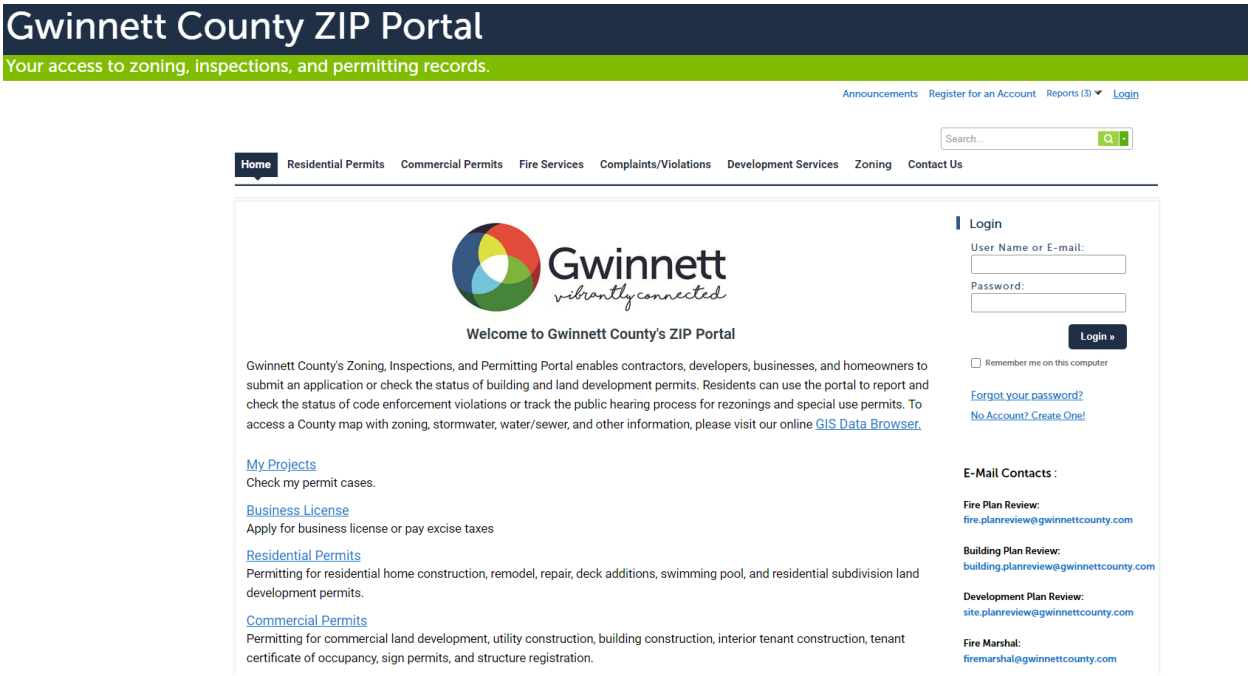
GWINNETT COUNTY
DEPARTMENT OF PLANNING AND DEVELOPMENT
446 West Crogan Street, Suite 300 | Lawrenceville, GA 30046-2440
678.518.6000
GwinnettCounty.com

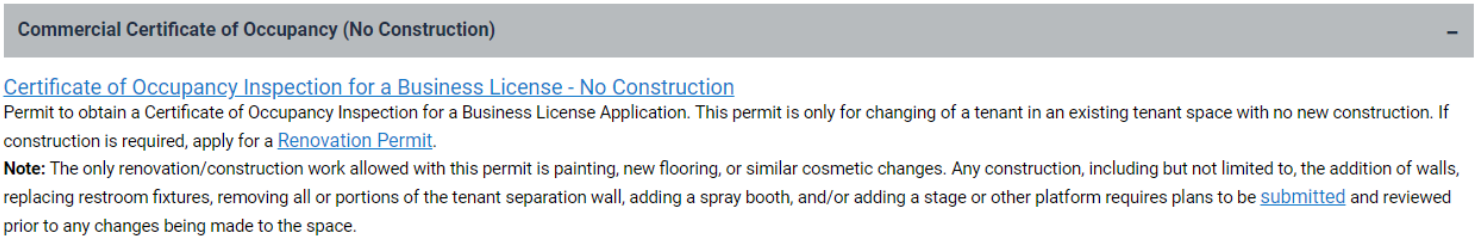
Tenant Name Change/ Certificate of Occupancy (No Construction) CO
Step-by-Step Instructions

