



**The City of Snellville**  
 Department of Planning & Development  
 2342 Oak Road, 2<sup>nd</sup> Floor  
 Snellville, GA 30078  
 www.snellville.org

(770) 985-3513  
 (770) 985-3514

**TEMPORARY CONSTRUCTION BUILDING AND SIGNS PERMIT**

MAIL OR HAND DELIVER

Temporary building to be used for:

- CONSTRUCTION
- SALES
- OTHER (Specify) \_\_\_\_\_

**PERMIT FEE \$ 50.00**

\_\_\_\_\_  
 APPLICANT NAME (please print) PROJECT NAME / SITE LOCATION

\_\_\_\_\_  
 MAILING ADDRESS CITY ST ZIP

(\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_  
 PHONE CELL PHONE EMAIL

\_\_\_\_\_  
 24-HOUR CONTACT NAME CELL PHONE

\_\_\_\_\_  
 WILL ELECTRICITY BE PROVIDED?  NO  YES (If yes, a separate electrical permit shall be required)

NO. OF TRAILERS

EXPECTED PROJECT COMPLETION DATE: \_\_\_\_\_ Note: 12-month time limit. Planning Director may renew annually.

- PROVIDE MANUFACTURERS SPECIFICATIONS SHOWING FOUNDATION & TIE-DOWN PLAN
- PROVIDE SITE PLAN SHOWING LOCATION OF THE TRAILER(S) – INSPECTION REQUIRED

**Use Standards:**

1. Temporary buildings and signs are only allowed on the land on which the project is being constructed during the duration of the construction period.
2. Temporary buildings related to a subdivision development must be removed when 100% of all lots are occupied.
3. If no activity occurs at the construction site within a consecutive 3-month period, all buildings and signs must be removed.
4. All temporary buildings and signs must secure an annual permit.
5. The City must hold the certificate of occupancy for the last structure until all temporary buildings and signs are removed.
6. Temporary signs must conform to the applicable standards of Sec. 207-6 (Signs) and must be removed immediately when all lots are occupied by completed homes.

\_\_\_\_\_  
 APPLICANT'S SIGNATURE DATE

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\_\_\_\_\_  
 REVIEWED AND APPROVED BY DATE

CONDITIONS / COMMENTS