



**CITY OF SNELLVILLE**

Department of Planning & Development  
2342 Oak Road, 2<sup>nd</sup> Floor  
Snellville, GA 30078  
Phone (770) 985-3514 Fax (770) 985-3551  
[www.snellville.org](http://www.snellville.org)

**DEMOLITION PERMIT  
APPLICATION**

**PERMIT FEE: \$50.00** PERMIT #: \_\_\_\_\_

Site Information: [ ] Residential [ ] Non-Residential Cost of Demolition: \$ \_\_\_\_\_

Demolition of: [ ] Entire Structure [ ] Part of Structure *only* Total Number of Demo Structures: [ ]

Site Address: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Unit: \_\_\_\_\_

Description of Structure(s): \_\_\_\_\_ Year Built: \_\_\_\_\_

No. of Units: \_\_\_\_\_ No. of Stories: \_\_\_\_\_ No. of Rooms: \_\_\_\_\_ Total Sq. Footage: \_\_\_\_\_

Does the demolition scope of work include the removal of impervious surfaces (i.e. driveways, parking areas, retaining walls, stormwater detention facilities)? [ ] YES [ ] NO

Utilities to be disconnected (check all that apply): [ ] Electric [ ] Gas [ ] Water [ ] Sewer [ ] Septic Tank

Proposed Commencement Date of Demolition: \_\_\_\_\_ Anticipated Completion Date: \_\_\_\_\_

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**Will this project involve the removal or encapsulation of asbestos? [ ] YES [ ] NO If yes, this permit may not be issued until you have presented this office with your Asbestos Contracting License and the Notification of Asbestos Renovation, Encapsulation, or Demolition from the Georgia Department of Natural Resources, Asbestos Licensing and Certification Unit, Environmental Protection Division.**

**Asbestos Contracting License Number # \_\_\_\_\_**

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Property Owner Name: \_\_\_\_\_

Owner Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (hm): \_\_\_\_\_ Phone (cell): \_\_\_\_\_ E-Mail: \_\_\_\_\_

Demolition Contractor Business Name: \_\_\_\_\_

Contractor Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contractor Business License No.: \_\_\_\_\_ Employee/Agent Name: \_\_\_\_\_

Phone (bus): \_\_\_\_\_ 24-Hour Contact Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

APPLICATION is hereby made to the City of Snellville for the issuance of a demolition permit pursuant to the provisions of the City of Snellville Unified Development Ordinance and the Building Codes adopted by the State of Georgia. The applicant agrees to comply with all applicable provisions of said law and code as well as all applicable local, county or state laws and/or ordinances; and swears that all statements contained in this application are true to the best of his/her knowledge and belief.

\_\_\_\_\_  
APPLICANT NAME (PRINTED)

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE



## **MOVING AND DEMOLITION OF BUILDINGS CODE COMPLIANCE GUIDELINES**

### **SEC. 307-1. CONDITION PRECEDENT TO PERMIT**

- A. Whenever any dwelling or other structure formerly used for human habitation in excess of 150 sq. ft., or any commercial building or other structure formerly occupied in the conduct of any trade or business in excess of 150 sq. ft., is removed from a location within the city to another and different location, either within or without the city, or there is to be a demolition of the structure, the applicant for the permit to move or demolish such structure must agree in writing that they will leave the premises in a safe and sanitary condition and is required to do the following:
1. Remove from such location or premises all trash, debris, garbage and other similar material.
  2. Fill all holes and depressions caused by the removal of any part of the structure or caused as a result of compliance with this article, which might become a harboring place for insects, rodents or vermin.
  3. Tear down and remove all underpinnings, pilasters, steps, plumbing connections and fixtures above ground level. All water, gas and sewer lines must be closed off, sealed and made to be gastight and watertight.
  4. Fill or cover all wells with a concrete cap.
- B. Until the premises is completely restored to a safe and sanitary condition, the premises must be secured by a fence to prevent unauthorized entry.

### **SEC. 307-2. TIME LIMITS; COSTS**

- A. All persons to whom this article is applicable must comply with its provisions within 30 days following the date of the removal of any structure specified herein.
- B. If any such person fails to comply with the provisions of this article, the City, its agents, employees, designees or contractors are authorized to enter upon the premises and to perform the work necessary thereon to comply with this article. The work may be performed by City forces or by parties employed by the City and the cost thereof charged against the person failing or refusing to comply. Any person applying for a permit under this article grants to the City an easement on the premises to perform the work.

