



ROOFED ACCESSORY STRUCTURES

BUILDING CHECKLIST & PERMIT APPLICATION

- REVIEW ZONING REQUIREMENTS INFORMATION SHEET
- REVIEW ACCESSORY STRUCTURES INFORMATION SHEET

A COMPLETE SUBMITTAL PACKAGE INCLUDES:

- _____ SEPTIC SYSTEM APPROVAL OR COPY OF WATER/SEWER BILL Note: If Serviced by Gwinnett County Sewer System bring your most recent statement. If served by a sanitary septic system visit Gwinnett Environmental Health Dept at 455 Grayson Hwy. Ste. 600 Lawrenceville, GA. (770) 963-5132 to obtain an approval for your proposed structure.
- _____ PREPARE SITE PLAN
Must be drawn to scale showing any existing and proposed structures. See information sheet attached.
- _____ PREPARE CONSTRUCTION DETAILS. See information sheet attached.
- _____ COMPLETE BUILDING PERMIT APPLICATION
- _____ COMPLETE HOMEOWNER AFFIDAVIT OR GENERAL CONTRACTOR REGISTRATION
- _____ COMPLETE ACCESSORY DWELLING UNIT AFFIDAVIT – can be notarized in our office.
- _____ SUBMIT FEE (120 SF or less \$100, 121 SF – 500 SF \$250, over 500 SF \$350)

**INCOMPLETE OR MISSING INFORMATION WILL RESULT IN THE APPLICATION
BEING DENIED.**

REV 4.1.25

PERMIT APPLICATION FOR A ROOFED ACCESSORY STRUCTURE

SUBMIT

PROJECT ADDRESS:

OFFICE USE ONLY - STAMP RECEIVED HERE:

PERMIT # _____

TAX PARCEL # _____

ZONING _____

HOMEOWNER/CONTRACTOR INFO:

NAME _____

PHONE NUMBER _____

EMAIL ADDRESS _____

CONTRACTOR: _____

PHONE NUMBER _____

ADDRESS _____

ESTIMATED COST TO CONSTRUCT:

ON SEPTIC _____ OR SEWER _____

- If connected to sewer provide a copy of the Gwinnett County Water/Sewer Bill.
- If connected to a Septic Tank provide approval by the Gwinnett County Environmental Health

TOTAL SQUARE FEET OF STRUCTURE:

HOW MANY LEVELS:

**SUBMIT IN PERSON,
BY REGULAR MAIL, OR
OVERNIGHT MAIL**

FEES: Includes Plan Review & Certificate of Completion

120 SF OR LESS	\$100
121 SF – 500 SF	\$250
OVER 500 SF	\$350

It is the applicant's responsibility to call in all required inspections.

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 Certificate of Occupancy/Completion has been issued by the Department of Planning & Development (and 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 of the authorized agent of the property owner and that all information contained hereon is true and accurate.

PRINT NAME

SIGNATURE

DATE

STATE OF GEORGIA
COUNTY OF GWINNETT
CITY OF SNELLVILLE

PERMIT NO. _____

PROPERTY ADDRESS: _____



HOME OWNER (DAY LABOR) PERMIT AFFIDAVIT

SUBMIT

FOR (CHECK ONE):	<input type="checkbox"/> NEW CONSTRUCTION	<input type="checkbox"/> ACCESSORY BUILDING
	<input type="checkbox"/> ALTERATION OR FIRE REPAIR	<input type="checkbox"/> OTHER (LIST)

The undersigned hereby applies for special consideration as a property owner desiring to build his/her own residence or accessory structure. In making this request for a "home owner" permit, the undersigned states the following to be true.

- ❖ Applicant intends to reside in the completed structure for at least 12-months from the date of receiving Certificate of Occupancy and does intend to offer it for sale during this 12-month period.
- ❖ Applicant will serve as the general contractor, and accept inherent responsibilities for the work authorized by the issued permit.
- ❖ Applicant agrees to hire properly licensed subcontractors for any work that is further sub-contracted. All electrical, plumbing, heating and air conditioning work shall be done by State licensed contractors.
- ❖ Applicant currently owns property described in permit application. Provide copy of Warranty or Security Deed or property tax bill from the Gwinnett County Tax Commissioner's Office.
- ❖ Applicant agrees to build in accordance with all applicable codes and strictly adhere to the inspection schedule. Undersigned acknowledges that inspections must be performed in an established sequence and that the work done in violation of the codes must be corrected or may be ordered removed.

Applicant acknowledges that he/she is aware that a permit issued under the provisions of the code may be revoked for false statements or misrepresentation as to the material fact in the application on which the permit was based.

