



## **CITY OF SNELLVILLE**

### **COMMERCIAL BUILDING PERMIT PACKET**

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- **EROSION CONTROL & SOLID WASTE MANAGEMENT AFFIDAVIT**

**PLEASE HAND DELIVER OR MAIL ORIGINAL FORMS**

**DEPARTMENT OF PLANNING & DEVELOPMENT  
2342 OAK RD 2<sup>ND</sup> FLOOR  
SNELLVILLE, GA 30078  
770.985.3513 (PH) 770.985.3514 (PH)  
[WWW.SNELLVILLE.ORG](http://WWW.SNELLVILLE.ORG)**



[RECEIVED STAMP IMPRINT HERE]

**CITY OF SNELLVILLE**  
 Department of Planning & Development  
 2342 Oak Road, 2<sup>nd</sup> Floor  
 Snellville, GA 30078  
 Phone (770) 985-3513  
 or (770) 985-3514  
[www.snellville.org](http://www.snellville.org)

**BUILDING PLAN SUBMITTAL FORM**  
 PLEASE MAIL OR HAND DELIVER

| APPLICANT & CONTACT INFORMATION   | PLANS SUBMITTED BY   |
|---|--|
| Firm Name: _____<br>Contact Name: _____<br>Mailing Address: _____<br>City: _____ State: _____ Zip: _____<br>Ph: _____ Cell: _____ E-Mail Address: _____ | <input type="checkbox"/> General Contractor<br><input type="checkbox"/> Professional Architect/Engineer<br><input type="checkbox"/> Resident Homeowner<br><input type="checkbox"/> Other _____<br><br><b>PLAN REVIEW FEES COLLECTED</b><br><input type="checkbox"/> \$400 <input type="checkbox"/> \$250 <input type="checkbox"/> \$100 <input type="checkbox"/> \$75 <input type="checkbox"/> \$50<br>By: <input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit Card<br>Rcvd By: _____ |

| PROJECT INFORMATION  | PROJECT TYPE  |
|--|---|
| Project Name: _____ Unit/Phase: _____<br>Project Street Address: _____<br>Building Designation: _____ Floor Designation: _____ Suite Designation: _____<br>Shopping Center Name: _____<br>Office/Commercial Center Name: _____<br>District(s): _____ Land Lot(s): _____ Parcel(s): _____<br>Zoning District: _____ Was this location previously rezoned? <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> Unknown | <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial<br><input type="checkbox"/> Residential <input type="checkbox"/> Mixed Use<br><input type="checkbox"/> Other _____<br><input type="checkbox"/> New Construction (Complete)<br><input type="checkbox"/> Shell Only <input type="checkbox"/> White Box<br><input type="checkbox"/> Interior Finish <input type="checkbox"/> Addition<br><input type="checkbox"/> Interior Alteration/Remodel<br><input type="checkbox"/> Accessory Structure<br><input type="checkbox"/> Monument Sign / Wall Sign<br>Total Square Footage: _____ SF<br>Construction Contract Price:<br>\$ _____ (Required) |

| BUILDING PLAN SUBMITTAL REQUIREMENTS   |                         |                    |                     |                             |                        |
|--|-------------------------|--------------------|---------------------|-----------------------------|------------------------|
| Building Plans must <b>FIRST</b> be reviewed and approved by the State and County agencies indicated below, <b>BEFORE</b> submission to the City of Snellville for review. Please contact these agencies to determine the required number of plan sets. The City of Snellville requires three (3) complete sets of stamped and approved plans at time of plan submittal. |                         |                    |                     |                             |                        |
| Project Type   | GA Dept. of Agriculture | State Fire Marshal | County Fire Marshal | County Environmental Health | County Water Resources |
| Residential Building Plans (Residence connected to Septic System)  | No                      | No                 | No                  | YES                         | No                     |
| Commercial (Office / Retail / Other Use)   | No                      | CALL               | YES                 | No                          | YES                    |
| Commercial (Food Service Business Establishment or Restaurant)   | No                      | No                 | YES                 | YES                         | YES                    |
| Commercial (Grocery, Convenience Store or Market)  | YES                     | No                 | YES                 | No                          | YES                    |

