



Demolition Checklist

For questions regarding the demolition process, please contact the Community Development Department at 678-421-2027

SEC. 1	Please follow the below steps to complete the Demolition Permit Application. If property is within the National or Local Historic District, SKIP SEC. 1 and go to SEC. 2. below.
Step 1:	Create an account on E Plan Solutions ; create new project "Demolition and Moving;" pay \$100.00 fee.
Step 2:	Upload the following documents to the ePS project portal: <ol style="list-style-type: none"> 1. Completed Demolition Permit Application 2. General Contractor Affidavit and Subcontractor Affidavit (include State, Business and Driver License) 3. Asbestos Abatement report 4. Asbestos abatement inspector's certification and business license 5. Proof of submission report and fees to the State of Georgia 6. Legal proof of ownership of the property 7. Site Plan (must identify property and building subject to demolition)
Step 3:	Post Cash Bond in amount of \$1000.00

SEC. 2	For properties located in the National or Local Historic District, please follow the below steps:
Step 1:	Contact Senior Planner at 678-421-2027 to schedule a public hearing with the Architectural Review Board (ARB) or Historic Preservation Board (HPC). Staff will identify the appropriate board for your property address.
Step 2:	Create an account on E Plan Solutions; create new project "Certificate of Appropriateness;" pay \$500 Historic Review Fee.
Step 3:	Upload the following documents to the ePS project portal: <ol style="list-style-type: none"> 1. Completed COA Application Form with supporting documentation, elevations, and material samples 2. Completed Historic Demolition Questionnaire and Demolition Permit Application 3. One or more pictures showing each side of structure 4. Gwinnett County Tax Assessor Map indicating abutting property owners 5. Contract for city dumpster services 6. Gwinnett County Health Director's report indicating threat to public health or safety (if applicable)
Step 4:	Upon recommendation for approval by appropriate board, Mayor and Council final approval will be required. Contact Lead Planner regarding this step.
Step 5:	Once approved for demolition by Mayor and Council, please complete Sec. 1, Steps 1-3 to obtain a Demolition Permit.

SEC. 3	Per Sec. 307-6.1 (a), if property is a primary residential structure constructed prior to 1950, please follow the below steps to apply for a Deconstruction Permit.
Step 1:	Schedule a Pre-Deconstruction Inspection with the Community Development Department. Submit construction drawings, project narrative, and completed Deconstruction Inspection Checklist two days before scheduled inspection.
Step 2:	Following inspection, create an account on E Plan Solutions; create new project "Pre/Post Deconstruction;" pay \$250 fee.
Step 3:	Post signage on property notifying public of deconstruction activity and upload photo of signage to ePS.
Step 4:	Once deconstruction permit is approved, proceed with work. Upload salvage receipts to ePS to close out deconstruction project.