Applicant further acknowledges that he/she is aware that any knowingly false statements made in the permit application will subject said applicant to possible prosecution. Georgia Criminal Code, Section 26-2402 (False Swearing) calls for a possible fine of not more than \$1,000.00 or imprisonment for not less than one (1) nor more than five (5) years, or both.

Applicant Printed Name

Signature

Date



CONTRACTOR REGISTRATION

SUBMIT

PLEASE ATTACHED A COPY OF YOUR CURRENT OCCUPATIONAL TAX CERTIFICATE (BUSINESS LICENSE) WITH THIS FORM

PLEASE MARK THE APPROPRIATE SPACE

GENERAL CONTRACTOR: _____ ELECTRICAL: _____ H/VAC: _____ PLUMBING: _____

COMPANY NAME: _____ **PHONE:** _____

ADDRESS: _____ **FAX:** _____

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

CITY OF SNELLVILLE, GEORGIA
ACCESSORY DWELLING UNIT
AFFIDAVIT

SUBMIT

Property Address: _____ Current Zoning District: _____

Home Owner Name: _____ Date: _____

FOR (Check one): DETACHED GARAGE ROOFED ACCESSORY STRUCTURE

STRUCTURE DIMENSIONS: _____ SIZE (SQ. FT.): _____ MAX. HEIGHT (FT): _____

AND WILL CONTAIN (Check as applicable): ELECTRICITY HEAT A/C BATHROOM

PURPOSE OF STRUCTURE: _____

I, homeowner of the subject property identified above, and as applicant requesting a Building Permit for the construction of the above referenced accessory structure, understand that the current zoning of my property PROHIBITS use of the structure as an Accessory Dwelling Unit (“ADU”) defined as follows:

“A small, self-contained dwelling unit located on the same lot as a principal dwelling unit.”

With ‘dwelling unit’ further defined as:

“A single unit providing complete, independent living facilities for one family, including permanent provisions for living, sleeping, eating, cooking, and sanitation.”

And, that I will not allow the structure to be used and occupied as an Accessory Dwelling Unit at any time, by any person or persons, whether related family members or not and understand that such use is a violation of the codes and regulations of the Unified development Ordinance (“UDO”) of the City of Snellville, Georgia.

I, the undersigned, do hereby affirm and swear, under oath, that all information on this form and on accompanying documents is true and correct.

Home Owner Signature: _____ Date: _____

State of Georgia, County of Gwinnett

Subscribed and sworn to before me this _____ day of _____, 20 _____

Signature of Notary Public _____

AFFIX NOTARY SEAL

What is a Site Plan?

A site plan is a detailed drawing of your property, also known as a survey of your land. These are usually drawn by a surveyor. The site plan will show the dimensions of your project and its relationship to existing setbacks, easements, utilities, other structures on the property, and distance to your property lines.

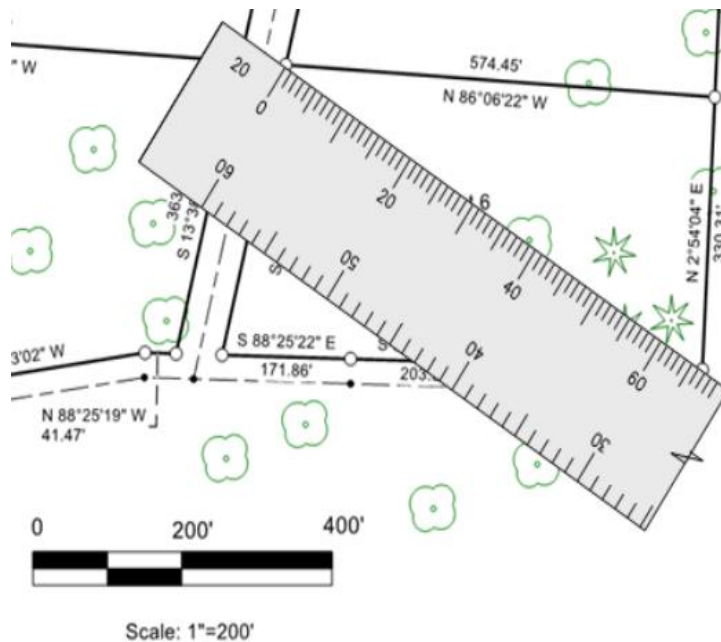
If you do not know the location of your utilities, contact the Utility Notification Center. Remember to ask them about the cost of this service.

If your project will require moving any utilities (gas, water, sewer/septic, electric, etc.) show where those meters will be located.

Structures shall not be permitted to be built over set back lines, easements, or property lines.

INFORMATION SHEET FOR ROOFED ACCESSORY STRUCTURES

DRAW THE SITE PLAN TO SCALE.



