



Planning and Development Department Administrative Update – SB 447

Wednesday, July 8, 2026
Work Session



SB 447 Overview

Senate Bill 447 establishes new administrative requirements relating to:

- Permit application processing
- Status updates
- Review timelines
- Written review comments
- Permit documentation
- Private professional inspections

The legislation affects both Building Permits and Land-Disturbing Activity Permits (LDPs).



Lawrenceville is Ahead of the Curve

Many of the administrative practices contemplated by SB 447 are already incorporated into the Department's daily operations, including:

- Electronic permit processing and tracking
- Timely applicant communication
- Documented review procedures
- Interdepartmental coordination
- Inspection and permit recordkeeping
- Administrative accountability

The proposed Policy formalizes these existing practices and provides a consistent internal framework for administering Building Permits and Land-Disturbing Activity Permits (LDPs).



Current Administrative Practices

The Planning and Development Department has established internal performance standards intended to provide timely communication and predictable permit review.

Within Three (3) Business Days:

- Administrative intake and application screening
- Initial permit status determination
- Applicant notification regarding the status of the application

Within Ten (10) Business Days: (Below is a sampling of tasks to be completed in this timeframe)

- Following acceptance for substantive review, the Department endeavors to provide written review comments
- Requests for additional information
- Deficiency notices, or review determinations, as appropriate



Proposed Administrative Policy

The Planning and Development Department has prepared an internal SB 447 Permit Administration and Compliance Policy to document and standardize the Department's existing administrative practices. The internal policy is intended to:

- Formalize existing internal procedures
- Promote consistency in permit administration
- Improve documentation and recordkeeping
- Support implementation of SB 447
- Provide uniform guidance for Planning and Development staff

The Policy is an internal administrative document and does not amend the City's Zoning Ordinance, Building Code, Development Regulations, or permitting requirements.



Information for Mayor and Council

The accompanying memorandum and proposed Policy are provided ***for informational purposes*** to keep the Mayor and City Council informed of the Department's implementation of SB 447 and the administrative measures being taken to maintain compliance with applicable state law.

Because the Policy establishes internal administrative procedures only, ***no formal action by the Mayor and City Council is required.***



Closing Statement

The Planning and Development Department has reviewed the requirements of SB 447 and determined that many of the administrative practices contemplated by the legislation have already been incorporated into the Department's daily operations. The proposed internal Policy documents those existing practices, promotes consistency in permit administration, and provides staff with a uniform administrative framework for processing Building Permits and Land-Disturbing Activity Permits (LDPs).

The accompanying Policy is being provided ***for your information*** and to keep the governing authority informed of the Department's continued efforts to improve administrative efficiency, maintain transparency, and ensure compliance with applicable state law.

Because the proposed Policy is an internal administrative document, ***no action by the Mayor and City Council is requested or required.***



LAWRENCEVILLE
GEORGIA



Questions?