| PLAN REVIEW ACKNOWLEDGEMENT   |  |  |  |
|---|--|--|--|
| In accordance with Part 2 of Article 1 of Chapter 2 of Title 8 of the Official Code of Georgia Annotated, and upon receipt and acceptance of the submitted Building Plans, the City of Snellville hereby notifies permit Applicant that the City of Snellville intends to complete the required plan review within 30 business days of receiving the plans. If applicable, a written notice of plan deficiencies will be provided to the permit Applicant and the 30-day period will then be tolled pending resolution of the matter. Upon receipt of any plan revisions which addresses the plan deficiencies, the local building official shall have the remainder of the tolled 30-day period plus an additional five (5) business days to issue the requested permit or to provide a second written notice to the permit Applicant stating which of the previously identified plan features remain in non-compliance with the applicable codes. In the event that the revisions required to address the plan deficiencies or any additional revisions submitted by the permit Applicant require that new governmental approvals be obtained, the permit Applicant shall be required to obtain such approvals before a new plan report can be submitted. |  |  |  |
| Applicant Printed Name _____ Date _____<br><br>Applicant Signature _____  |  | Building Official Printed Name _____ Date _____<br><br>Building Official Signature _____ |  |

# APPLICATION FOR BUILDING PERMIT

## CITY OF SNELLVILLE, GEORGIA

|                   |
|-------------------|
| FOR CITY USE ONLY |
| Date Rcvd: _____  |
| ECC: _____        |

|                  |
|------------------|
| Permit No. _____ |
|------------------|

|  |                                      |                                     |
|--|--------------------------------------|-------------------------------------|
| <b>DESCRIPTION OF WORK (Please mark all that apply)</b>  | <input type="checkbox"/> RESIDENTIAL | <input type="checkbox"/> COMMERCIAL |
| <input type="checkbox"/> NEW CONSTRUCTION <input type="checkbox"/> ADDITION <input type="checkbox"/> REPAIR <input type="checkbox"/> ACCESSORY STRUCTURE<br><input type="checkbox"/> INTERIOR FINISH <input type="checkbox"/> ALTERATION <input type="checkbox"/> SHELL ONLY <input type="checkbox"/> MONUMENT / WALL SIGN |                                      |                                     |

Description of Proposed Construction \_\_\_\_\_

Project Name or Business Location Name \_\_\_\_\_

Job Address \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Project/Subdivision \_\_\_\_\_ Tax Parcel # \_\_\_\_\_ - \_\_\_\_\_ Zoning \_\_\_\_\_