### **SEC. 307-3. PERMIT TO MOVE BUILDING; FEES; ISSUANCE; BOND**

- A. No person owning or leasing a building or a portion of a building to be moved, may move or authorize the moving of any house, dwelling, apartment building or other similar structure or any portion thereof from within the city to a point outside the city or from within the city to another point within the city; or from a point outside the city to a point within the city, or from a point outside the city through the city to another point outside the city without first having obtained a permit to do so. No person may be issued a permit to move or

authorize the moving of any house, dwelling, apartment building or other similar structure or any portion thereof in the city or into the city or from the city to a point outside the city or through the city until they have paid a permit fee as set forth in the schedule of fees and charges.

- B. Before moving a structure or any portion of a structure for which a permit has been issued the mover is required to give 2 days' notice to the Chief of Police of the Snellville Police Department prior to such moving.
- C. Where application for a permit to move a structure or a portion thereof as identified in A above has been filed and the requisite permit fee paid, where written agreement regarding cleanup of the site has been signed and where all applicable ordinances of the City have been complied with, the Building Official is authorized to issue a permit to the applicant.
- D. No permit to move a structure or any portion thereof from inside the city to a point inside or outside the city may be issued until the applicant posts with the City Clerk a cash bond in the amount set forth in the schedule of fees and charges.

#### SEC. 307-4. PERMIT TO LOCATE BUILDING ONTO VACANT LAND; APPLICATION FEE

When any person desires to move or authorize the moving of a house, apartment, duplex or other similar structure or any building, excluding any house, dwelling, apartment or other structure formerly used for human habitation which is 150 square feet or less, onto any vacant land in the city, they must file an application for a permit with the City and must pay a fee as set forth in the schedule of fees and charges in addition to any other required fees or bonds specified in this article.

#### SEC. 307-5. PLACEMENT ON VACANT LAND WITHOUT PERMIT; SUBMISSION OF PLAN

- A. It is unlawful to move any house or other structure onto vacant land without a permit. No permit to move a house or other building onto vacant land in the city may be granted, and no house or other structure may be placed on vacant land in the city, until the person desiring a permit to move a house or other structure must have submitted all required plans and specifications showing the proposed additions or changes to be made on the structure including foundation plans; plans for paving proposed driveways, if any; types of materials to be used in additions or changes; the proposed location on the plat of land; and any and all pertinent information required for new construction, where applicable. Provisions of this UDO and ordinances applicable to applying for permits to move houses or other buildings onto vacant land in the city and in improving houses and other buildings moved onto vacant land in the city must be followed and all resultant fees paid.
- B. It is unlawful to move any structure onto any land within the city (whether the move is to be temporary or permanent) unless a permit has been granted therefor as provided in this article. Any violation of this section will be a continuing violation and each day of violation will constitute a new offense.

#### SEC. 307-6. DEMOLITION OF BUILDINGS

- A. Whenever any person desires to demolish any house, dwelling, apartment or other similar structure formerly used for human habitation or any commercial, industrial, or other structure formerly used in the conduct of any trade or business, they must, before being entitled to the issuance of a permit, agree in writing that they will, following the demolition of the structure, take all necessary action including the following to ensure that the premises or location where the structure is demolished must be left in a sanitary condition and free from all trash, debris and structures which might become a harboring place for insects, rodents or vermin:
  - 1. Remove from such location or premises all trash, debris, garbage and other similar material.
  - 2. Fill all holes and depressions caused by the removal of any part of the structure, or caused as a result of compliance with this article, which might become a harboring place for insects, rodents or vermin.

3. Tear down and remove all underpinnings, pilasters, steps, plumbing connections and fixtures above ground level. All water, gas and sewer lines must be closed off, sealed and made to be gastight and watertight.
  4. Fill or cover with a concrete cap all wells.
- B. No permit to demolish a structure may be issued until the applicant posts with the City Clerk a cash bond in the amount set forth in the schedule of fees and charges. The cash bond is to be returned to the applicant after the permitted structure has been demolished and the applicant has placed the premises or location in the condition as set forth in this article. If the permit holder fails to comply with this requirement, all or any portion of the cash bond will be applied by the City to the cost of City forces entering upon the premises or location and placing them in the condition as specified in this article. No permit or bond is required for the demolition of sheds or other accessory buildings where the structure was not used for human habitation or any commercial, industrial, trade or business purpose, or any building not having gas, water, electricity and other utilities connected.
- C. It is unlawful to demolish any house, dwelling or other similar structure formerly used for human habitation or any commercial, industrial or other structure formerly used in the conduct of any trade or business without a proper permit. Any violation of this section will be a continuing violation and each day of violation will constitute a new offense.