1. Log onto https://aca-prod.accela.com/gwinnett/welcome.aspx

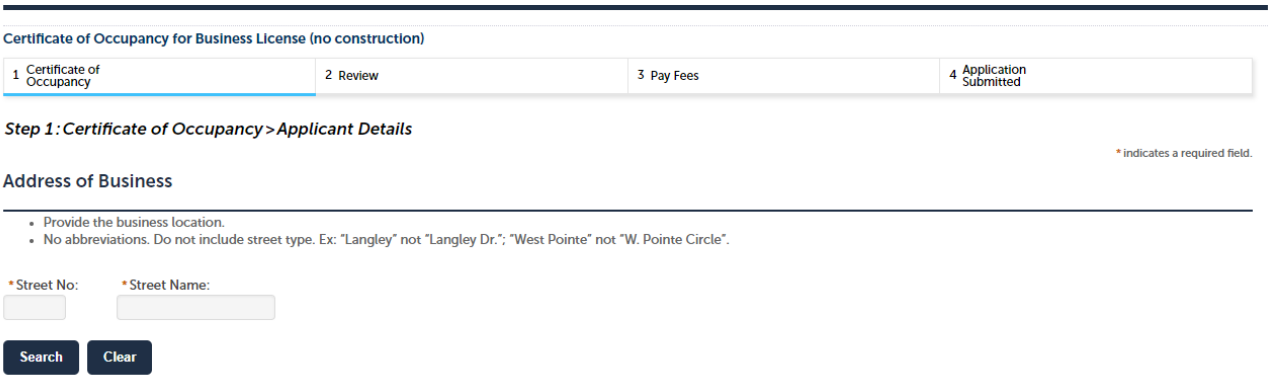


2. Once logged into the Gwinnett County ZIP Portal, select “Commercial Permits” tab.

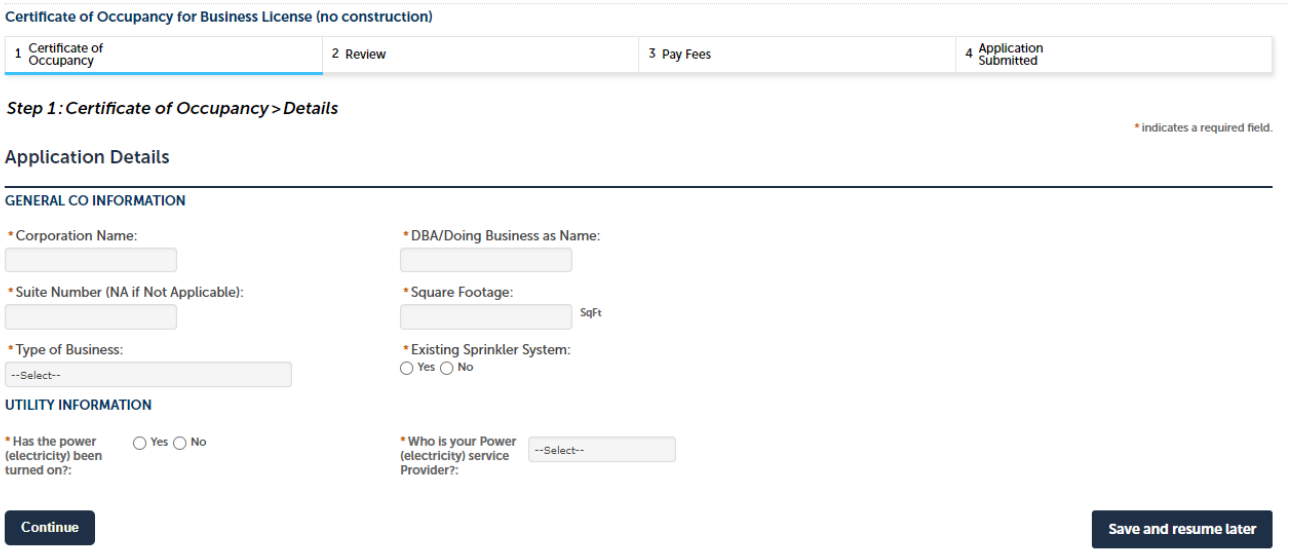
3. Select “Commercial Certificate of Occupancy (No Construction).” Directly Below there will be a link, “Certificate of Occupancy Inspection for Business License-No Construction.” Select this link and then select the “Continue” button.