|   |  |
|---|--|
| <b>BUILDING INFORMATION (NEW OR AFFECTED AREA ONLY)</b> Basement / Slab / Crawl Space (Circle One) _____  |  |
| Stories _____ Rooms _____ Baths _____ Bedrooms _____ Heated Sq.Ft. _____ Total Sq.Ft. _____   |  |
| Lot Size _____ Water Tap # _____ Sewer Tap # _____ Septic # _____ On Septic: <input type="checkbox"/> Yes <input type="checkbox"/> No   |  |
| <input type="checkbox"/> Sprinkler (Protected) <input type="checkbox"/> Unprotected (Check One)    Construction Contract Price \$ _____   |  |
| <b>TYPE OF CONSTRUCTION (NEW CONSTRUCTION ONLY)</b> <input type="checkbox"/> -IA <input type="checkbox"/> -IB <input type="checkbox"/> -IIA <input type="checkbox"/> -IIB <input type="checkbox"/> -IIIA <input type="checkbox"/> -IIIB <input type="checkbox"/> -IV <input type="checkbox"/> -VA <input type="checkbox"/> -VB  |  |
| <b>OCCUPANCY TYPE (GROUP DESCRIPTIONS ON INTERNATIONAL BUILDING CODE LISTING)</b>   |  |
| <input type="checkbox"/> -A-1 Assembly, theaters, with stage<br><input type="checkbox"/> -A-1 Assembly, theaters, w/o stage<br><input type="checkbox"/> -A-2 Assembly, nightclubs<br><input type="checkbox"/> -A-2 Assembly, restaurants, bars, banquet halls<br><input type="checkbox"/> -A-3 Assembly, churches<br><input type="checkbox"/> -A-3 Assembly, general, community halls, libraries, museums<br><input type="checkbox"/> -A-4 Assembly, arenas<br><input type="checkbox"/> -B Business | <input type="checkbox"/> -E Educational<br><input type="checkbox"/> -F-1 factory and industrial, moderate hazard<br><input type="checkbox"/> -F-2 Factory and industrial, low hazard<br><input type="checkbox"/> -H-1 High Hazard, explosives<br><input type="checkbox"/> -H234 High Hazard<br><input type="checkbox"/> -H-5 HPM<br><input type="checkbox"/> -I-1 Institutional, supervised environment<br><input type="checkbox"/> -I-2 Institutional, incapacitated<br><input type="checkbox"/> -I-3 Institutional, restrained<br><input type="checkbox"/> -I-4 Institutional, day care facilities |
| <input type="checkbox"/> -M Mercantile<br><input type="checkbox"/> -R-1 Residential, hotels<br><input type="checkbox"/> -R-2 Residential, multiple family<br><input type="checkbox"/> -R-3 Residential, one- and two-family<br><input type="checkbox"/> -R-4 Residential, care/assisted living facilities<br><input type="checkbox"/> -S-1 Storage, moderate hazard<br><input type="checkbox"/> -S-2 Storage, low hazard<br><input type="checkbox"/> -U Utility, Garages, miscellaneous             |  |

**OWNER** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

**CONTRACTOR** \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Fax (\_\_\_\_) \_\_\_\_\_ Cell (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Business License # \_\_\_\_\_ Issuing Authority \_\_\_\_\_ Exp. Date \_\_\_\_\_

As the contractor, builder, owner or authorized agent, I hereby apply for a permit to erect/alter and use the structure as described herein and/or shown on accompanying plans and specifications. If a plot plan is required, said structure will be located as shown on the plot plan. If the permit is granted, I shall construct same according to the development regulations, ordinances and code of the City of Snellville. Further, I shall be responsible for complying with all subdivision protective covenants (where applicable) and required set backs. I also understand that the structure authorized by the permit shall not be occupied or used until all inspections have been made, all re-inspection fees and fines paid and the Certificate of Occupancy/Completion has been issued by the Department of Planning & Development (and by the Gwinnett County Department of Fire & Emergency Services, when applicable). Applicant must hold a valid Occupational Tax Certificate (AKA "business License") for the type of construction covered by the permit issued. A homeowner is not required to have an Occupational Tax Certificate if building one's own personal home (not more than one home per year). I understand that before any inspections will be made, erosion control measures must be installed and properly maintained daily and licensed subcontractor affidavits must be submitted and accepted. I hereby certify that I am the property owner or the authorized agent of the property owner and that all information contained herein is true and accurate.

Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_



# SUBCONTRACTOR AFFIDAVIT

CITY OF SNELLVILLE  
DEPARTMENT OF PLANNING & DEVELOPMENT  
2342 OAK RD, SNELLVILLE, GA 30078  
(770) 985-3513  
[www.snellville.org](http://www.snellville.org)

### GENERAL CONTRACTOR SHALL CALL IN ALL INSPECTIONS

This form must be completed, signed and submitted to Planning & Development before work may commence and at least 24-hours prior to requesting an inspection. Call (770) 985-3513 for inspection requests. Please mail or hand deliver forms.

