeveloped impervious

## Land Disturbance and Site Development

**Land Disturbance Clearing/Grubbing** Checklist

**Site Development** Route Sheet Checklist

Application Fees

Review City Codes, Zoning Sec. 1201, Development Regulations, and Ch.109
**LDP –Clearing & Grubbing, NO Grading**
- Review Site Conditions, submit 1

1. Legal Survey plat of property –show property lines/dimensions, metes & bounds, adjoining property owners/zoning, and environmental features.
2. Calculate Disturbed Area/Acres, distance to stream – Exempt?
   - If >240 sf, show BMP's (see Ch 109-EC Ordinance -6th ed Green Book)
   - If >2,000 sf or within 200 lf of state water, or
   - If SF residential lot >5 ac or within 200 lf of state water,
3. Submit **2 sets** Soil Erosion Sedimentation Pollution Control plans stamped by certified licensed GSWCC professional. Use GSWCC certified site contractors.
4. Submit Tree Protection plan, with buffers, landscape strips and bldg setbacks per code or with variance application (may combine with LS plan)
   - If environment warrants, other Agency permits may apply (see Ch. 109).
   - If Disturbed Area >1ac non-residential or res. subdivision (common), State NPDES permit required.

**Grading –all the above+ See DR, Art.8**
-Drainage and Utilities –erosion control, water, sewer/septic. Stormwater (according to 2017 Gwinnett County Stormwater Management Manual)

**SDP – All the above + check Zoning/Overlays, Dev. Regs, GCSMM and Schedule Pre-Submittal Conference with Concept Plan/Preliminary Plat**
- Review fee $950 applies
- Engineered Concept/Site plan at 100 scale w/all LDP requirements + existing & proposed buildings, access/circulation, parking, buffers, landscaping and structure details.
- Approvals through Gwinnett Plan Review (Fire Marshal, Planning, DWR water/sewer or septic-Env. Health) & others as applicable.
- Storm Water Analysis -2 hydrology studies in accordance with DR Sec. 8.2 and GCSMM, sealed/signed by GA licensed professional(s) to determine Detention, Water Quality, Channel Protection
  - If new or modified SW facility proposed, provide BMP Maintenance Agreement, Access Easement and Bond prior to CO.
- No building permit prior to plat – Address and parcel # from Gwinnett P&D.
- Provide front, rear, & side building elevations, architectural features, colors, materials for exterior façades & roofing.
- Close Out w/CDC Package and BMP Agreement G prior to CO/Final Plat.

## Signs and Temporary Uses

**Wall or Ground Sign**

Application Fees

Review City Sign Ordinance Chapter 113
ATTACH
-Drawing or graphic of sign(s) with dimensions
- Bldg elevations for wall signs
- Site plan for monument sign showing location and setback from right-of-way.

-Contractor's business license
-Contractor's proof of insurance
-Contractor's photo id

If sign requires new electrical work, submit
-Subcontractor Affidavit
w/Trade License and attachments

**Temporary Sign**

Application Fees

**Temporary Use**

Application Fees

Link to City Code Zoning Sec. 1204 & Zoning Sec. 731
ATTACH
-Graphic display of site with location of event.
-Description of event, tent, activities

**After permit issued, request city inspection(s) online. After CO/CA, apply for business license. Subdivisions require Final Plat w/certification statements, recorded w/GC/GCSSSA.**

Lilburn City Code on municode via www.cityoflilburn.com, or Lilburn City Codes: Review or Search Appendix A-Zoning Ordinance, Appendix B-Development Regulations, Subdivision Plans and Plats, and Ch. 109 -Environment and Landscaping