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- **Building Division:** Review plans for building and fire code and inspect projects for building code compliance
- **Code Enforcement Division:** Educate residents and inspect properties for compliance with County zoning, property maintenance, and sign ordinances
- **Customer Service Division:** Issue building permits and business and alcohol licenses; assist with electronic plan submittal and general inquiries

- **Economic Development Division:** Conduct business outreach, project management, and small business support to promote economic growth and prosperity in Gwinnett
- **Housing and Community Development Division:** Administer HUD Grant funds and support affordable housing development

- **Planning Division:** Complete zoning reviews and manage the rezoning and variance processes working with the Planning Commission, Zoning Board of Appeals, and Board of Commissioners. Responsible for comprehensive planning, community planning, and neighborhood support
- **Development Division:** Manage the land development permit process and complete development, stormwater, and water/sewer reviews and development inspections; review and issue sign permits



Building Division

- **Building and fire plan review**
- **Building inspections**
- **Unpermitted construction inspections**

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- Residential and commercial building inspections
- Building code questions
- Unpermitted building construction
- Erosion control for individual building lots
- Third party inspections

- Commercial building plan review
- Commercial building code
- Architectural design standards
- Townhome plan reviews
- Amenity buildings and pools

- Fire plan review for commercial building permits
- Fire system permits: hoods, sprinklers, and fire alarms
- Fire and life safety code
- Film permitting



Development Division

- **Development, Stormwater, and Water/Sewer Review**
- **Development inspections**
- **Issue development and sign permits**

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- Subdivision and nonresidential site plan review
- Tree Planting / Preservation and landscape plan review
- Addressing and street names
- Signs
- House location plans
- Architectural elevation review (single-family detached homes)
- Chattahoochee River Corridor
- Telecommunications and Tall Structure Permits

- Hydrology and Erosion Control Plan Review
- Stormwater Detention and Water Quality
- Residential Drainage Plans
- FEMA Community Rating System
- Floodplain and Flood Studies
- Stream Buffers and wetlands

- Water and Sanitary Sewer Plan review
- Grease Traps
- Water Meters
- Backflow Preventers
- Sewer Availability
- Water and Sewer Easements

- Subdivision and Nonresidential Site Inspection
- Final Inspections and Project Closeout
- Certificate of Development Compliance (CDC) and bond management
- Erosion Control Measures and Complaints
- Arborist and Landscape inspections



Planning Division

- **Rezoning and Special Use Permit requests**
- **Zoning plan review**
- **Comprehensive planning and community planning**

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Planning Manager
Vacant

- Zoning Board of Appeals
- Administrative Variances
- Developments of Regional Impact
- Zoning Plan Review

- Zoning Information
- Rezoning, Special Use Permit, and Change in Conditions Applications
- Planning Commission
- Temporary Outdoor Activity Applications
- Zoning Certifications (Auto Broker; Auto Dealership; Daycare)



Customer Service Division

- **Issue building permits and register contractors**
- **Assist with electronic application and plan submission**
- **Issue Occupational Tax Certificates and Alcohol Licenses**

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- Tenant No Construction permits
- Building and Land Development plan submittal
- ZIP Portal assistance

- Residential Building Permits
- Contractor License verification
- Utility releases
- Permit fee payment

- Business and Alcohol Licensing
- Alcohol, Hotel / Motel, Rental Motor Vehicle Excise Taxes
- Financial Institution Taxes
- Cable Television Franchise Fees