GENERAL CONTRACTOR: \_\_\_\_\_ BLDG PERMIT # \_\_\_\_\_

GENERAL CONTRACTOR ADDRESS: \_\_\_\_\_

GENERAL CONTRACTOR CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

JOB SITE ADDRESS: \_\_\_\_\_ LOT / BLOCK: \_\_\_\_\_

SUBDIVISION / PROJECT NAME: \_\_\_\_\_

THIS IS TO CERTIFY THAT I WILL BE RESPONSIBLE FOR SUBCONTRACTORS PERFORMING

- ELECTRICAL
- HEATING & AIR
- PLUMBING

PLEASE CHECK THE TYPE OF STATE LICENSE HELD AND BEING USED FOR THIS JOB:

- |   |   |
|---|---|
| <input type="checkbox"/> Electrical Contractor Class I      | <input type="checkbox"/> Electrical Contractor Class II (Unrestricted)      |
| <input type="checkbox"/> Master Plumber Class I             | <input type="checkbox"/> Master Plumber Class II (Unrestricted)             |
| <input type="checkbox"/> Conditioned Air Contractor Class I | <input type="checkbox"/> Conditioned Air Contractor Class II (Unrestricted) |
| <input type="checkbox"/> Low-Voltage Contractor Class I     | <input type="checkbox"/> Low-Voltage Contractor Class II (Unrestricted)     |

I certify that I am experienced in the classification above and I will comply with all codes and ordinances adopted by the City of Snellville that pertain to the construction of this structure. In the event of any change in my status on this installation, I understand that I will be held responsible for all indicated work at this job until Building Inspections have been notified, in writing, of any change.

SUBCONTRACTOR COMPANY NAME: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP \_\_\_\_\_

OCCUPATION TAX # OR BUSINESS LICENSE #) \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_ ISSUING AUTHORITY: \_\_\_\_\_

STATE LICENSE #: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

SUBCONTRACTOR SIGNATURE: \_\_\_\_\_ PHONE: (\_\_\_\_) \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

**PLEASE ATTACH A CURRENT COPY OF YOUR OCCUPATION TAX/BUSINESS LICENSE, PROFESSIONAL LICENSE AND DRIVER'S LICENSE**



**City of Snellville**  
 DEPARTMENT OF PLANNING AND DEVELOPMENT  
 2342 OAK ROAD, 2<sup>ND</sup> FLOOR  
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(770) 985-3513  
 (770) 985-3514

CONTRACTOR REGISTRATION

**PLEASE ATTACH A COPY OF YOUR CURRENT OCCUPATIONAL TAX CERTIFICATE (BUSINESS LICENSE), PROFESSIONAL & DRIVER'S LICENSES WITH THIS FORM. PLEASE MAIL FORMS OR HAND DELIVER.**

PLEASE MARK THE APPROPRIATE SPACE

GENERAL CONTRACTOR: \_\_\_\_\_ ELECTRICAL: \_\_\_\_\_ H/VAC: \_\_\_\_\_ PLUMBING: \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**APPLICANT'S NAME:** \_\_\_\_\_ **PHONE:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **CELL:** \_\_\_\_\_

**CITY/STATE/ZIP:** \_\_\_\_\_

**STATE CARD NO:** \_\_\_\_\_ **CLASSIFICATION:** \_\_\_\_\_

**OCCUPATION TAX CERTIFICATE NO:** \_\_\_\_\_ **EXP. DATE:** \_\_\_\_\_

(Business License #)

In filing this application for registration, I hereby certify that I am experienced in the classification above and am either familiar with, or will become familiar with all requirements and will abide by all the rules and regulations set forth by the City of Snellville Planning & Development Department.

