

475 Grayson Parkway Grayson, Ga 30017 770-963-8017 www.cityofgrayson.org

TENANT CHANGE COMPLIANCE INSPECTION PROCESS

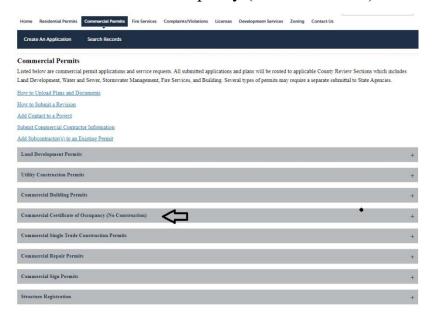
*Do not move items in. The space must be unoccupied for inspection

- **1.** Confirm that the business is permitted to operate in the zoning. If you have a zoning question, call City Hall. 770-963-8017
- **2.** The new tenant needs to apply for a Gwinnett County Fire Marshall Inspection. Please follow steps on the papers included.
- **3.** Once you have you Gwinnett County Fire Marshal Certificate of Occupancy, please fill out the last page (City of Grayson Compliance Inspection) and bring it to City Hall.
- **4.** After paying for the Grayson Compliance Inspection, you will be assigned a permit number and then call 770-338-8000 to schedule the inspection.
- **5.** When all the inspections have been completed and you have both Certificate of Occupancy, you may get your Business License.



Gwinnett County Fire Certificate of Occupancy online process

- 1. Log onto https://aca-prod.accela.com/GWINNETT/Welcome.aspx
- 2. You will need to create an account, if you already don't have one.
- 3. Click Commercial Permits.
- 4. Select 'Commercial Certificate of Occupancy (no construction)



- 5. Follow the steps to create the application for your business.
 - When the application is completed, Planning and Development staff will process the application, and you will receive email notification of your case within three to five business days.
 - Fees for the Certification of Occupancy will be assessed, and you will receive email notification with link to pay the fees. The application process cannot be completed until the fees are paid.
 - Once fees are paid your permit will be issued and an email notification will be sent containing the instructions for preparing for your Fire Inspections and how to schedule the inspection.
 - After passing the required inspection, the Certificate or Occupancy will be issued by the inspector.



REQUEST FOR COMPLIANCE INSPECTION

Date Requested:	quested: Permit Number:		
PROPERTY ADDRESS	CITY	STATE	ZIP CODE
CURRENT OCCUPANCY USE OF BUILD	DING		
PROPOSED OCCUPANCY USE OF BUIL	DING & DETAILED DI	ESCRIPTION	
PROPERTY OWNER NAME AND ADDR	ESS		
APPLICANTS NAME	EMAIL ADDRESS		PHONE NUMBER
APPLICANTS ADDRESS	CITY	STATE	ZIP CODE
COMPLIANCE INSPECTION FEE			
☐ 1 st Compliance Inspection - \$200 (Includes C.O)			
RE-INSPECTION FEES			
\Box 1 st Re-Inspection - \$100.00			
\Box 2 nd Re-Inspection - \$150.00			
☐ 3 rd or more Re-Inspection - \$200.0	00		
A code compliance inspection of an existing building or structure including mechanical, electrical, plumbing, gas and energy conservation systems may be necessary to determine the extent of all requires improvements for compliance with the intent of the applicable construction and life safety codes. Any improvements to the existing building or structure as stated in the code compliance inspection report require issuance of a building permit.			
All changes of tenancies in any commercial structure require a compliance inspection. A Fire Marshal Inspection from Gwinnett County is required prior to Certificate of Occupancy			
The property owner or the tenant must call the Inspection Department at 770-338-8000			
Date of Inspection:	Inspector:		