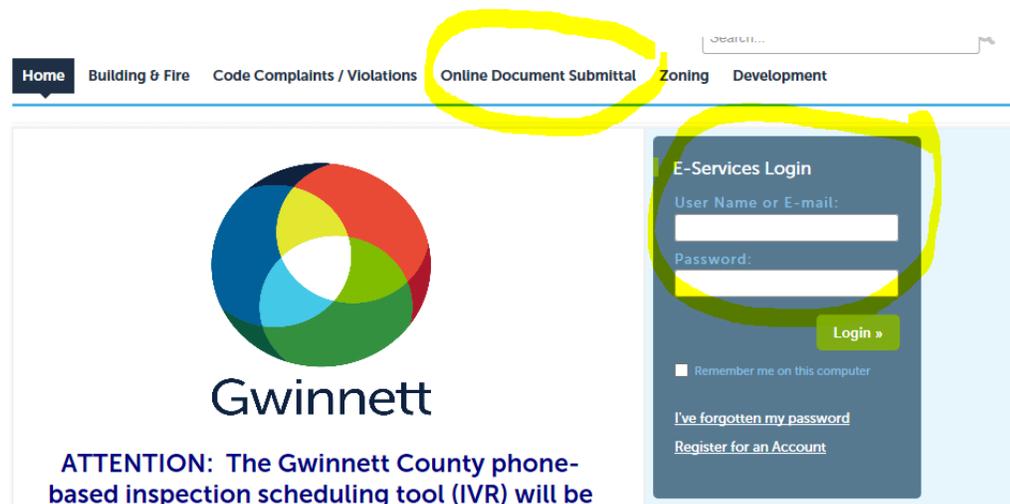




Gwinnett County E-Services. Submitting Plans Online for Plan Review Guide

Step 1: Log onto <https://eddspermits.gwinnettcountry.com/citizenaccess/>

Step 2: To submit plans click the circled link below. If you have not already done so, it will prompt you to create a User Account later in the process.



Step 3: On the next page, click the blue link To Submit an online plan...

[To submit an online plan or other online document for review, click HERE](#)

Step 4: Follow the prompts to log in or create a User Account. Remember to write down your user name and password for future use.

Step 5: After logging in and agreeing to the terms of use, this page will appear: Click on the highlighted “Online Document Submittal”

Home Building & Fire Code Complaints / Violations **Online Document Submittal** Zoning Development

Submit Online Documents Search Online Plan or Document Submittals

Select a Record Type
Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Application for Certificate of Occupancy
 CDC Package Submittal
 Department of Transportation Utility ROW Permit
 Online Document Submittal
 Residential Permit Application

Step 6: Follow the next several steps and complete the required fields to upload your Plans. After a successful submittal you will get confirmation as a “PLANSUBMITTAL0000-00000” case number. The plans will be processed and uploaded into the appropriate project permit case.

You will be contacted as to the next steps, plans rejected or approved; processing of payments and approved plans emailed back with our digital approval stamps. Allow a few days for review, larger complex projects require more time for review.