\_\_\_\_\_  
 Applicant's Signature

\_\_\_\_\_  
 Print Name



## Department of Planning & Development

City of Snellville  
2342 Oak Road, 2<sup>nd</sup> Floor  
Snellville, Georgia 30078  
[www.snellville.org](http://www.snellville.org)

(770) 985-3513  
(770) 985-3514  
FAX (770) 985-3551

### SOLID WASTE AFFIDAVIT & DISCLOSURE FORM

IN ACCORDANCE WITH CHAPTER 46 OF THE SNELLVILLE CODE OF ORDINANCES, THE CITY GRANTS TO THE FRANCHISEE THE EXCLUSIVE RIGHT AND PRIVILEGE TO OPERATE AND MAINTAIN A REFUSE COLLECTION SERVICE IN, UPON, ALONG, ACROSS, ABOVE, AND OVER THE STREETS, ALLEYS, PUBLIC WAYS AND PUBLIC PLACES IN THE CITY. ALL REFUSE ACCUMULATED IN THE CITY SHALL BE COLLECTED, CONVEYED AND DISPOSED OF BY ONLY THE FRANCHISEE.

HAUL-OFF SERVICES PROVIDED BY A THIRD-PARTY WHO PROVIDES A CONTAINER (OPEN-TOP AND ROLL-OFF DUMPSTER OR THREE CUBIC YARD 'BAGSTER' OR SIMILAR TYPE BAG, BUT NOT INCLUDING FRONT-LOAD DUMPSTERS) FOR SOLID WASTE ON A TEMPORARY BASIS WHICH IS LATER REMOVED BY THE THIRD PARTY FOR DISPOSAL ELSEWHERE IS PERMITTED.

CONSTRUCTION AND DEMOLITION WASTE DISPOSAL: ON-SITE BURIAL/DISPOSAL OF CONSTRUCTION AND DEMOLITION WASTE IS PROHIBITED BY GEORGIA LAW AND THE CITY OF SNELLVILLE SOLID WASTE ORDINANCE.

#### **BOX 1 – Business License Applicants**

Name of Business: \_\_\_\_\_

Business Location (Address): \_\_\_\_\_ Suite: \_\_\_\_\_

Is Business Location in a Shopping Center:  No  Yes (Name): \_\_\_\_\_

Contact Snellville Public Works to Establish a Sanitation Account (provide account number): \_\_\_\_\_

*I understand that I must obtain and maintain a sanitation account with the Snellville Public Works Department at all times while my business license account is active.*

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

#### **BOX 2 – Building Permit Applicants**

Construction Project Name: \_\_\_\_\_ Permit No.: \_\_\_\_\_

Project Location (Address): \_\_\_\_\_ Suite: \_\_\_\_\_

Scope of Project (check all that apply):  New Construction  Interior Remodel/Finish  Demolition  Site Work

State how construction and demolition waste will be collected and type of container to be used: \_\_\_\_\_

*I acknowledge that on-site disposal of construction and demolition waste is prohibited. City inspection staff may refuse to make inspections, issue Stop Work Orders, issue Citations for violations of Stop Work Orders, and refuse to approve Certificates of Completion/Occupancy for failure to comply with solid waste disposal laws.*

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_



## BUILDING INSPECTIONS

Building Permit Cards must be placed on each lot or construction site visible from the street and attached to a weatherproof structure a minimum of 5' above ground.

Erosion control measures must be in place and properly maintained before any inspections will be made.

Inspections are typically performed Monday, Wednesday or Friday unless closed for a Holiday. The Building Inspector requires all inspections to be called in the day BEFORE you wish to receive the inspection by 4:30 p.m.

Call the Department of Planning & Development at **770.985.3513** or **770.985.3514** to schedule. Do not leave inspections on the voicemail.

Requested inspections that are not ready for inspection when the Building Inspector arrives or which do not successfully pass requiring a re-inspection are subject to re-inspect fees, which must be paid before scheduling the next inspection. The following fee structure applies to failed inspections:

|                                   |       |                                   |       |
|-----------------------------------|-------|-----------------------------------|-------|
| 1 <sup>st</sup> re-inspection fee | \$50  | 4 <sup>th</sup> re-inspection fee | \$125 |
| 2 <sup>nd</sup> re-inspection fee | \$75  | 5 <sup>th</sup> re-inspection fee | \$150 |
| 3 <sup>rd</sup> re-inspection fee | \$100 | subsequent re-inspections         | \$150 |

Subcontractor Affidavits for Plumbing, Electrical, and HVAC must be in our office prior to scheduling of the appropriate inspections.

