



Grayson
GEORGIA

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 your 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.



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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)

Home Residential Permits **Commercial Permits** Fire Services Complaints/Violations Licenses Development Services Zoning Contact Us

Create An Application Search Records

Commercial Permits

Listed below are commercial permit applications and service requests. All submitted applications and plans will be routed to applicable County Review Sections which includes Land Development, Water and Sewer, Stormwater Management, Fire Services, and Building. Several types of permits may require a separate submittal to State Agencies.

[How to Upload Plans and Documents](#)
[How to Submit a Revision](#)
[Add Contact to a Project](#)
[Submit Commercial Contractor Information](#)
[Add Subcontractor\(s\) to an Existing Permit](#)

Land Development Permits	+
Utility Construction Permits	+
Commercial Building Permits	+
Commercial Certificate of Occupancy (No Construction)	← +
Commercial Single Trade Construction Permits	+
Commercial Repair Permits	+
Commercial Sign Permits	+
Structure Registration	+

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.



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REQUEST FOR COMPLIANCE INSPECTION

Date Requested: _____ **Permit Number:** _____

PROPERTY ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

CURRENT OCCUPANCY USE OF BUILDING _____

PROPOSED OCCUPANCY USE OF BUILDING & DETAILED DESCRIPTION _____

PROPERTY OWNER NAME AND ADDRESS _____

APPLICANTS NAME _____ EMAIL ADDRESS _____ PHONE NUMBER _____

APPLICANTS ADDRESS _____ CITY _____ STATE _____ ZIP CODE _____

COMPLIANCE INSPECTION FEE

- 1st Compliance Inspection - \$200 (Includes C.O)

RE-INSPECTION FEES

- 1st Re-Inspection - \$100.00
- 2nd Re-Inspection - \$150.00
- 3rd or more Re-Inspection - \$200.00

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:** _____