Did You Know?

Permits are valid for work to begin within 6 months.

Permits expire if no work is performed for longer than 180 days.

A Certificate of Completion will be issued upon successfully passing all required inspections.

No permit is required on structures less than 20 square feet.

CONTACTS

Environmental Health

770-963-5132
455 Grayson Hwy. Ste. 600
Lawrenceville, GA
(Septic Tank Permits)

City of Snellville Planning & Development

2342 Oak Rd.
Snellville, GA 30078
770-985-3513 or 770-985-3514
(To Schedule Inspections)

What are Construction Details?

Construction Details are technical drawings and specifications that provide information about the materials, components, and systems used in construction.

What Do Construction Drawings Include?

- Footing Details that include how the structure is secured to the ground
- Floor, Walls & Roof Details
- Framing & Door / Window details
- Material Specifications for foundation, floor, walls & roofing
- Elevation Detail
- Mechanical, Electric, Plumbing Details

Why Do I need a Permit?

It's the Law – Permits are required by Ordinance. Work without a permit may be subject to removal or other costly remedies.

Saves Money – Homeowners insurance policies may not pay for damages caused by work done without permits and inspections.

Makes Selling Property Easier – Listing associations require owners to disclose any home improvements or repairs and whether permits were obtained. Many financial institutions will not finance a purchase without proof of final inspection. If you decide to sell a home or building that has had modifications without a permit, you may be required to tear down the addition, leave it unoccupied or do costly repairs.

Improves Safety – Your permit allows the building department to inspect for potential hazards and unsafe construction. By ensuring your project meets the minimum building code standards of safety, the building department can reduce the risk of fire, structural collapse, and other issues that might result in costly repairs, injuries and even death. Inspections complement the contractor's experience and act as a system of checks and balances that result in a safer project.

Zoning Requirements for Roofed Accessory Structures

A **Roofed Accessory Structure**, also referred to as a shed, storage building, or detached garage is defined as: *“A small accessory building, such as a garage serving one dwelling unit, shed, gatehouse, gazebo, greenhouse, children’s playhouse and similar accessory use, whether portable or not (except as provided for temporary storage containers), that are subordinate in use and size to the principal use. Excludes all garages except those serving one dwelling unit.”*

And are not the same as an **Accessory Dwelling Unit**, defined as *“A small, self-contained dwelling unit located on the same lot as a principal dwelling unit.”* Where a dwelling unit is defined as *“a single unit providing complete, independent living facilities for one family, including permanent provisions for living, sleeping, eating, cooking, and sanitation.”*

Roofed accessory structures are allowed as a limited use in all residential zoning districts, subject to the use standards of UDO Sec. 206-8.26 as follows:

1. **Building Permit Required:** The construction of any roofed accessory structure over twenty (20) sq. ft. in floor area requires a building permit.
2. **Prohibited Locations:** Roofed accessory structures may not be located:
 - a. Within any drainage easement, sewer easement, or other easement as shown on any recorded plat.
 - b. Within any stream buffer or impervious surface buffer.
 - c. Within the Floodplain.
3. **Total Allowed Structures:** No more than three (3) roofed accessory structures are allowed on a single-family detached dwelling lot.
4. **Height Restriction (less than 120 sq. ft.):** Roofed accessory structures under 120 sq. ft. in floor area may not exceed ten (10) feet in height in a residential district.
5. **Exterior Material Requirements & Height Restriction (120 sq. ft. or greater):** Roofed accessory structures 120 sq. ft. or more in floor area must adhere to the following:
 - a. Except for greenhouses, exterior walls of roofed accessory that are accessory to all uses, except single-family detached dwellings, must be finished with brick, stone, cement-based siding, or with materials and colors similar to that of the principal building.
 - b. Except for greenhouses, exterior walls of roofed accessory that are accessory to single-family detached dwellings must be any material listed in sentence a above or factory finished powder-coated metal, except that pre-engineered metal buildings are not allowed.
 - c. Except for greenhouses, roofing materials and roofing colors must match that of the principal building.
 - d. Height may not exceed 20 feet in a residential district.
6. **Maximum Floor Area Requirements:** The maximum allowed cumulative total square footage of all accessory buildings is based on lot size as follows:
 - a. Lots under 10,500 sq. ft.: 500 sq. ft. in floor area, excluding any accessory dwelling unit.
 - b. Lots 10,501 sq. ft. to 0.99 acre: 750 sq. ft. in floor area, excluding any accessory dwelling unit.
 - c. Lots over 1 acre: an amount equal to 50% of the floor area of the principal structure, up to a maximum of 2,000 sq. ft. in floor area, excluding any accessory dwelling unit.