#### SEC. 307-7. TRANSPORTING STRUCTURE

- A. Any person transporting any house, dwelling, apartment or other structure formerly used for human habitation, or any commercial building or other structure formerly occupied in the conduct of any trade or business across or along the public roads or highways of the City must establish that it is licensed by the State public service commission or must furnish proof that it has in effect public liability insurance with minimum coverage of \$1,000,000.00 to protect the property and persons who may be damaged as a result of the moving of the structure.
- B. A permit may be required by the State or federal departments of transportation for the transport of a structure on City, County, State or federal roads. Any required transport permit is the sole responsibility of the applicant.

#### SEC. 307-8. EMINENT DOMAIN PROCEEDINGS; EXEMPTION FROM FEES

When an owner of a single-family dwelling or the owner of a two-family dwelling who resides in the dwelling is effectively evicted by eminent domain proceedings or other governmental action, and desires to move his dwelling to another properly zoned location in the city where he will thereafter reside as his home, such owner must obtain a permit as specified in this article but is not required to pay the moving permit fees.

#### EROSION CONTROL PLANS & BMP'S

#### PLUMBING PERMIT FOR THE SEWER PLUG

**DEMOLITION PERMIT  
CHECKLIST**

Demo Permit Number: \_\_\_\_\_ Assigned By: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

Subdivision Name (if any): \_\_\_\_\_ Tax/Parcel ID #: \_\_\_\_\_

Parcel Address: \_\_\_\_\_ Lot #: \_\_\_\_\_ Block: \_\_\_\_\_ Unit: \_\_\_\_\_

Permittee (Print Name) \_\_\_\_\_ Signature: \_\_\_\_\_

Firm: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Accepted/Denied by: \_\_\_\_\_

**Minimum Requirements:**

**Provide all items listed below. If not applicable, applicant shall note on this checklist, and shall explain by notation on the plans. An incomplete application will not be accepted into the review process.**

General Requirements

- \_\_\_\_\_ 1. Completed Demo Permit Application.
- \_\_\_\_\_ 2. Submittal fee and completed application.
- \_\_\_\_\_ 3. Three (3) copies of Demo Permit Site Plan. Plan must bear professional seal and signature of an Engineer, Land Surveyor, Architect or Landscape Architect having registration in the State of Georgia.
- \_\_\_\_\_ 4. Letter from Pest Control Service verifying that property is free of vermin and other pests that may migrate to other properties or that vermin and other pests have been properly exterminated.
- \_\_\_\_\_ 5. Letter documenting if asbestos is present or not present in the existing structure and documentation confirming removal and disposal of asbestos materials, as necessary.

Plan Requirements

- \_\_\_\_\_ 1. Maximum sheet size shall be 24" x 36" (min. font size of 0.08).
- \_\_\_\_\_ 2. Project name and address, subdivision name and lot number (if applicable), landlot, district and zoning.
- \_\_\_\_\_ 3. Owner's name and complete address including zip code.
- \_\_\_\_\_ 4. Name and telephone number of a 24-hour contact.
- \_\_\_\_\_ 5. Design firm name/address/phone, point of contact and contact phone number.
- \_\_\_\_\_ 6. North arrow, site acreage and scale of drawing (1"=10 to 1"=50').
- \_\_\_\_\_ 7. Boundary information including bearings and distances along all property lines.
- \_\_\_\_\_ 8. Street name.
- \_\_\_\_\_ 9. Locations of all existing structures (including houses, barns, sheds, landscape and retaining walls, sanitary and storm drainage lines and structures, detention ponds and structures, septic tanks and lines, pools, fences, etc.) with distances to lot lines for all above ground structures.
- \_\_\_\_\_ 10. Location of zoning buffers, access easements, sewer easements, and drainage easements, etc.
- \_\_\_\_\_ 11. Flood plain note and Flood Insurance Rate Map (F.I.R.M) panel number and effective date. Note should be in the following form: "This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by F.I.R.M Community Panel Number(s) \_\_\_\_\_ for incorporated City of Snellville, Gwinnett County, Georgia."

If property is located in a flood zone as determined by FEMA, a Certificate of Elevation will be required. Plan must state existing and minimum proposed finished floor elevations for the main floor, basement and garage. Elevations must be at least 3 feet above the 100-year elevation. The house must be at least 10 feet (horizontally) away from the 100-year limit.