Third party inspections must be pre-approved by the Building Inspector in advance of the inspection. The builder/permit holder shall be responsible for all fees associated with any third party inspection. Copies of all third party inspections must be provided to Planning & Development for the inspector to review and for permanent record keeping.

The inspector will mark the inspection and result on the yellow permit card.

Upon successfully passing the building final for C.O. inspection, and any other additional requirements, a Certificate of Occupancy shall be issued, provided all fees have been paid in full. Commercial remodels and new commercial buildings are required to provide the Fire Safety Certificate of Occupancy to Planning & Development **before** receiving the Building Certificate of Occupancy.

Inspections are usually called in the following sequence:

1. Site Inspection – Swimming pools only
2. Footing Inspection – Made after all trenches are excavated, forms erected and the steel (if required) in place. Building setbacks will be verified at this time. All lot lines must be tightly strung and clearly visible.
3. Swimming Pool Inspection – Basket Inspection, building, electrical, HVAC and plumbing.
4. Monolithic Slabs – Slab MEP inspections shall be signed off first; gravel (if specified) and vapor barrier shall be installed before footing inspection is signed off.
5. Basement Foundation Walls – Walls over 8' in height require design by PE with reinforcing and wall thickness noted.
6. Basement Slabs – Plumbing shall be signed off first; gravel and vapor barrier shall be installed before slab inspection is signed off.
7. Garage/Carport Slab – When fill exceeds 24", it requires design by PE with reinforcing noted; Floor must slope to vehicle entrance.
8. HVAC Rough Inspection – Boot stack heads in; furnace vents roughed in; thermostat wire in place; pre-fab fireplaces and decorative appliance set; concealed gas lines installed and pressure tested.
9. Plumbing Rough Inspection – Waste lines and vent installed; waste line braced and strapped every 5 feet; water test on waste lines; water piping installed; water piping strapped every 5 feet.
10. Electrical Rough Inspection – Electrical panel set in place; all wiring installed and terminated in approved boxes or fittings; service cable installed and meter can set; all splices and taps made up and all wire fastened or stapled according to code.
11. Framing Inspection – All framing complete; fire blocking and bracing in place; roof complete; pre-fab fireplace must be set, vented through roof and capped; bath fans vented.
12. Insulation Inspection - Insulation to be installed **after** framing inspection is signed off.
13. Firewall Inspection – All commercial and multi-family construction with firewalls and fire rated assemblies after gypsum board is installed on one side but before mudding and taping has started.
14. Commercial Final Building Inspection – Made after final electrical, plumbing and HVAC inspections have been 100% signed off; interior and exterior is complete; landscaping is completed; 100% fire marshal signature; sewer signature; health signature; building to be complete and ready for occupancy, with all holds released.
15. Residential Final Building Inspection – Made after electrical, plumbing and HVAC inspections have been signed off; framing inspection has been signed off; all subcontractor affidavits are on file; all holds released, if any; interior and exterior is complete including driveway, sidewalks, sodded yards (where required) and trees planted, Final inspection must be made on swimming pools (including fences and alarms) before a Certificate of Occupancy is issued.



**SUPPLEMENT TO THE SNELLVILLE BUILDING PERMIT APPLICATION**

ALL BUILDERS SHALL COMPLY WITH THE FOLLOWING SNELLVILLE ORDINANCES AND REGULATIONS. FAILURE TO DO SO COULD DELAY FINAL INSPECTIONS OF A STRUCTURE AND/OR CAUSE OTHER PENALTIES.

All building sites are subject to Chapter 26, Article VII, "Soil Erosion and Sedimentation Control", of the Snellville Code of Ordinances (copy available upon request).

This ordinance in part, controls the movement of soil by whatever means on any type of development in the City, including, but not limited to, commercial and residential, including single building sites.

Silt barriers shall be placed in the prescribed method at whatever locations required by the City Engineer or the City Inspector. They shall be maintained in a functioning manner at all times.

