



City of Dacula
442 Harbins Road P.O. Box 400
Dacula, Georgia 30019
(770) 963-7451

Building Plan Review Process

The City of Dacula adopts by reference the latest version of International Building Codes (IBC) for construction within the City of Dacula. Review time for building permit plans is typically a two-week process.

- 1. Provide City of Dacula with the building plan review application, two (2) full size complete sets of plans (faxes not accepted), and the review fee. Refer to City of Dacula schedule of fees for review fee amounts. Plans must be bound together in one complete set; plans will not be accepted otherwise.**

- 2. Plan Requirements:**
 - a. A detailed written description of ALL work to be done.
 - b. Layout of the existing floor plan BEFORE any work is done.
 - c. Layout of the completed floor plan.
 - d. Layout, measurements, and materials being used in the framing process.
 - e. Riser diagram of ALL plumbing (domestic water and drain, waste & vent piping) being installed.
 - f. Layout of ALL plumbing fixtures being installed.
 - g. Riser diagram of ALL heating, ventilating, and air condition piping being installed.
 - h. Layout of all heating, ventilating, and air conditioning fixtures being installed.
 - i. Riser diagram of ALL natural or propane gas piping being installed.
 - j. Riser diagram of ALL electrical wiring, conduits, panels, sub-feeds, and meters being installed.
 - k. Layout of all electric devices being installed.
 - l. Location of electric service point on building.

- m. Label each step with corresponding numbers from above, either by captions or page numbers.
- 3. Provide each agency listed below with one complete set of plans for review (as required):**
 - a. Gwinnett County Fire services
 - b. Gwinnett County Public Utilities
 - c. Gwinnett County Environmental Health Department
- 4. Once comments from all agencies, to include the City's 3rd party plan reviewer, have been satisfied, obtain approval signatures and dates on the original plans and approval stamps on two (2) sets of final drawings from all necessary agencies.**
- 5. Deliver all sets of stamped drawings to the City's 3rd party plan reviewer for final review, signature, and approval.**
- 6. When the plans have been stamped, you will need the following to obtain your permit:**
 - a. Complete building permit application
 - b. Permit fees paid in full.

Note: All checks should be payable to the City of Dacula.
- 7. Make an appointment with the building inspector to obtain progress approvals and a final certificate of occupancy. Call in inspections as needed to the City to coordinate a visit from the Dacula building official. Please note: If the building is locked upon arrival of the inspector the inspection will be canceled and fees may be incurred on the part of the owner for any additional inspection.**