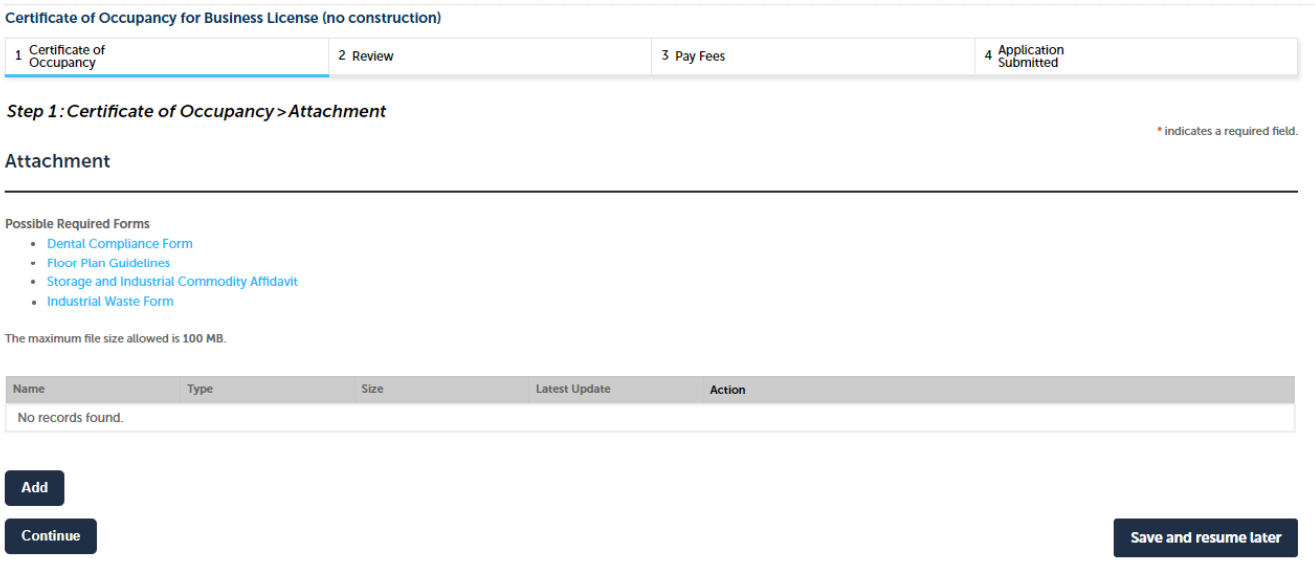
4. In the “Address of Business” section, enter in the street number and street name per the instructions displaying. Select “Search.” The parcel number will populate. If a pop-up box appears, select the parcel of interest then select “Search.”



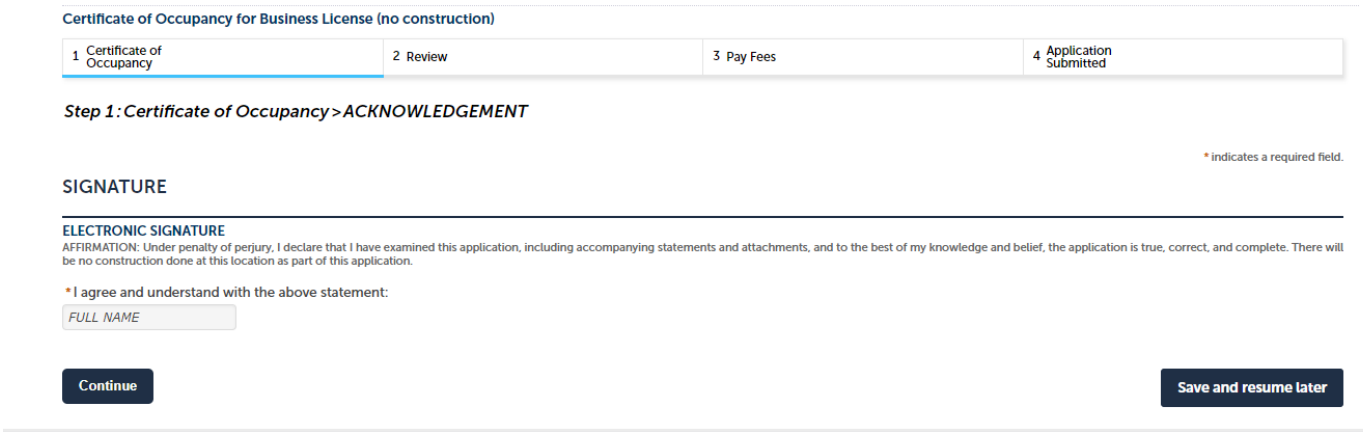
5. Once the address and parcel section are complete, confirm the contact displayed is correct and select “Continue.”
6. Complete all fields in the “General CO Information” and “Utility Information” sections and select “Continue.”



7. Depending on the type of business you choose, additional attachments may be required.



8. Complete the “Electronic Signature” field and Select “Continue.”



9. Review the application for accuracy. If correct select “Continue,”, otherwise return to the section(s) to make changes and selecting to “Continue” when changes are complete.

10. A TNC record number will be generated when the application is submitted. Once the application is reviewed and approved, an email will be sent from a “No Reply” email address with instructions on how to pay the CO fee. Once the fee is paid, a second “No Reply” email will be sent with instructions on how to schedule a “Fire Tenant Final CO Only” inspection online. A Certificate of Occupancy will only be obtained after passing the “Fire Tenant Final CO only” Inspection.