- \_\_\_ 12. Add the following note to site plan: The placement of dumpsters and the parking of automobiles is prohibited in the right-of-way.

#### Storm Water

- \_\_\_ 1. Location of any City of Snellville tributary buffers, or state water buffers, if applicable.  
\_\_\_ 3. Where existing runoff leaves the site in a sheet flow condition, runoff shall leave the site in a sheet flow condition after development.

#### Utilities and Other Structures (Not Including the House)

- \_\_\_ 1. If site currently includes a septic tank, tank must be demolished in place or removed from the site. Please provide proof that tank has been removed from service or state on the plan that the site is connected to a sanitary sewer line.  
\_\_\_ 2. If connected to a sanitary sewer line, obtain separate Plumbing Permit to plug the sanitary sewer lateral.

#### Trees

- \_\_\_ 1. Location of any specimen or heritage trees. A specimen tree is any deciduous tree with a diameter at breast height (DBH) of 28 inches and larger (40 inches and larger heritage tree), or a coniferous tree with a DBH of 30 inches and larger (42 inches and larger heritage tree).  
\_\_\_ 2. Location of all landscape strips and tree save areas.  
\_\_\_ 3. City Arborist approval required.

#### Sediment and Erosion Control

- \_\_\_ 1. A delineation of the limits of disturbance and a statement of the estimated square feet of area disturbed.  
\_\_\_ 2. Location and type of temporary or permanent soil erosion control measures including, but not limited to, silt fence, construction exit, level spreader, rip-rap, mulching, temporary and permanent seeding, etc.  
\_\_\_ 3. Direction of existing and proposed storm water or drainage flow by use of arrows.  
\_\_\_ 4. Signed Residential Erosion and Sedimentation Control and Tree Protection Agreement.

**RESIDENTIAL EROSION & SEDIMENTATION CONTROL  
AND TREE PROTECTION AGREEMENT**

AGREEMENT APPLIES TO PERMIT NUMBER: \_\_\_\_\_

THE AUTHORIZED PERSON ACKNOWLEDGES THAT HE/SHE IS RESPONSIBLE FOR TAKING ADEQUATE STEPS:

<b>EROSION CONTROL</b>	<b>TREE PROTECTION</b>
1. Control soil erosion on said property.☐	1. Protect areas of existing trees/tree save areas on this lot other than those proposed for removal on the permitted site plan.
2. Control the movement of sediment by means of properly construct and maintain BMP's, including, but not limited to silt fence, (hay bales, etc.) in those areas where water exits the property.	2. Install tree fence with tree save signage before demolition and clearing and grading commences. All tree fences shall remain and be maintained until the demolition is 100% completed.
3. Keep mud off of adjoining streets by construction and maintenance of a construction exit and removal of mud from the street when necessary.☐	3. Comply with all applicable tree protection requirements, including those of Sec. 207-4. Tree Ordinance.
4. Otherwise comply with all applicable erosion and sedimentation requirements, including those of the City of Snellville, Georgia.☐	4. No specimen and/or heritage tree(s) may be removed without the prior written approval of the Director of Planning and Development.
5. Before any construction activities begin contact the City of Snellville Department of Planning and Development to arrange for a preconstruction meeting.	5. Tree protection areas shall be protected to prevent the sedimentation of erosion material (silt) buildup in the critical root zone.
6. These provisions and others are outlined in the City of Snellville Soil Erosion and Sedimentation Control Ordinance (Sec. 402-2 of Chapter 400 of the UDO).	6. No person may encroach into tree protection zones. Construction activities, including but not limited to parking, vehicle and foot traffic, material storage, concrete washout, debris burning, and other activities must be arranged to prevent disturbance in protected areas.

Please initial below:

\_\_\_\_\_ I, THE UNDERSIGNED AUTHORIZED PERSON, have obtained a copy of these Ordinances and attest that I understand the provisions of the Law.

\_\_\_\_\_ I, THE UNDERSIGNED AUTHORIZED PERSON, decline a copy of these Ordinances at this time. However, I hereby attest that I understand the provisions of the Law.

**FAILURE TO COMPLY WITH THESE REQUIREMENTS WILL RESULT IN THE ISSUANCE OF A STOP WORK ORDER AND/OR ENVIRONMENTAL COURT CITATIONS.**

SIGNED: \_\_\_\_\_ ON THIS DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

MAILING ADDRESS OF AUTHORIZED PERSON: \_\_\_\_\_

ACCEPTED BY: \_\_\_\_\_ (Department Staff) DATE: \_\_\_\_\_