All other parts of the Soil Erosion and Sediment Control Ordinance shall be observed where applicable.

**THIS ORDINANCE WILL BE ENFORCED.** It carries a prescribed fine and the violator must pay for any damages to adjacent property caused by any violation such as allowing silt to flow off the property and block a drainage pipe. An accumulation of silt on an adjacent property is considered damage.

Drainage swales shall be constructed where so directed by the City Engineer or City Inspector. Open ditches shall have side slopes constructed and grassed with a maximum slope of 2:1, or pipes shall be placed if deemed necessary by the City Engineer or City Inspector due to difference of elevation in the yard and bottom of flow line or for the reason of protecting the property owners by removal of a hazard.

All commercial building sites are also subject to Chapter 26 "Environment" of the Snellville Code of Ordinances. This ordinance regulates grading, erosion control, sedimentation control, vegetation and drainage. It is a requirement of this chapter that a hydrological study shall be performed for every commercial construction site. Drainage is taken seriously and these requirements will be enforced. Four copies of the site plan and one copy of the hydrological study are to be submitted to the Planning & Development Department for review and approval. This approval is required prior to the issuance of a Site Development Permit.

A detention pond "as-built" drawing showing pond volume by contours and outlet structure details is required prior to issuance of a Certificate of Occupancy.

The City of Snellville has ordinances and regulations controlling work done within the street right-of-way. Therefore, the developer or builder should consult with the City Engineer before constructing any driveways or drainage facilities. Any of the facilities that are not constructed to city requirements will have to be brought into compliance before final building inspections are made. Detailed drawings are available in the Engineer's office.

When final grading is done on a lot or at the time of landscaping, the area within the street right-of-way shall be provided with whatever cut or fill that might be necessary to form a typical street cross section with a shoulder from the curb to the front property line. The City Engineer shall determine any allowable deviation from this requirement.

Snellville ordinance prohibits the movement of all steel tracked vehicles on paved streets. This includes tractors doing landscaping. The operator of any vehicle violating this ordinance by damaging city property (pavement, curbing, catch basins, headwalls, culverts, etc.) shall receive a citation to appear in Snellville City Court.

I have read and acquainted myself with the requirements of this supplement to the Snellville Building Permit Application and have received a copy for my future reference.

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Building Permit No. \_\_\_\_\_

Signature : \_\_\_\_\_

**INDEMNITY AGREEMENT**

WHEREAS, \_\_\_\_\_ (the "Owner") is the owner of the Property (the "Property") located in the City of Snellville on \_\_\_\_\_ and desires to make certain improvements to the Property and to obtain a building permit from the City of Snellville for such improvements; and

WHEREAS, the improvements which the owner wishes to make to the Property may alter drainage in, out, or across the Property,

WHEREAS, the City of Snellville requires the indemnification set forth below as a condition precedent to the Owner's making the improvements:

NOW, THEREFORE, in order to induce the City of Snellville to issue a building permit to the Owner, the Owner agrees for itself, himself, or herself, its, his, or her officers, agents, assigns, and successors in title to the Property to indemnify and hold harmless the City of Snellville, its officers, agents and employees from any damages or claims for damages arising out of (a) the construction, maintenance or use of the improvements, or (b) the run-off or discharge of water from the Property. This is a covenant running with the Property.

IN WITNESS WHEREOF, the Owner has caused this Indemnity Agreement to be duly executed under seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Print Name \_\_\_\_\_ Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_

Cell (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Builder/Developer Signature \_\_\_\_\_

**CITY of SNELLVILLE**

**EROSION CONTROL AND  
SOLID WASTE MANAGEMENT AFFIDAVIT**

www.snellville.org

This affidavit must be submitted at time of permit application; please type or use black ink

Building: [\_\_\_] Development: [\_\_\_] Permit Number: \_\_\_\_\_

Subdivision or Project Name: \_\_\_\_\_

Phase/Unit: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Company Phone: \_\_\_\_\_ Other Phone: \_\_\_\_\_

