

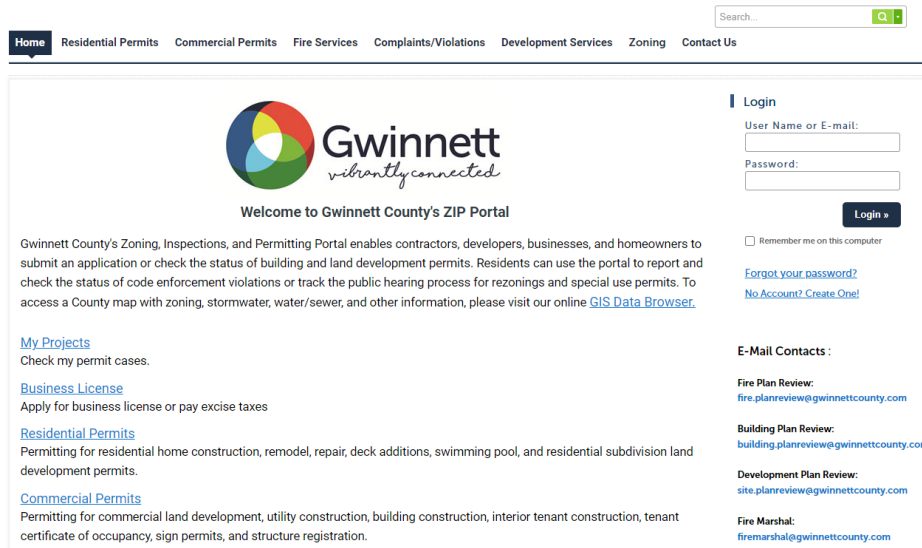
## Tenant Name Change/ Certificate of Occupancy (No Construction) CO Step-by-Step Instructions

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

### Gwinnett County ZIP Portal

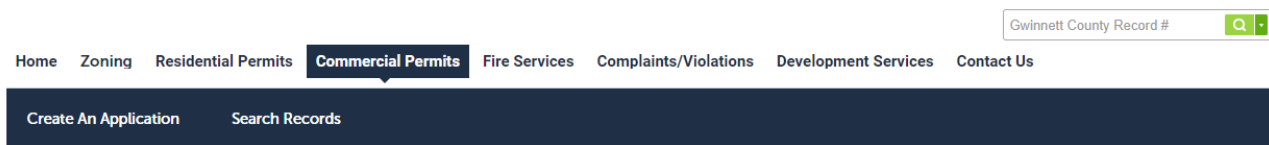
Your access to zoning, inspections, and permitting records.

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The screenshot shows the Gwinnett County ZIP Portal homepage. At the top, there is a navigation menu with links for Home, Residential Permits, Commercial Permits, Fire Services, Complaints/Violations, Development Services, Zoning, and Contact Us. A search bar is located in the top right corner. The main content area features the Gwinnett County logo and the text "Welcome to Gwinnett County's ZIP Portal". Below this, there is a paragraph explaining the portal's purpose: "Gwinnett County's Zoning, Inspections, and Permitting Portal enables contractors, developers, businesses, and homeowners to submit an application or check the status of building and land development permits. Residents can use the portal to report and check the status of code enforcement violations or track the public hearing process for rezonings and special use permits. To access a County map with zoning, stormwater, water/sewer, and other information, please visit our online [GIS Data Browser](#)." There are three main sections: "My Projects" (Check my permit cases), "Business License" (Apply for business license or pay excise taxes), and "Residential Permits" (Permitting for residential home construction, remodel, repair, deck additions, swimming pool, and residential subdivision land development permits). Below these are "Commercial Permits" (Permitting for commercial land development, utility construction, building construction, interior tenant construction, tenant certificate of occupancy, sign permits, and structure registration). On the right side, there is a "Login" section with fields for "User Name or E-mail:" and "Password:", a "Remember me on this computer" checkbox, and a "Login" button. Below the login section are links for "Forgot your password?" and "No Account? Create One!". At the bottom right, there is an "E-Mail Contacts" section with the following information: "Fire Plan Review: fire.planreview@gwinnettcountry.com", "Building Plan Review: building.planreview@gwinnettcountry.com", "Development Plan Review: site.planreview@gwinnettcountry.com", and "Fire Marshal: firemarshal@gwinnettcountry.com".

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



The screenshot shows the Gwinnett County ZIP Portal with the "Commercial Permits" tab selected. The navigation menu at the top includes Home, Zoning, Residential Permits, Commercial Permits (highlighted), Fire Services, Complaints/Violations, Development Services, and Contact Us. A search bar is located in the top right corner. Below the navigation menu, there are two main buttons: "Create An Application" and "Search Records".

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.

### Commercial Certificate of Occupancy (No Construction)

#### [Certificate of Occupancy Inspection for a Business License - No Construction](#)

Permit to obtain a Certificate of Occupancy Inspection for a Business License Application. This permit is only for changing of a tenant in an existing tenant space with no new construction. If construction is required, apply for a [Renovation Permit](#).

**Note:** The only renovation/construction work allowed with this permit is painting, new flooring, or similar cosmetic changes. Any construction, including but not limited to, the addition of walls, replacing restroom fixtures, removing all or portions of the tenant separation wall, adding a spray booth, and/or adding a stage or other platform requires plans to be [submitted](#) and reviewed prior to any changes being made to the space.

- 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."

Certificate of Occupancy for Business License (no construction)

1 Certificate of Occupancy	2 Review	3 Pay Fees	4 Application Submitted
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**Step 1: Certificate of Occupancy > Applicant Details**

\* indicates a required field.

**Address of Business**

- Provide the business location.
- No abbreviations. Do not include street type. Ex: "Langley" not "Langley Dr."; "West Pointe" not "W. Pointe Circle".

\*Street No:  \*Street Name:

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

Certificate of Occupancy for Business License (no construction)

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**Step 1: Certificate of Occupancy > Details**

\* indicates a required field.

**Application Details**

**GENERAL CO INFORMATION**

\*Corporation Name:  \*DBA/Doing Business as Name:

\*Suite Number (NA if Not Applicable):  \*Square Footage:  SqFt

\*Type of Business:  \*Existing Sprinkler System:  Yes  No

**UTILITY INFORMATION**

\*Has the power (electricity) been turned on?:  Yes  No \*Who is your Power (electricity) service Provider?:

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

Certificate of Occupancy for Business License (no construction)

1 Certificate of Occupancy	2 Review	3 Pay Fees	4 Application Submitted
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**Step 1: Certificate of Occupancy > Attachment**

\* indicates a required field.

**Attachment**

Possible Required Forms

- [Dental Compliance Form](#)
- [Floor Plan Guidelines](#)
- [Storage and Industrial Commodity Affidavit](#)
- [Industrial Waste Form](#)

The maximum file size allowed is 100 MB.

Name	Type	Size	Latest Update	Action
No records found.				

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

Certificate of Occupancy for Business License (no construction)

1 Certificate of Occupancy	2 Review	3 Pay Fees	4 Application Submitted
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Step 1: Certificate of Occupancy > ACKNOWLEDGEMENT

\* Indicates a required field.

SIGNATURE

ELECTRONIC SIGNATURE

AFFIRMATION: Under penalty of perjury, I declare that I have examined this application, including accompanying statements and attachments, and to the best of my knowledge and belief, the application is true, correct, and complete. There will be no construction done at this location as part of this application.

\* I agree and understand with the above statement:

FULL NAME

Continue

Save and resume later

- 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.