**EROSION CONTROL**

My signature hereon signifies that I am the person responsible for compliance with the Soil Erosion & Sediment Control Ordinance. I acknowledge that City inspection staff may: refuse to make inspections, issue Stop Work Orders, and issue summons's to appear in Recorder's Court for violations of erosion control requirements; and that I must use Best Management Practices (BMP's) to control soil erosion on my job site which includes at a minimum all of the following:

- Installation and regular maintenance of silt barriers (i.e silt fences, hay bales, etc.) in those areas where water exits the job site;
- Installation and regular maintenance of a stone driveway entrance/exit pad to minimize the tracking of mud into the street;
- Removal of mud from the street or adjacent property immediately following any such occurrence;
- Maintenance and removal of mud from detention ponds and sediment basins
- Conduct no land disturbing activities within 25 feet of the banks of streams, lakes, wetlands, etc. (i.e. "state waters")
- Institute erosion control measures and practices as indicated on the approved Soil Erosion and Sediment Control Plan. Provide temporary vegetation and/or mulch in exposed critical disturbed areas.
- Submittals of form EC-1 on a weekly basis every Friday before 5:00 p.m.

**SOLID WASTE MANAGEMENT**

1. **Construction and Demolition (C&D) Waste Disposal Information:** (Please complete both paragraphs "a" and "b" below)

Note: on-site burial/disposal of Construction and Demolition (C&D) Waste is prohibited by Georgia law and the Gwinnett County Solid Waste Disposal Services Ordinance. Construction and Demolition (C&D) Waste means building materials from construction and demolition operations which include, but are not limited to: asbestos-containing waste, wood, bricks, metal, concrete, wall board, paper, and cardboard.

a. State how often C&D Waste will be collected and hauled (note: hauler have a Permit by Rule from Georgia EPD):

b. State the type of container or enclosure to be used to temporarily store waste before hauling (e.g. dumpsters provided every other lot, etc.):

2. **Inert Waste Disposal Information:** (Please complete either paragraph "a" or "b" below)

Note: on site disposal of Inert Waste is authorized by Georgia law and the Gwinnett County Solid Waste Disposal Services Ordinance ONLY if Georgia EPD Permit by Rule regulations are followed. Inert Waste is limited to: earth, earth-like products, concrete, cured asphalt, rock, bricks, yard trimmings, stumps, limbs and leaves.

a. Off-Site Disposal (including residue from burning):

- (1) State if Inert Waste is to be burned (approval from Gwinnett Marshal's Office is required): \_\_\_\_\_ Yes \_\_\_\_\_ No; and,
- (2) State how often Inert Waste and/or burning residue will be collected and hauled (note: hauler must have a Permit by Rule from Georgia EPD):

b. On-Site Disposal (including residue from burning):

- (1) Please attach a copy of completed Georgia EPD Notification of Permit by Rule Operations Form; and,
- (2) Please attach a copy of "sketch plan" indicating the proposed location and boundaries of the disposal site; and,
- (3) Please state if inert waste is to be burned (approval from Gwinnett Fire Marshal's Office is required) and applied as a soil amendment:  
\_\_\_\_\_ Yes \_\_\_\_\_ No;

My signature hereon signifies acknowledgement of all of the following

- On-site disposal of Construction and Demolition (C&D) Waste is prohibited;
- City inspection staff may: refuse to make inspections, issue Stop Work Orders, issue summons's to Recorder's Court for violations of Stop Work Orders, and refuse to approve Final Plats and Certificates of Occupancy or Completion for failure to comply with solid waste disposal laws;
- If on-site disposal of Inert Waste is proposed, proof shall be provided that property/deed records have been revised or recorded indicating the boundaries of the disposal site prior to approval of a Final Plat, Certificate of Occupancy or Completion.
- **All on site sanitation services (Open top dumpsters and front load containers) must be secured through the City of Snellville Sanitation Department. A citation (fine not in excess of \$1000.00) will be issued in the event service is not acquired through the City of Snellville.**

Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_